



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078

410-939-1800

WWW.HAVREDEGRACEMD.COM

Public Notice

Havre de Grace City Council Meeting

PLACE: City Council Chambers
City Hall
711 Pennington Avenue
Havre de Grace, Maryland 21078

TIME: 7:00 p.m.

DATE: Monday, November 7, 2022

The public may attend the meeting or view it live by visiting the City of Havre de Grace website at www.havredegracemd.com and click on the City Council Videos tab. The video will be available to view on the website immediately following the meeting.



COUNCIL MEETING AGENDA

November 7, 2022

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Opening Prayer: Robin Stokes, Ames United Methodist Church
5. Approval of the Minutes:
 - A. City Council Meeting Minutes – October 17, 2022
6. Comments from Citizens
7. Appointments:
 - A. Tourism Advisory Board (CM Martin)
 - i. Kathy Keen – Reappointment
 - ii. Jim Nemeth – Reappointment
 - B. Youth Commission (CM Robertson)
 - i. Elecia Henson – Reappointment
 - ii. Tracy Robertson – Reappointment
8. Recognitions: None
9. Proclamations: None
10. Presentations:
 - A. Sustainable Maryland Certification - Bronze to Silver (Wanda Boker)
 - B. Sustainable Communities Maryland Designation (Wanda Boker)
11. Resolutions:
 - A. **Calendar Resolution concerning a License Agreement for a Fence at 308 S. Stokes Street (CM Schneegas)**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTION 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND FOR CONSIDERATION OF A LICENSE AGREEMENT FOR INSTALLATION OF A FENCE WITHIN THE RIGHT-OF-WAY AT 308 SOUTH STOKES STREET ALONG FOUNTAIN STREET AND TO AUTHORIZE THE MAYOR TO EXECUTE SUCH LICENSE

12. Ordinances:

- A. **Ordinance No. 1086 concerning Amending Chapter 205 Zoning as it pertains to Accessory Dwelling Units: Second Reading (CM Schneegas)**
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 CHAPTER 205 ZONING AS IT PERTAINS TO ACCESSORY DWELLING UNITS (ADU)

- B. **Ordinance No. 1087 concerning Amending Chapter 205 Zoning as it pertains to Lot of Record: Second Reading (CM Schneegas)**
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 CHAPTER 205 ZONING AS IT PERTAINS TO LOT OF RECORD

- C. **Ordinance concerning Amending Section 127-10 Food Truck Requirements: First Reading (CP 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 SECTION 127-10 FOOD TRUCK REQUIREMENTS OF THE CITY CODE CHAPTER 127 TITLED PEDDLING AND SOLICITING

13. Old Business: None

14. New Business:

- A. Motion to take a Favorable Position on Proposed Amendments to Section 22 of the Maryland Alcoholic Beverages Article (CP Ringsaker)

- B. Special Events (Steve Gamatoria)
 - i. Winter Celtic Festival 2023, January 13-15, 2023
4:00 p.m.-10 p.m. (1/13), 10:00 a.m.-5:00 p.m. (1/14-15), STAR Centre
 - ii. 4th Annual Lock House Craft Beer and Wine Festival, April 22, 2023
12:00 p.m.-5:00 p.m., Lock House Museum Grounds
 - iii. Concerts in the Park, June 2, 9, 16, 23, 30, July 7, 14, 21, 28
7:30 pm.-9:00 p.m., Tydings Memorial Park

15. Directors Report:

- A. Mr. Steve Gamatoria – Director of Administration
- B. Mr. Tim Bourcier – Director of Planning
- C. Ms. Bridgette Johnson – Director of Economic Development & Tourism
- D. Mr. George DeHority – Director of Finance
- E. Mr. EJ Millisor – Director of Public Works
- F. Chief Teresa Walter – Chief of Police

16. Business from Mayor Martin

17. Business from Council:

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

18. Adjournment



**October 17, 2022
Council Meeting Proceedings**

The regular meeting of the Mayor and City Council was called to order on October 17, 2022, at 7:00 p.m. with CP Ringsaker presiding. Council Members present: CM Boyer, CM Martin, CM Robertson, and CM Schneegas. Council Member absent: CM Zinner. Mayor Martin was in attendance after the oath of office.

The Pledge of Allegiance was recited, and the opening prayer was given by Elder Harry Lee, Jr., Gospel Tabernacle Church.

Approval of Minutes

City Council Meeting Minutes – CM Robertson moved to approve the Council Meeting minutes of October 3, 2022. Second by CM Schneegas. Motion carried 3-0 with CM Martin abstaining due to his absence at the meeting.

Comments from Citizens

No comments.

Appointment

CM Robertson made a motion to appoint Robbin Scott to the Youth Commission. Second by CM Martin. Motion carried 4-0.

Oath of Office

CP Ringsaker administered the oath of office to Robbin Scott of the Youth Commission.

Presentation

Jackie Seneschal with the Historical Society of Harford County gave a presentation on the Harford 250 Celebration, which celebrates the 250th anniversary of Harford County. The celebration will be March 2023-March 2024 with multiple events and activities. More about this yearlong celebration can be found at www.harford250.org.

Recognition

Special acknowledgement was given to Pat Venturino for her dedication and service to the City of Havre de Grace. Since her retirement, Ms. Venturino has acted as the unofficial photographer for the last few years documenting events and happenings at her own expense to highlight the City.

Ordinances

Ordinance No. 1088 concerning an Agreement with the Havre de Grace Green Team for the Food Forest at Todd Park: Second Reading

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 ENTER INTO AN AGREEMENT WITH THE HAVRE DE GRACE GREEN TEAM LTD, AS IT RELATES TO A FOOD FOREST ON CITY PROPERTY AT TODD PARK

A motion to introduce was made by CM Boyer. Second by CP Ringsaker. Motion carried 5-0. A motion to adopt was made by CM Boyer. Second by CM Martin. After a roll call vote, the motion carried 5-0.

Ordinance No. 1089 concerning a Tax Waiver for 1830 Pulaski Highway: Second Reading

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 WAIVE A PORTION OF PROPERTY TAXES FOR PROPERTY LOCATED AT 1830 PULASKI HIGHWAY TAX ID NUMBER 06-002501

A motion to introduce was made by CP Ringsaker. Second by CM Martin. Motion carried 5-0. A motion to adopt was made by CM Martin. Second by CP Ringsaker. After a roll call vote, the motion carried 5-0.

New Business

Budget Amendment 2023-03 - Add Personnel & Operating Resources for the STAR Centre

A motion to approve was made by CM Robertson. Second by CP Ringsaker. CM Robertson explained the reason for the amendment. After a roll call vote, the motion carried 5-0. CM Robertson read the amendment into the record.

Special Events

Steve Gamatoria presented the special event application:

2022 Havre de Grace Veterans Day Parade, November 11, 2022, 2:00 p.m.-3:00 p.m., Hutchins Park (staging), Congress to Washington to St. John (parade). A motion to approve was made by CP Ringsaker. Second by CM Boyer. CM Schneegas added that a lunch will be served to the veterans and their families by the Auxiliary at the American Legion after the parade. Motion carried 5-0.

Holly Jolly First Friday & Holiday Parade, and Holly Jolly Fridays, December 2, 9, 16, 2022, 4:00 p.m.-8:00 p.m. (12/2), 6:00 p.m.-8:00 p.m. (12/9 & 16), Downtown. A motion to approve was made by CM Robertson. Second by CM Boyer. Motion carried 5-0.

Business from Mayor Martin

Mayor Martin moved his comments before the Directors Report so he could attend the end of his daughter's senior night high school soccer game. Mayor Martin reported that the area around McLhinney Park and the North Park Trail belongs to Constellation Energy, although we take care of the area; the area has been owned by the railroad and energy companies for 100+ years. CM Boyer introduced us to Janna Jackson, Government Affairs Manager for Constellation Energy. Through the efforts of Janna Jackson, Steve Gamatoria, and the company lawyers, it was made public on Saturday that Constellation Energy is donating their land on both sides of the river to the municipalities from Perryville/Havre de Grace to the Conowingo Dam. The City will receive about 15 acres that can never be developed and will be preserved for public use. The Mayor thanked Steve Gamatoria for the work he did with Constellation Energy. Mayor Martin explained that the passed budget amendment is to focus resources on the STAR Centre to make it successful.

CP Ringsaker presided over the remainder of the meeting.

Directors Report

Steve Gamatoria, Director of Administration: Mr. Gamatoria commented on the budget amendment and thanked the Council for their support. In regards to the Constellation Energy property, this effort started in 2014 with then Director of Administration Patrick Sypolt when we had expired leases on the property; it wasn't until Constellation Energy took over that everything came to fruition within the last 6-8 months. Due to the type of property, we are looking at incorporating passive recreation in the area.

Tim Bourcier, Director of Planning: Mr. Bourcier reported they are working on the comprehensive plan and the additional property will be a part of the plan. The Envision Havre de Grace project is still going on and residents are encouraged to go to the story maps on the City's website to give their input. They are still working on the open permit project and have gone through a lot of the old permits without having to give out fines and have had a great response from the public – they are now working on permits that fell through during Covid. They had a discussion with the Metropolitan Planning Organization – they deal with financing for transportation on federal and state projects – they are working on a bike lane on Rt. 40 from Aberdeen to Havre de Grace and we are working on extending it onto the state roads into Havre de Grace; CM Boyer inquired if we could leverage the

improvement to the Ontario Street intersection - Director Bourcier will mention it to them. Director Bourcier will be attending a meeting in Crisfield for the quarterly Critical Areas Commission meeting through DNR; we have a huge swath of critical area, which is any area 1,000 feet from any tidal water; he will report on what he learns from the meeting.

Bridgette Johnson, Director of Economic Development & Tourism: Ms. Johnson was not in attendance.

George DeHORITY, Director of Finance: Ms. Tracy Conaway reported for Mr. DeHORITY. The boat slip contracts for the 2023 season have been mailed and the first payment is due by December 1.

EJ Millisor, Director of Public Works: Mr. Millisor reported on current City projects. The Bulle Rock water tower final certification process is coming to a conclusion. Requests for proposals are out for two upcoming projects: leak detection to identify leaks throughout the City, and a sidewalk along Juniata from Warren Street to Harris Field. The pre-construction meeting was held for the waterline connection from Havre de Grace to Aberdeen. The Chesapeake Stormwater Management project is on hold until next year. A special job well done for the DPW crew Dave McLaughlin and John Allen for being proactive and staying late on Friday to help fix several safety concerns near Concord Point Park to ensure a fun and safe Oktoberfest.

Chief Teresa Walter, Havre de Grace Police Department: Captain Alton reported for Chief Walter. October 16-22 has been named as National Teen Driver Safety Week and the Department will be going out to educate younger drivers with a focus on distracted driving. They will be at the High School on October 20 between 6:30 a.m. and 7:30 a.m. to meet with the students who drive to school and give them a STAR (Student Traffic Accident Reduction) brochure that has quick tips and reminders. The Department will be participating in the Ambulance Corps Trunk or Treat on October 29 between 1 p.m. and 4 p.m. and then will be at Somerset Manor for their Trunk or Treat from 5 p.m. to 7 p.m.

Business from Council

Council Member Martin: CM Martin congratulated Pat Venturino for her recognition – it is well deserved.

Council Member Boyer: CM Boyer gave the story on how she became involved in acquiring the Constellation Energy property. She would like the Youth Commission and students involved in the process of what will be done with the property. She is excited about the possibilities. Success begets success. She extended her heartfelt wishes to CM Zinner as she grieves the loss of her husband, Pete.

Council Member Zinner: CM Zinner was not in attendance.

Council Member Robertson: CM Robertson gave his condolences to CM Zinner. The Youth Commission will meet October 20 at 7 p.m. in the City Hall Conference Room.

Council Member Schneegas: CM Schneegas gave her heartfelt condolences to CM Zinner and her family. She thanked Captain Alton for being a part of the Trunk or Treat; the Ambulance Corps Trunk or Treat is October 29, 1 p.m.-4 p.m., free admission, free candy, hot dogs, and cider and there is an open house and ambulance tour. The Marina Commission will meet on October 26 at 4 p.m. in the Council Chambers. She thanked Pat Venturino for representing the City. She looks forward to the Harford250 project; it's an exciting time to be a resident of Havre de Grace and she encouraged everyone to get involved in any way they can.

Council President Ringsaker: CP Ringsaker had a good time at the Upper Chesapeake Bay Pride Festival. The Oktoberfest was awesome; this is a signature City event and they will continue to make improvements. The 59th Annual Art Show will be October 22-23 at Tydings Memorial Park and Concord Point Park. Trick or Treat with downtown businesses will be October 30 from 4 p.m.-6 p.m. with the Park & Rec Costume Contest at 6 p.m. The Sgt. Alfred B. Hilton Memorial Unveiling will be November 4 at 11 a.m. at David Craig Park. Trolley data from October 14-16: 4 trolleys operated, 70 operating hours, traveled 1,013 miles, transported 1,562 people, and zero incidents; now that it is getting darker earlier and cooler temperatures, there aren't as many passengers later in the evening, so the trolleys will stop running at 8 p.m.

Adjournment

CM Martin made a motion to adjourn at 8:27 p.m. Second by CM Schneegas. Motion carried 4-0.

Video recording of the City Council Meeting may be viewed through the City of Havre de Grace YouTube channel.

Submitted by: Tamara Brinkman

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Resolution concerning a License Agreement for a Fence at 308 S. Stokes Street**

Date: **10/26/2022**

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 November 7, 2022
 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: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2022-__

Introduced by _____ Council Member Schneegas

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTION 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND FOR CONSIDERATION OF A LICENSE AGREEMENT FOR INSTALLATION OF A FENCE WITHIN THE RIGHT-OF-WAY AT 308 SOUTH STOKES STREET ALONG FOUNTAIN STREET AND TO AUTHORIZE THE MAYOR TO EXECUTE SUCH LICENSE

WHEREAS, the LICENSEE is the owner of the property located at 308 S. Stokes Street in Havre de Grace, Maryland; and

WHEREAS, the LICENSEE has completed a permit application and requests approval from the City for encroachment on the City right-of-way for installation of a fence within the right-of-way along Fountain Street; and

WHEREAS, the fence is in accordance with the description in the permit application; and

WHEREAS, the City Council has not yet conducted its comprehensive review and analysis of all encroachments on City-owned rights-of-way across the City and has determined to grant a temporary LICENSE even though not recommended at this time by the Department of Planning; and

WHEREAS, the LICENSE was listed on the agenda at a City Council meeting and the City Council has approved the general terms of the LICENSE in accordance with Resolution No. 2020-21; and

WHEREAS, the License attached as Exhibit A conforms to the requirements of Resolution No. 2020-21 and the Department of Planning Memorandum dated October 20, 2022 attached as Exhibit B describes the location of the fence; and

WHEREAS, the Council has authorized the Mayor to execute such LICENSE, which LICENSE will not become binding until it is signed by the Mayor and attested by the Director of Administration.

41 **NOW THEREFORE**, it is determined, decided, and resolved by the City Council that the
42 License with Permit No. 2023-0080 is hereby approved and the Mayor is authorized to execute
43 such License, which License will not become binding until it is signed by the Mayor and attested
44 by the Director of Administration.

45
46 ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of _____, 2022.

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48 SIGNED by the Mayor and attested by the Director of Administration this ___ day of
49 _____, 2022.

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ATTEST:

THE MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE, MARYLAND

55 _____
56 Stephen J. Gamatoria
57 Director of Administration

William T. Martin
Mayor

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Introduced: 11/7/2022
Passed/Adopted:
Effective Date:

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Attachment A



City of Havre de Grace

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

410-939-1800

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LICENSE AGREEMENT

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This AGREEMENT (“LICENSE”) is made this ___ day of _____, 2022, between the

7

Mayor and City Council of Havre de Grace, Maryland (“City”), and Matthew J. Hurley

8

(“LICENSEE”).

9

WHEREAS, the LICENSEE is the owner of the property located at 308 S. Stokes Street in

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Havre de Grace, Maryland; and,

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WHEREAS, the LICENSEE has completed a permit application and requests approval

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from the City for the encroachment on the City right-of-way for installation of a fence within the

13

Fountain Street right-of-way; and,

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WHEREAS, the fence is in accordance with the description in the permit application; and

15

WHEREAS, the LICENSE was listed on the agenda at a City Council meeting and the City

16

Council has approved the general terms of the LICENSE in accordance with Resolution No. 2020-

17

21; and

18

WHEREAS, the Council has authorized the Mayor to execute such LICENSE, which

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LICENSE will not become binding until it is signed by the Mayor and attested by the Director of

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Administration.

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NOW THEREFORE, in consideration of the promises contained herein, the parties agree

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as follows:

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1. **Property.**

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The City grants to the LICENSEE a LICENSE to encroach into the City’s right-of-way

25 along Fountain Street at 308 S. Stokes Street.

26 **2. Terms of Use.**

27 LICENSEE agrees:

- 28 a. Application for a LICENSE of City property shall be accompanied by a \$50.00
29 administrative fee.
- 30 b. The LICENSEE is required to pay all costs associated with the LICENSE and the
31 property, including but not limited to maintenance, repair, utilities, taxes, and
32 insurance.
- 33 c. The City reserves the right to require the owner to remove the licensed items at any
34 time at the owner's sole expense.
- 35 d. Prior to construction of the fence applied for in this permit, the applicant shall
36 contact Ms. Utility to ensure that no utilities will be impacted. The report shall
37 be forwarded to Ms. Marisa Willis. This is not required if the construction will
38 not occur below ground.
- 39 e. The fence must meet the requirement of Chapter 205 for the zoning district
40 where the subject property is located. All other code provisions concerning
41 fence construction materials, height and other requirements must be approved
42 by the Department.
- 43 f. Any future proposed installation in the City Right-of-Way will require the City
44 Council to review and approve an amended License Agreement.

45
46 **3. Indemnity.**

47 The LICENSEE shall indemnify and save harmless the City and its employees and agents
48 from all claims and demands, suits, actions, loss, damages, recoveries, judgments, costs and
49 expenses in any manner arising out of or in connection with any injury, death, loss, or damage
50 related to the LICENSEE's use of the right-of-way, the LICENSEE's conduct, or the LICENSEE's
51 breach of the LICENSE.

52 **4. Restoration.**

53 The LICENSEE shall be responsible for all costs or expenses to restore the City right-of-
54 way after termination of the permitted use. The City may undertake the restoration and all costs
55 and expenses shall be assessed against the LICENSEE and the property owner, and such costs will
56 become a lien on the property until fully paid.

57

58 **5. Maintenance.**

59 The LICENSEE shall maintain any facility or object in, above, or in the City right-of-way
60 and related to the use in a manner that is attractive, clean, safe, workmanlike, and in good repair.
61 The LICENSEE shall insure that the facility or object in, above, or in the City right-of-way related
62 to the use is in compliance with all applicable federal, State, County and City laws, rules,
63 ordinances, or regulation which are hereby incorporated into this Agreement.

64 **6. Term**

65 This Agreement shall remain in force for a period of not more than five (5) years, and shall
66 expire December 31, 2026, unless the City terminates or modifies this Agreement. In its sole
67 discretion, the City Council may renew or extend this Agreement upon the request of the
68 LICENSEE.

69 **7. Permitted Use.**

70 The temporary permitted use allowed by this Agreement is limited to the following: *use of*
71 *a portion of Fountain Street right-of-way for installation of a fence.* Any disagreement between
72 the parties about the type of use, the location of the use, or any special conditions required, shall
73 be resolved by the City in its sole discretion.

74 **8. Entire Agreement.**

75 The Parties agree that this document contains the entire Agreement.

76 **9. No Waiver**

77 The LICENSEE agrees that the City's failure to enforce any of the terms herein shall not
78 constitute a waiver.

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80 **10. Venue/Choice of Law**

81 This is a Maryland contract and the parties hereto agree that the laws of Maryland shall
82 apply to any disputes arising under the LICENSE. Harford County is the sole venue for any
83 dispute.

84 **11. No Assignment**

85 This LICENSE may not be assigned by the LICENSEE without the express written consent
86 of the City Council in its sole discretion, which continuation may be permitted if the proposed
87 assignee continues the current use of the property for the remainder of the LICENSE term or it
88 may be discontinued by the City in its sole discretion at any time. Any renewal of this LICENSE
89 must be in accordance with Resolution 2020-21 or any superseding resolution or ordinance.

90 **12. Specific Enforcement/Breach of Contract/Attorneys' Fees**

91 In any legal action to enforce the terms of this LICENSE, for declaratory action, or to
92 recover damages for breach of the terms of this LICENSE filed by any party, the City shall be
93 entitled to recover reasonable attorneys' fees and costs from the LICENSEE or its successor or
94 assigns for its successful prosecution or defense of such claims.

95 WITNESS our hands and seals.

96 WITNESS/ATTEST:

LICENSEE:

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101 Signature

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106 WITNESS/ATTEST:

MAYOR AND CITY COUNCIL OF
HAVRE DE GRACE, MARYLAND

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111 William T. Martin

112 Stephen J. Gamatoria
Director of Administration

Mayor

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115 APPROVED AS TO LEGAL SUFFICIENCY:

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April C. Ishak, City Attorney

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121 THIS LICENSE AGREEMENT RELATES TO

122 PERMIT #2023-0080.

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Attachment B



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078
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410- 939-1800

DEPARTMENT OF PLANNING MEMORANDUM

October 20, 2022

To: Steve Gamatoria, Director of Administration

From: Tim Bourcier, Director of Planning

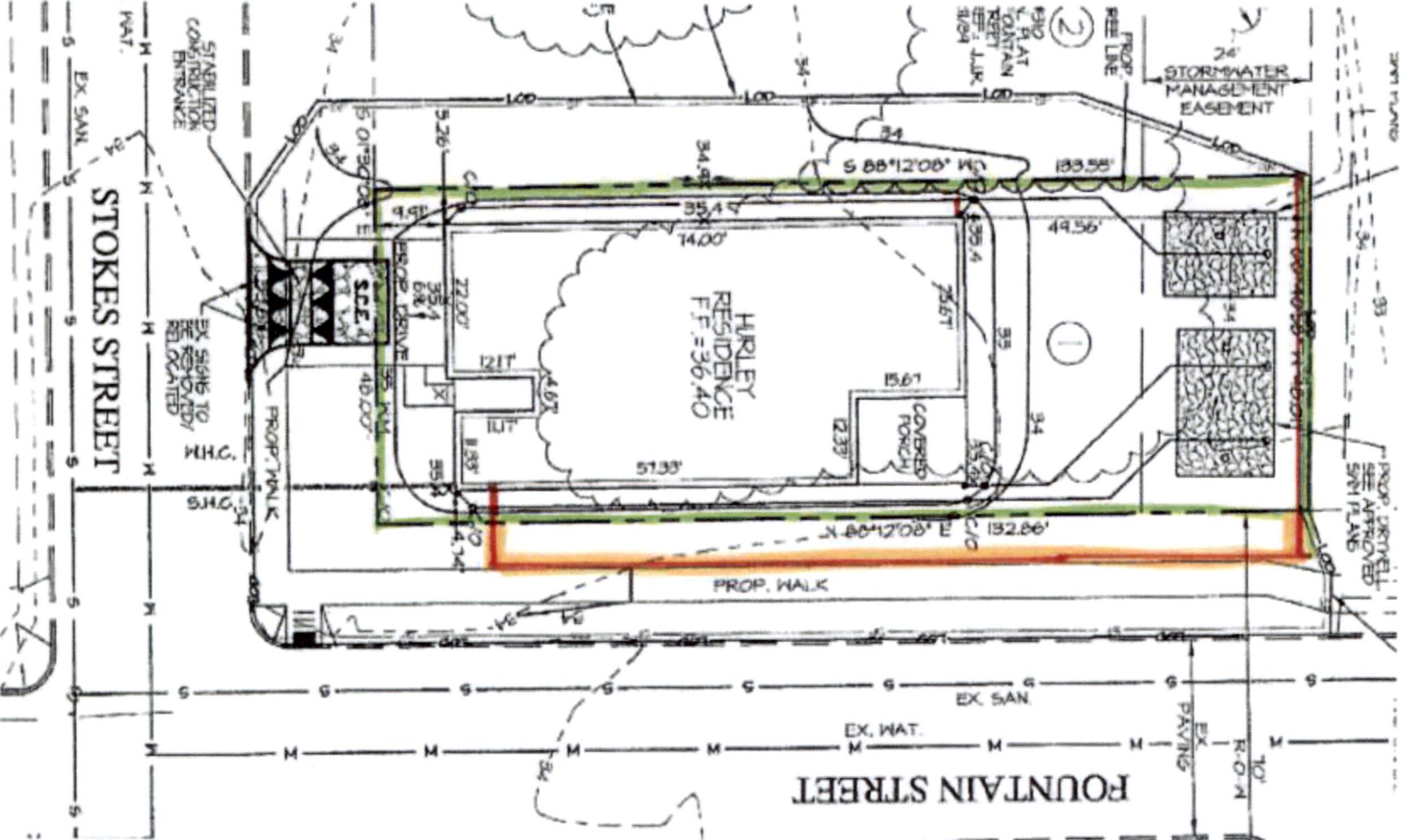
Re: **308 South Stokes Street - License Agreement**
Request for a license to place a fence in the City's Right-of-Way

The Department of Planning has received a permit application to construct 133 linear feet of fence within the City's Right-of-Way. The Department of Planning is recommending Council DENY the Applicant's request for the following reasons:

- 1) The Applicant is able to fence in their yard within their own property line. There is no pre-existing structure on the right-of-way. The proposed license agreement would essentially provide the Applicant with City property to increase their rear and side yard at no cost.
- 2) The proposed fence location directly abutting the sidewalk is not a pedestrian-friendly location and does not promote the health, safety and welfare of the citizens nor does it serve a public purpose.

A copy of the survey indicating the fence location and photographs of the property are attached for your review.

cc: Marisa Willis, CFM, Planning Technician
Colleen Critzer, Permits Clerk
Tamara Brinkman, Administrative Assistant



APPROX 133 LIN FT
 FENCING IN ROW

PROPERTY LINES

1" = 20'





CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1086 concerning Amending Chapter 205 Zoning as it pertains to Accessory Dwelling Units**
(2nd Reading)

Date: **10/4/2022**

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 November 7, 2022**
 - 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: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1086

Introduced by _____ Council Member Schneegas

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 CHAPTER 205 ZONING AS IT PERTAINS TO ACCESSORY DWELLING UNITS (ADU)

On: 9/19/2022
at: 7:00 p.m.

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

PUBLIC HEARING

Having been posted and notice of time and place of hearing and title of Ordinance having been published according to the Charter, a public hearing was held on 10/3/2022 at 7:00 p.m., and concluded on 10/3/2022 at 7:01 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 **BE IT DETERMINED, DECIDED, AND ORDAINED, AS FOLLOWS:**

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Chapter 205 Zoning shall be amended as follows, with words shown underlined to be added and those shown **[bold brackets]** to be deleted.

§ 205-9 Height, lot, yard townhouse and **[cottage dwelling]** accessory dwelling unit (ADU) requirements.

H. **[Cottage dwelling]** ADU requirements. An **[cottage dwelling]** ADU may be permitted by the Board of Appeals as a conditional use on a single lot in the R, R-1, R-2, RO and RB Districts, provided that the following provisions are met:

- (1) The lot owner occupies one of the two dwellings on the lot as a principal residence.
- (2) Occupants of the **[Cottage dwelling]** ADU shall park their vehicles off-street on the subject property; at least one off-street space shall be provided in addition to any off-street parking required for the main dwelling unit.
- (3) No separate address will be assigned to the **[Cottage dwelling]** ADU.
- (4) Attached ADUs cannot exceed 1,200 square feet.
- (5) Detached ADUs are limited to the least of:
 - (a) 50% of the footprint of the house
 - (b) 10% of the total lot area; or
 - (c) 1,000 square feet of gross floor area
- (6) All ADUs must meet the height, lot and yard requirements of this Chapter unless an existing accessory structure or existing part of the home is being converted to an ADU. This section does not apply to expansions of accessory structures or additions to existing homes.
- (7) Entrance to the ADU must be accessed from the side or rear of the ADU unless the existing main entrance is used for both units.
- (8) ADUs can only be used as short-term rentals as defined and regulated under Chapter 147 of the City Code.
- (9) ADUs cannot be subdivided from the main property, sold fee simple, nor converted into a condominium or other form of conveyance for ownership or sale separate from the main structure.
- (10) ADUs are subject to Capital Cost Recovery Fees per the methods prescribed in Chapter 196 of the City Code.
- (11) ADUs in the City’s designated Historic District must be reviewed by the Havre de Grace Historic Preservation Commission prior to meeting with the Board of Appeals.

81 Recommendations by the Historic Preservation Commission may be used as conditions by the
 82 Board of Appeals when considering conditional use approval.

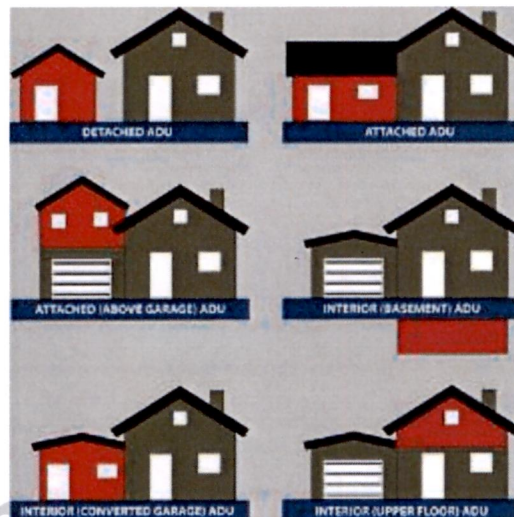
83
 84 **[(4)] (12)** Such other conditions that the Board of Appeals may deem appropriate to a particular
 85 case.

86
 87 **[(5)] (13)** Prior to the issuance of a use and occupancy permit by the City, the owner of the lot
 88 shall record a confirmatory deed that describes the foregoing conditions and limitations in the
 89 land records of Harford County.

90 § 205-13 Definitions.

91
 92
 93 **ACCESSORY DWELLING UNIT (ADU)**

94 A residential living unit on the same parcel as a single-family dwelling. The ADU provides
 95 complete independent living facilities for one or more persons. It may take various forms: a
 96 detached unit; a unit that is part of an accessory structure, such as a detached garage; or a unit
 97 that is part of an expanded or remodeled dwelling (see example below).



98
 99 **[DWELLING, COTTAGE**

100 **A separate secondary dwelling on a single residential lot, subject to Board of Appeals**
 101 **approval as a conditional use.]**

102
 103 §205-19. Accessory uses and structures.

104
 105 **[E. One additional dwelling unit in single-family detached structures, provided that the total**
 106 **habitable floor area of the structure is at least 1,000 square feet.]**

107
 108 **[F.] E.**

109 §205-22. Accessory uses and structures.

111

112 **[E. One additional dwelling unit in single-family detached structures, provided that the total**
113 **habitable floor area of the structure is at least 1,000 square feet.]**

114
115 **[F.] E.**

116
117 §205-25. Accessory uses and structures.

118
119 **[E. One additional dwelling unit in single-family detached structures, provided that the total**
120 **habitable floor area of the structure is at least 1,000 square feet.]**

121
122 **[F.] E.**

123
124 §205-28. Accessory uses and structures.

125
126 **[E. One additional dwelling unit in single-family detached structures, provided that the total**
127 **habitable floor area of the structure is at least 1,000 square feet.]**

128
129 **[F.] E.**

130
131 **[G.] F.**

132
133 **[H.] G.**

134
135 In accordance with the provisions of the Maryland Ann. Code, Land Use Article, §4-203 and
136 the City Charter requirements, this ordinance shall become effective no earlier than ten days
137 after the close of the public hearing on the Zoning Code amendments set forth herein.

138
139 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of _____, 2022.

140
141 SIGNED by the Mayor and attested by the Director of Administration this ____ day of
142 _____, 2022.

143
144 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

145
146
147
148 _____
149 Stephen J. Gamatoria
150 Director of Administration

145
146
147
148 _____
149 William T. Martin
150 Mayor

151 Introduced/First Reading: 9/19/2022
152 Public Hearing: 10/3/2022
153 Second Reading/Adopted:
154 Effective Date:

155
156 Legislative History
157 Ordinance No. 904, enacted 5/4/2009

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance 1087 concerning Amending Chapter 205 Zoning
as it pertains to Lot of Record**
(2nd Reading)

Date: **10/4/2022**

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 November 7, 2022

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: See attached:

- Suggested Amendments by the Planning Commission (added 11/2/2022)
- Supplemental information: Map of Residentially Zoned Properties by Area

MEMORANDUM

To: Tammy Lynn Scneegas, Chairperson - Planning Committee

From: Tim Bourcier, Director of Planning

cc: April Ishak, City Attorney
Steve Gamatoria, Director of Administration
Tamara Brinkman, Administrative Assistant
Council Read File

Date: November 1, 2022

Re: Planning Commission Review of Ordinance 1087 - "Lot of Record"
Suggested Amendments

As you are aware, the Planning Commission reviewed Ordinance 1087 and provided comments to the Department of Planning on October 24th, 2022. The recommended changes are useful for making sure infill development continues without unnecessary regulation, while balancing making new housing fit into the fabric of the neighborhood. Since the recommended changes came after First Reading, an amendment at the dais will be required.

The recommended amendments are as follows:

- On Line 40, Section 205-3(A), "less than 8,000 square feet" should be changed to "lots less than 5,000 square feet, or less than 10,000 square feet in the R1 zoning district";
- Remove Lines 46 - 48, Section 205-3(A)(1) and (A)(2) and replace with the following:
 - 1) Residential zoning district R-1/Residential
 - a. Lot coverage shall not exceed 40% of the total lot area for lots between than 5,000 and 9,999 square feet in area, and 60% for lots less than 5,000 square feet in total area;
 - b. Setbacks cannot be less than required to meet City's adopted building code standards for fire safety and other safety standards.
 - 2) Residential zoning districts R-2/Residential, RO/Residential Office and RB/Residential Business
 - a. Lot coverage shall not exceed 60% of the total lot area;
 - b. Setbacks cannot be less than required to meet City's adopted building code standards for fire safety and other safety standards.
 - 3) Maximum building height requirements are not exempt.

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1087

Introduced by Council Member Schneegas

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 CHAPTER 205 ZONING AS IT PERTAINS TO LOT OF RECORD

On: 9/19/2022

at: 7:00 p.m.

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

PUBLIC HEARING

Having been posted and notice of time and place of hearing and title of Ordinance having been published according to the Charter, a public hearing was held on 10/3/2022 at 7:01 p.m., and concluded on 10/3/2022 at 7:08 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.

33 **BE IT DETERMINED, DECIDED, AND ORDAINED, AS FOLLOWS:**

34

35 Chapter 205 Zoning shall be amended as follows, with words shown underlined to be added and
36 those shown **[bold brackets]** to be deleted.

37

38 Section 205-3(E) Continuing existing uses and approvals.

39

40 E. Single-family detached dwellings on lots less than 8,000 square feet, which have been or may
41 be constructed on lots created by virtue of deeds or of subdivision plats recorded in the land
42 records of Harford County prior to March 15, 1982, shall be exempt from the single-family,
43 residential lot specifications contained in Table I of this chapter, except where stated below:

44 **[Parcels or lots of record, except those located on a lane or alley, shall also be exempt from**
45 **the off-street parking requirements contained in Chapter 122.]**

46 1) Lot coverage shall not exceed 75% of the total lot area;

47 2) Setbacks are required to meet building standards for fire safety and other safety
48 standards.

49

50 F. All parcels or lots created by virtue of deeds or of subdivision plats recorded in the land
51 records of Harford County prior to March 15, 1982, except those located on a lane or alley, shall
52 be exempt from the off-street parking requirements contained in Chapter 122.

53

54 In accordance with the provisions of the Maryland Ann. Code, Land Use Article, §4-203 and
55 the City Charter requirements, this ordinance shall become effective no earlier than ten days
56 after the close of the public hearing on the Zoning Code amendments set forth herein.

57

58 ADOPTED by the City Council of Havre de Grace, Maryland this __ day of ____, 2022.

59

60 SIGNED by the Mayor and attested by the Director of Administration this ____ day of
61 _____, 2022.

62

63 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

64

65

66

67 _____
68 Stephen J. Gamatoria
69 Director of Administration

William T. Martin
Mayor

70

71 Introduced/First Reading: 9/19/2022

72 Public Hearing: 10/3/2022

73 Second Reading/Adopted:

74

75 Effective Date:

76

77 Legislative History

78 Ordinance No. 904, enacted 5/4/2009

Ordinance No. 1025, enacted 11/18/2019

Table 1

City of Havre de Grace

TABLE I

PERMITTED USES (RESIDENTIAL)	Lot Type	Minimum Lot Area (sq. ft.)	Maximum Lot Coverage (percent)	Minimum Lot Width (feet)	Minimum Front Yard Setback (feet)	Minimum Side Yard (feet)	Minimum Rear Yard (feet)	Maximum Bldg. Height (feet)
SINGLE-FAMILY DETACHED								
R	A	15,000	40	100	25	15	40	40
R-1	B	10,000	40	75	15	10	40	40
R-2, RO, RB	C	5,000	40	50	15	5	25	40
Lane Frontage RO, RB	CC	2,700	50	30	15	5	25	40
DUPLEXES								
Over/Under R-2, RO, RB	AA	6,000	50	50	15	5	25	40
Side by Side R-2	BB	8,000	40	80	15	5	25	40
Side by Side RO, RB	AA	6,000	50	50	15	5	25	40
Semi-Detached								
R-2	DD	4,000	40	40	15	5 n.6	25	40
RO, RB	EE	3,000	50	25	15	5 n.6	25	40
TOWNHOUSES								
R-2, RO, RB	GG	1,920	60	24	15	NONE n.3	25	40
CONDITIONAL USES (RESIDENTIAL) n.1								
Single-family Detached								
R	B	10,000	40	75	15	10	40	40
R-1, R-2, RO, RB	D	5,000	50	25	NONE	NONE	25	60 n.2
DUPLEXES								
Over/Under R-2, RO, RB	DD	4,000	40	40	15	5	25	40
Side by Side R-2	AA	6,000	50	50	15	5	25	40
Side by Side RO, RB	HH	5,000	50	30	NONE	NONE	25	60 n.2
SEMI-DETACHED								
R-2	EE	3,000	50	25	15	5 n.6	25	40
RO, RB	JJ	2,500	50	25	NONE	NONE	25	60 n.2

City of Havre de Grace

TABLE I

Residential Conditional Uses n.1 (continued)	Lot Type	Minimum Lot Area (sq. ft.)	Maximum Lot Coverage (percent)	Minimum Lot Width (feet)	Minimum Front Yard Setback (feet)	Minimum Side Yard (feet)	Minimum Rear Yard (feet)	Maximum Bldg. Height (feet)
TOWNHOUSES R-2, RO, RB	E	1,440 n.4	60	18 n.4	10	NONE n.3	25	60 n.2
MULTI-FAMILY R-2, RO, RB	F	10,000	50	100	15	15	40	80 n.2
ROOMING HOUSE R-2, RO, RB	FF	10,000	50	100	15	15	40	40
HOTEL, MOTEL Permitted C, Cond. RB	F	10,000	50	100	15	15	40	80 n.2
CHURCHES Permitted R, R-1, R-2, RO, RB	G	40,000	60	100	15	15	40	100
Permitted C, Cond. R-1, R-2, RO, RB	H	6,000	80	60	NONE	NONE	NONE	100
COMMUNITY FACILITIES	I	3,000	NONE	25	15	15	15	60
CLUBS	J	10,000	60	100	NONE	NONE	15	60
SCHOOLS	K	15,000	50	100	15	15	15	60
UTILITY STRUCTURES	L	NONE	50	NONE	15	5	5	60
PARKING FACILITIES	M	---	---	40	---	---	---	60
OFFICES, RETAIL STORES, BANKS, PERSONAL SERVICE SHOPS, FUNERAL ESTABLISHMENTS, RESTAURANTS, ANIMAL CARE FACILITIES, THEATERS								
Permitted	N	1,200	NONE	NONE	NONE	NONE	NONE	60
Conditional	O	400	NONE	NONE	NONE	NONE	NONE	60



City of Havre de Grace

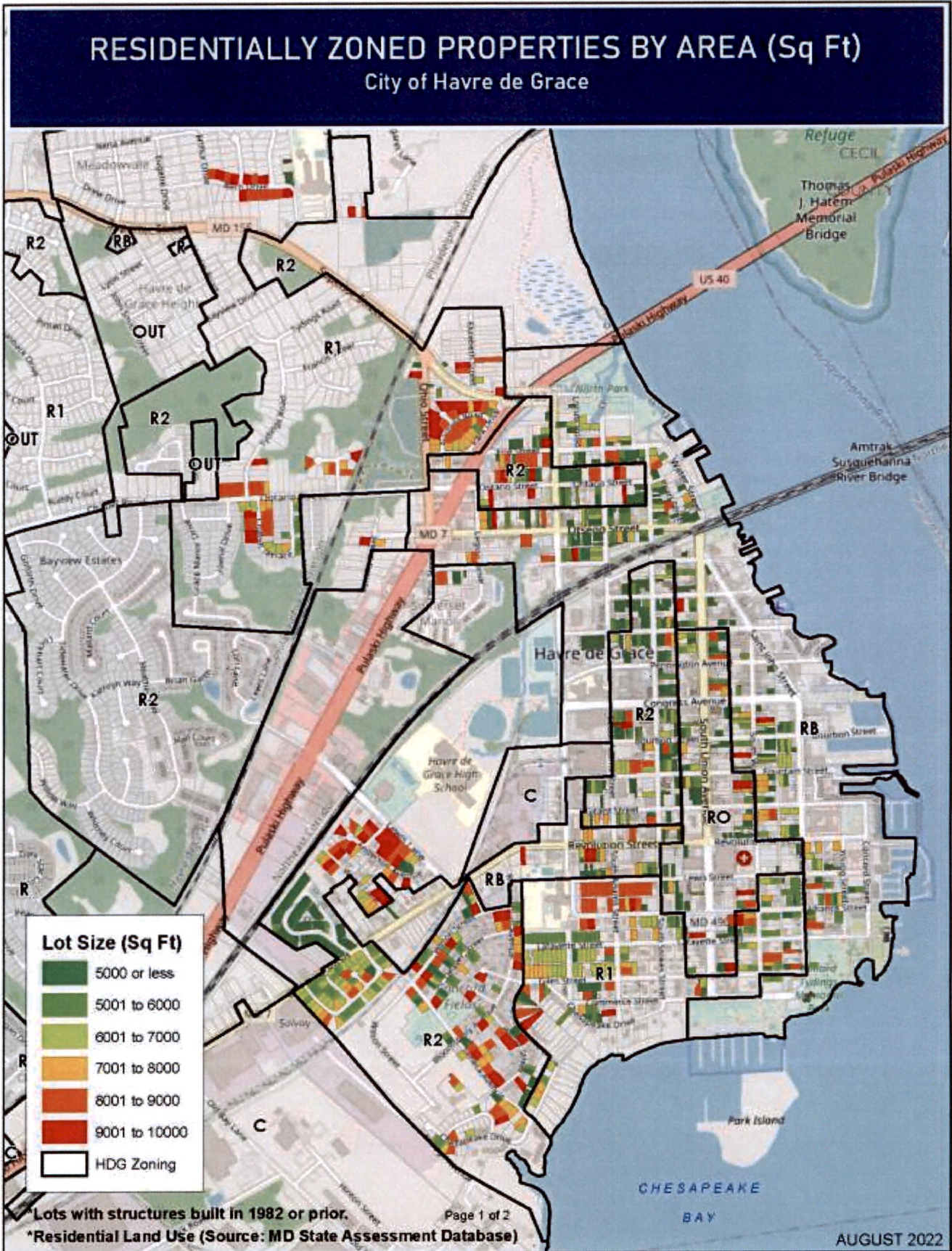
TABLE I

	Lot Type	Minimum Lot Area (sq. ft.)	Maximum Lot Coverage (percent)	Minimum Lot Width (feet)	Minimum Front Yard Setback (feet)	Minimum Side Yard (feet)	Minimum Rear Yard (feet)	Maximum Bldg. Height (feet)
HOSPITALS	P	12,000	60	100	15	15	30	100
MARINAS, GAS STATIONS, WHOLESALERS, STORAGE TOWERS, GREENHOUSES, OUTSIDE SALES, LABORATORIES, TERMINALS	Q	10,000	50	100	15	10	15	60
CONFERENCE CENTER	R	10 acres	50	100	15	15	40	80
HOTEL AND CONFERENCE CENTER	S	10 acres	50	100	15	15	40	80
GOLF COURSE	T	50 acres	NONE	100	15	15	15	60
AGRICULTURAL RETAIL	U	10 acres	NONE	100	15	15	15	40 n.5
AGRICULTURAL SERVICES	V	10 acres	NONE	100	15	15	15	40 n.5
AGRICULTURE	W	50 acres	NONE	100	15	15	15	40 n.5

NOTES:

1. All require approval by the Board of Appeals.
2. Yard setback requirements are increased by one foot for every two feet of building height in excess of 40 feet.
3. See "General townhouse requirements" Section for distances between building blocks as contained in the text of this chapter.
4. See also "Additional provisions for Conditional Use townhouse projects" Section as contained in the text of this chapter.
5. The height limitation shall not apply to silos or water towers. In no event shall such silo or water tower exceed 80 feet from grade.
6. No yard setback required at abutting or common walls.

Sec



RESIDENTIALLY ZONED LOTS BY AREA (sq ft)

Count of Lot Size Zoning	Column Labels						Grand Total
	5000 or less	5001 to 6000	6001 to 7000	7001 to 8000	8001 to 9000	9001 to 10000	
R1	48	56	46	30	70	29	279
R2	290	76	57	36	51	47	557
RB	226	60	32	23	16	8	365
RO	59	16	5	5	5	5	95
Grand Total	623	208	140	94	142	89	1296

*Lots with structures built in 1982 or prior.

*Residential Land Use (Source: MD State Assessment Database).

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Ordinance concerning Amending Section 127-10
Food Truck Requirements**

(1st Reading)

Date: **10/26/2022**

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 November 7, 2022
 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: N/A

CITY COUNCIL
OF
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. _____

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 SECTION 127-10 FOOD TRUCK REQUIREMENTS OF THE CITY CODE CHAPTER 127 TITLED PEDDLING AND SOLICITING

On: 11/7/2022

at: 7:00 p.m.

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

PUBLIC HEARING

A Public Hearing is scheduled for 11/21/2022 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 desire to amend Section 127-10 Food Truck
32 Requirements to the Peddling and Soliciting Chapter 127 of the City Code;

33
34 **NOW THEREFORE, BE IT ORDAINED AS FOLLOWS:**

35
36 1. Chapter 127 of the City Code shall be amended and added to as follows:

37
38 §127-10 Food truck requirements.

39 A food truck operator must comply with the following requirements to operate within the Havre
40 de Grace City limits:

41
42 A. Licenses.

- 43 (1) Food truck operators must possess a current Harford County Health Department
44 license.
- 45 (2) Food truck operators must possess a current insurance certificate and be in good
46 standing with the State of Maryland.
- 47 (3) Food truck operators must obtain a license to operate at one of the City's approved
48 locations. (Exhibit A)
- 49 (a) Four spaces at Hutchins Park.
- 50 (b) Three spaces at the North Park (Conestee Street loop).
- 51 (c) Two spaces on the northeast corner of Washington Street and Congress Avenue.
- 52 (d) On private property within the C/Commercial zoning district.
- 53 (e) On private property within the RB/Residential Business zoning district and
54 RO/Residential Office zoning district, with the following conditions:
- 55 1. Proposed location must have an existing non-residential land use;
- 56 2. The Department of Planning will review the application and approve,
57 approve with conditions or deny the application based on location,
58 available parking, traffic concerns, and the health safety and general
59 welfare of the public.

60
61 **[(4) Food truck operators may operate on private property, but must have in their**
62 **possession a signed written document from the property owner providing permission to**
63 **operate and a current Harford County Health Department license.]**

64
65 **[(5)] (4)** Food truck operators must keep the area within a twenty-five-foot radius of his/her truck
66 free of trash and food scraps.

67
68 **[(6)] (5)** Food truck operators will not conduct business in a residentially zoned portion of the
69 City.

74 [(7)] (6) Food truck operators will not display any signage other than what is lettered on his/her
75 food truck and up to two sandwich-style boards or similar signs for the purpose of posting a food
76 menu. Such sandwich board signs must be located no farther than 15 feet from the food truck.
77

78 [(8)] (7) Food truck operators must be self-contained, meaning that all water, wastewater and
79 electric shall be produced and managed by the food truck.
80

81 [(9)] (8) Waste cooking oil, wastewater, and trash shall be removed by the operator daily.
82

83 **NOW THEREFORE**, it is determined, decided, and ordained by the City Council that the
84 foregoing amendments to the City Code are hereby approved.
85

86 ADOPTED by the City Council of Havre de Grace, Maryland this ___ day of _____, 2022.
87

88 SIGNED by the Mayor and attested by the Director of Administration this ___ day of
89 _____, 2022.
90

91
92 ATTEST:

MAYOR AND CITY COUNCIL
OF HAVRE DE GRACE

93
94
95 _____
96 Stephen J. Gamatoria
97 Director of Administration
98
99

William T. Martin
Mayor

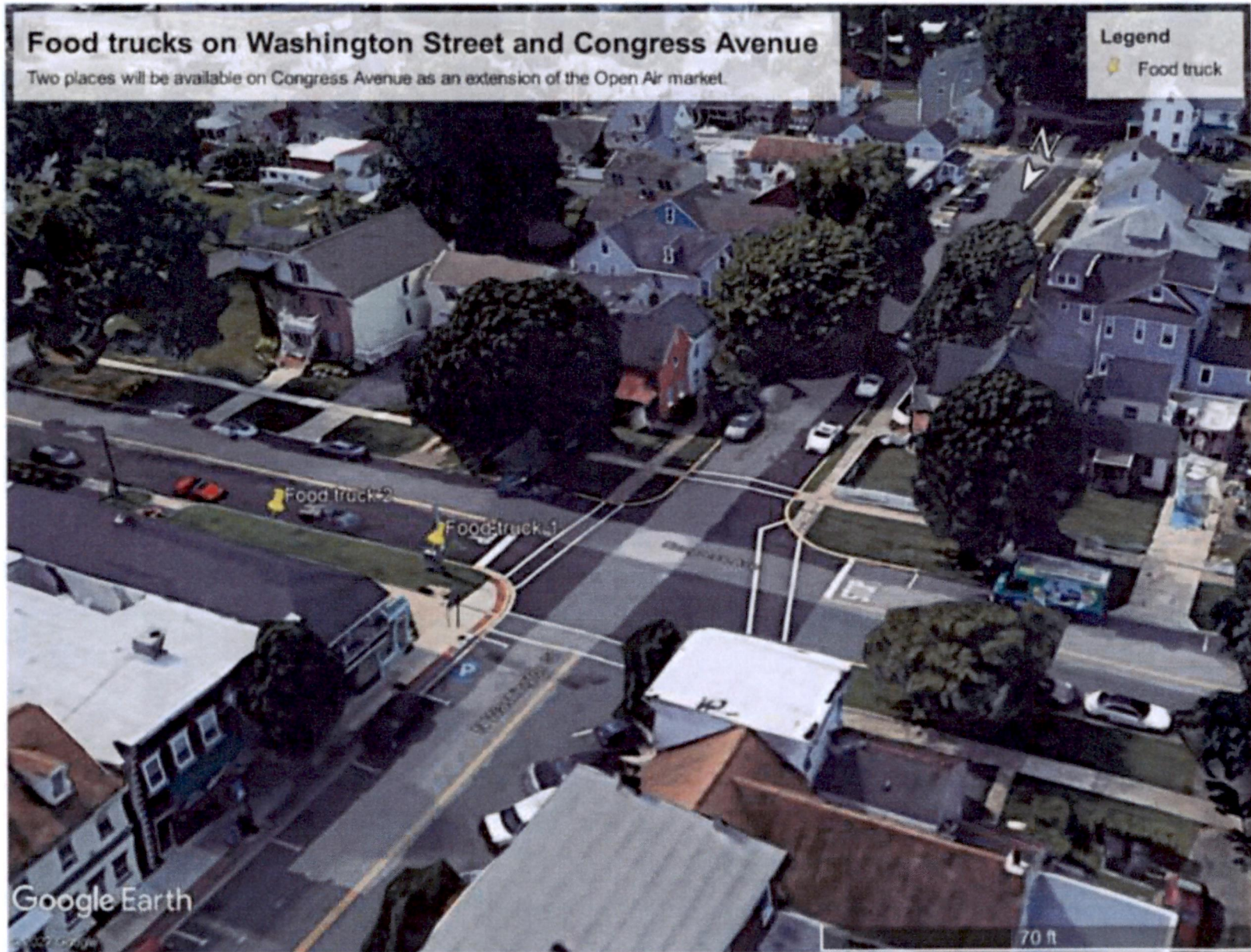
100 Introduced/First Reading: 11/7/2022
101 Public Hearing:
102 Second Reading/Adopted:
103
104 Effective Date:
105

106 Legislative History
107 Ordinance No. 1039 As Amended, enacted 8/17/2020
108 Ordinance No. 987, enacted 3/20/2017
109 Ordinance No. 732, enacted 6/5/1989
110 Ordinance No. 604, enacted 1/5/1981
111 Ordinance No. 506, enacted 7/6/1959
112 Ordinance No. 463, enacted 4/19/1948
113 Ordinance No. 408, enacted 3/2/1936
114 Ordinance No. 270
115 Ordinance No. 188 enacted 12/18/1905

Exhibit A







CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event – Winter Celtic Festival 2023**

January 13-15, 2023

Date: **11/1/2022**

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 November 7, 2022
 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: N/A

EVENT APPLICATION CHECKLIST

Office Use Only
Date Received 6-2-2022 *
Tracking # 1011 22 0008
* 10/25/22

EVENT NAME: Winter Celtic Festival 2023

Sponsor Organization: The HDG Winter Celtic Festival Inc.

Business Address: 120 S. Union Avenue, Havre de Grace, Md. 21078

On-Site Contact Person: Perry Sterwart

Contact Information Phone: _____ Email: _____

Back-Up On-Site Contact Person: David Martin

Contact Information Phone: _____ Email: _____

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

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

Is the Sponsor Organization a 501 C3? Yes No

Tax ID # 88-2378226 (attach non-profit status documentation to application)

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

Rayma Coakley McRoberts (Weyrich, Cronin & Sora CF

Event Category:

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

Celtic and misc vendor village, local restaurants-Food trucks, highland games, Auditorium bands, dance teams & music competitions

* 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: 01/13/2023 Begin Time: 12pm

Event Starts Date: 01/13/2023 Time: 4pm

Event Ends Date: 01/15/2023 Time: 5pm

Breakdown Date: 01/15/2023 End Time: 9pm

Rain Date Date: N/A Is timeframe the same? Yes No

If no, include new times: _____

Location: (see attached map)

- Millard E. Tydings Memorial Park
- Concord Point Park
- McLhinney Park
- Veteran's Park
- Community Pavilion at Frank J. Hutchins Memorial Park
- David Craig Park
- K-9 Cody Dog Park
- Other location (explain)

Star Centre of Havre de Grace

Anticipated Attendance: 5,000

Admission Fee (if any): See attached schedule

Requested City Services:

Following is a list of services City Staff may provide at no charge to Event Sponsors to help make your event successful. 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 describe and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures.

Road Closure during event hours on Congress Avenue between S. Adams Street and S. Juniata Street. No Parking from Noon on Friday Jan. 13, 2023 until Sunday Jan 15th, 2023 at 9:00pm.

Note: Ohio Street, Otsego Street, Revolution Street, Superior Street, Union Avenue, and US Rt. 40 are State Roads, so Event Sponsor must submit the Maryland State Highway Administration (MSHA) Permit with this Special Event Application, but should not contact or submit the permit to MSHA – the Havre de Grace Police Department will handle this part of the process with MSHA. (<https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=59>)

- Parking/No Parking Signs:** Please designate on a 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 Park, and McLhinney Park. These public restrooms will be cleaned and stocked with the necessary supplies.

- Electricity Needed (limited availability):** Please attach an electrical site plan to include placement of extension cords, generators and the anticipated amperage draw.

- Other:** Please explain:

Public Restrooms at the Star Centre

It is the responsibility of the EVENT SPONSOR to provide tables, chairs, podium, stage, audio, fencing, trash bags, and port-a-pots as needed.

Please remove all items at the end of your event and return the area to an equal or better condition than before the event; additional fees will/may apply for any damage caused by your event or items not removed at the end of your event.

ADMISSION PRICE LIST - ADVANCE SALES (AVAILABLE UNTIL JANUARY 1ST)

THREE DAY PACKAGES

Three Day Adults Pass ages 18 to 65 Cost \$50

Three-day Senior(65 and older) & Military/ First Responder Pass with valid ID Cost \$40

Three-day Teen Pass (ages 13 to 17 with valid school ID) Cost - \$25

Children's Three-day Pass (ages 6 to 12) – Cost \$15

Children's Three-day Pass (ages 5 and under) free

ADVANCE DAILY ADMISSION

Daily Adults Pass ages 18 to 65 Cost \$20

Daily Senior(65 and older) & Military/ First Responder Pass with valid ID Cost \$15

Daily Teen Pass (ages 13 to 17 with valid school ID) Cost - \$10

Children's Day Pass (ages 6 to 12) – Cost \$5

Children's Day Pass (ages 5 and under) free

ADMISSION PRICE LIST-AFTER JANUARY 1ST, 2023 AND AT THE DOOR

REGULAR SALES - THREE DAY PASSES

Three Day Adults Pass ages 18 to 65 Cost \$60

Three-day Senior(65 and older) & Military/ First Responder Pass with valid ID Cost \$50

Three-day Teen Pass (ages 13 to 17 with valid school ID) Cost - \$40

Children's Three-day Pass (ages 6 to 12) – Cost \$25

Children's Three-day Pass (ages 5 and under) free

ADVANCE DAILY ADMISSION

Daily Adults Pass ages 18 to 65 Cost \$25

Daily Senior(65 and older) & Military/ First Responder Pass with valid ID Cost \$20

Daily Teen Pass (ages 13 to 17 with valid school ID) Cost - \$15

Children's Day Pass (ages 6 to 12) – Cost \$10

Children's Day Pass (ages 5 and under) free

Special Performances at The STAR Auditorium will be sold separately once cost for performances have been confirmed

Food Service:

Yes No Will there be food sold at your event?

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

It is the responsibility of the **EVENT SPONSOR** to contact and comply with the Harford County Health Department Regulations. It is also the responsibility of the **EVENT SPONSOR** to ensure the removal of all trash and recycling (see Trash and Recycling Collection and Disposal on page 4 of this application).

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 rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

It is the responsibility of the **EVENT SPONSOR** to contact the **Liquor Board** for the appropriate permit. The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Administrative Assistant at least 3 business days prior to the scheduled event.

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.

Upon entry there will be an age ID Check and wrist band for attendees. Hand stamp for children

Security:

Yes No I acknowledge that I have contacted the Havre de Grace Police Department’s Police Services Commander (410-939-2121) to discuss concerns regarding safety and security during the event.

Officer’s Name: Captain Joseph Alt Badge # 772862

Date Contacted: 05/31/22 The organization will recontact the Police Department 45 days prior to the event to confirm the information

Gambling:

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

It is the responsibility of the **EVENT SPONSOR** to contact the **Harford County Sheriff’s Office** for the appropriate permit: <https://harfordsheriff.org/services/gambling/>. A copy of the approved License must be provided to the Administrative Assistant prior to the scheduled event.

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.

Havre de Grace Ambulance Corp has been contacted awaiting response

Affidavit:

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.

Event Name: Winter Celtic Festival 2023

Print Name of Event Sponsor David Martin

Title President

Phone _____ Email _____

Signature David Martin Date _____

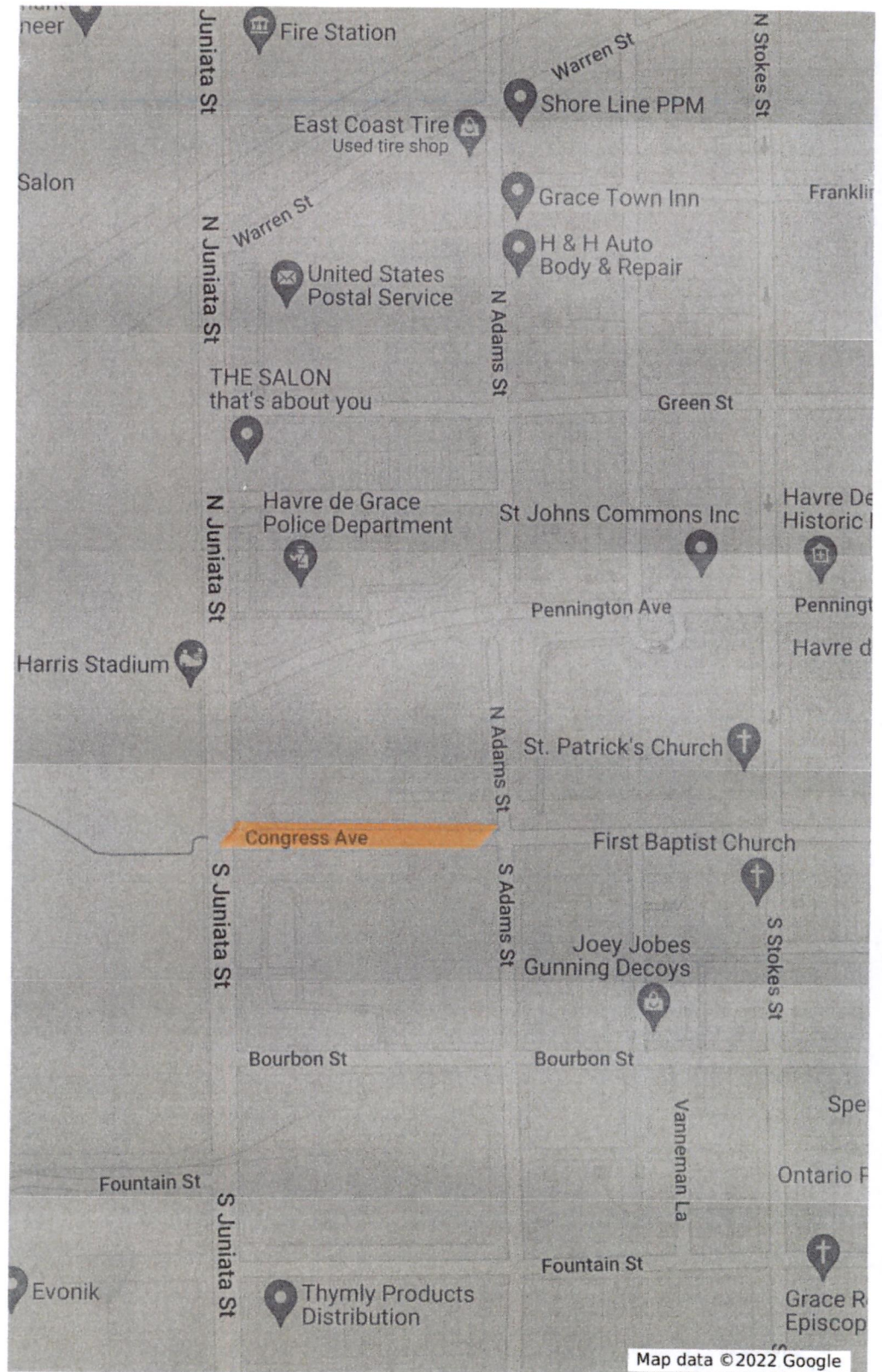
Received by Paula Johnson Date 10/25/22
City Official Date



Havre de Grace Area

Untitled layer

-  I-95 Exit 89
-  Havre de Grace
-  Ramblewood Camp
-  Ramblewood Camp
-  Destination





Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

HDG WINTER CELTIC FESTIVAL INC
C/O PERRY STEWART

HAVRE DE GRACE, MD 21078

Date:
07/20/2022
Employer ID number:
88-2378226
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
June 30
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
May 11, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053596004772

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



DEPARTMENT OF
ASSESSMENTS AND TAXATION

Larry Hogan, Governor • Boyd K. Rutherford, Lt. Governor • Michael L. Higgs, Jr., Director

Date: 5/16/2022

BUSINESS SERVICES NP
101 N BRAND BLVD., 11TH FLOOR
GLENDALE CA 91203

THIS LETTER IS TO CONFIRM ACCEPTANCE OF THE FOLLOWING FILING:

ENTITY NAME : HdG Winter Celtic Festival, Inc.

DEPARTMENT ID : D22919989
TYPE OF REQUEST : Articles of Incorporation
DATE FILED : 5/11/2022
TIME FILED : 1:31 PM
FILING NUMBER : 5000000006702483
CUSTOMER ID : 5000973399
WORK ORDER NUMBER : I213100521

PLEASE VERIFY THE INFORMATION CONTAINED IN THIS LETTER. NOTIFY THIS DEPARTMENT IN WRITING IF ANY INFORMATION IS INCORRECT. INCLUDE THE CUSTOMER ID AND THE WORK ORDER NUMBER ON ANY INQUIRIES. EVERY YEAR THIS ENTITY MUST FILE A PERSONAL PROPERTY RETURN IN ORDER TO MAINTAIN ITS EXISTENCE EVEN IF IT DOES NOT OWN PERSONAL PROPERTY. THE RETURN IS FOUND ON THE SDAT WEBSITE.

Department of Assessments and Taxation
301 W. Preston St., Room 801
Baltimore, MD 21201
www.dat.maryland.gov
410-767-1184 (Main) 1-888-246-5941 (Toll-Free)
1-800-735-2258 (Maryland Relay)



DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 05-18-2022

Employer Identification Number:
88-2378226

Form: SS-4

Number of this notice: CP 575 E

HDC WINTER CRITIC FESTIVAL INC

HAVRE DE GRACE, MD 21078

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 88-2378226. This EIN will identify your entity, accounts, tax returns, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for business and tax purposes. Some taxpayers receive CP575 notices when another person has stolen their identity and are operating using their information. If you did not apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status, organizations must complete an application on one of the following forms: Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1024, Application for Recognition Under Section 501(a); or Form 1024-A, Application for Recognition of Exemption Under Section 501(c)(4) of the Internal Revenue Code.

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

If you become tax-exempt, you will lose tax-exempt status if you fail to file a required return or notice for three consecutive years, unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File). We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter. For the most current information on your filing requirements and other important information, visit www.irs.gov/charities.

SPECIAL EVENTS WORK SHEET

<u>SPECIAL EVENTS WORK SHEET</u>						
	Event:	Winter Celtic Festival	Tracking ID: 1011 22 0008			
	Dates:	1/13-15/2023				
	Time of set up:	Noon				
	Take down time:	9:00 PM				
	Time of actual event:	Friday 4:00-10:00 PM; Sat & Sun 10:00 AM to 5:00 PM				
	Location:	STAR CENTRE				
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD						
Notes						
	This event will be handled by patrol units. This could change if modified. 10/27/2023					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	2	2		\$63.25	2	\$126.50
Notes	No Parking Signs prepped, posted then removed for 3-day event. Barricades to close street. Completed 10.31.22					
	2	2	0	\$63.25	2	\$126.50
Grand Total						
REVISION 1/10/2020	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event – Lock House Craft Beer & Wine Festival**

April 22, 2023

Date: **11/1/2022**

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 November 7, 2022**
 - 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: N/A

EVENT APPLICATION CHECKLIST

Office Use Only
Date Received 10/25/22
Tracking # 1011-19-0024

EVENT NAME: The 4th Annual Lock House Craft Beer and Wine Festival

Sponsor Organization: The Lock House Museum

Business Address: 817 Conestee St, Havre de Grace MD 21078

On-Site Contact Person: Joanne Healey

Contact Information Phone: [redacted] Email: [redacted]

Back-Up On-Site Contact Person: Beth Merchant

Contact Information Phone: [redacted] Email: [redacted]

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

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

Is the Sponsor Organization a 501 C3? Yes No

Tax ID # 52-1325983 (attach non-profit status documentation to application)

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

Event Category:

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

* a fee may be charged

Date/Time:

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

Setup Date: 4/21/23-4/22/23 Begin Time: 9:00 am

Event Starts Date: 4/22/23 Time: noon

Event Ends Date: 4/22/23 Time: 5:00 pm

Breakdown Date: 4/22/23 End Time: 7:00 pm

Rain Date Date: N/A Is timeframe the same? Yes No

If no, include new times: _____

Location: (see attached map)

- Millard E. Tydings Memorial Park (325 Commerce Street)
- Concord Point Park (710 Concord Street)
- McLhinney Park (811 N. Adams Street)
- Veteran's Park (418 Concord Street)
- Community Pavilion at Frank J. Hutchins Memorial Park (100 Congress Avenue)
- David Craig Park (553 N. Union Avenue)
- K-9 Cody Dog Park (100 Lagaret Lane)
- Other location (explain)

Lockhouse Museum grounds

(No vehicles permitted on park grounds – fees will apply for damage to the grounds.)

Anticipated Attendance: 800

Admission Fee (if any): \$10-\$45

Requested City Services:

Following is a list of services City Staff may provide at no charge to Event Sponsors to help make your event successful. 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 describe and attach a map (e.g. Google Maps) of intersections and street names affected and any road closures.

Note: Ohio Street, Otsego Street, Revolution Street, Superior Street, Union Avenue, and US Rt. 40 are State Roads, so Event Sponsor must submit the Maryland State Highway Administration (MSHA) Permit with this Special Event Application, but should not contact or submit the permit to MSHA – the Havre de Grace Police Department will handle this part of the process with MSHA. (<https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=59>)

- Parking/No Parking Signs:** Please designate on a 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 Park, and McLhinney Park. These public restrooms will be cleaned and stocked with the necessary supplies.

- Electricity Needed (limited availability):** Please attach an electrical site plan to include placement of extension cords, generators and the anticipated amperage draw.

- Other:** Please explain:

It is the responsibility of the EVENT SPONSOR to provide tables, chairs, podium, stage, audio, fencing, and port-a-pots as needed.

Please remove all items at the end of your event and return the area to an equal or better condition than before the event; additional fees will/may apply for any damage caused by your event or items not removed at the end of your event.

Food Service:

Yes No Will there be food sold at your event?

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

It is the responsibility of the **EVENT SPONSOR** to contact and comply with the Harford County Health Department Regulations. It is also the responsibility of the **EVENT SPONSOR** to ensure the removal of all trash and recycling (see Trash and Recycling Collection and Disposal on page 4 of this application).

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 rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

It is the responsibility of the **EVENT SPONSOR** to contact the **Liquor Board** for the appropriate permit. The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation at least 3 business days prior to the scheduled event.

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.

All attendees will have ID checked and their hand stamped as "over 21" upon entry to the festival.

Security:

Yes No I acknowledge that I have contacted the Havre de Grace Police Department’s Police Services Commander (410-939-2121) to discuss concerns regarding safety and security during the event.

Officer’s Name: Capt. Krass Badge # 7761

Date Contacted: 9/19/22

Gambling:

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

It is the responsibility of the **EVENT SPONSOR** to contact the **Harford County Sheriff’s Office** for the appropriate permit: <https://harfordsheriff.org/services/gambling/>. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation prior to the scheduled event.

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.

Requesting ambulance on site.

Affidavit:

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.

Event Name: The 4th Annual Lock House Craft Beer and Wine Festival

Print Name of Event Sponsor Vicki O'Keefe

Title Vice-president, Board of Directors


Phone [REDACTED] Email [REDACTED]


Signature _____ Date _____


Received by [Signature] 10/25/22
City Official Date



Imagery ©2022 U.S. Geological Survey, Map data ©2022 20 ft


 Handicap parking

 Snow fencing

 Entry access

 Food trucks

 Band stage

 Beer, wine and artisan vendors

SPECIAL EVENTS WORK SHEET

	Event:	Lock House Craft Beer & Wine Festival	Tracking ID 1011190024			
	Dates:	4/21-22/2023				
	Time of set up:	9:00 am on 4/21/2023				
	Take down time:	5:00pm - 7 pm on 4/22/2023				
	Time of actual event:	12:00pm - 5:00pm on 4/22/2023				
	Location:	Lock House Museum Grounds				
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD						
Notes						
	This event will be handled by patrol units. This could change if modified. 10/27/2023					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	3	6		\$64.75	6	\$388.50
Notes	Bathrooms will be cleaned and stocked throughout event. Handicap Parking signs prepped and posted. Additional trash and recycle containers provided. (8 each). Sponsor to arrange for dumpster and to provide trash bags and collection/disposal service. No other services requested. <i>Completed: 10/31/22</i>					
	3	6	0	\$64.75	6	\$388.50
Grand Total						

CITY COUNCIL

READ FILE COVER SHEET

Subject: **Special Event – Concerts in the Park 2023**

June 2, 9, 16, 23, 30, July 7, 14, 21, 28, 2023

Date: **11/1/2022**

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 November 7, 2022**
 - 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: N/A

EVENT APPLICATION CHECKLIST

EVENT NAME: Concerts in The Park

Sponsor Organization: Havre de Grace Arts Commission

Business Address: 261 Prescott Court Havre de Grace, MD 21078

On-Site Contact Person: Janet Carrick

Contact Information Phone: [REDACTED] **Email:** [REDACTED]

Back-Up On-Site Contact Person: Carolyn Foley Pat Donovan

Contact Information Phone: [REDACTED] **Email:** [REDACTED]

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

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

Is the Sponsor Organization a 501 C3? Yes No

Tax ID # _____ (attach non-profit status documentation to application)

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

Event Category:

- | | | |
|--|---|--|
| <input type="checkbox"/> Athletic/Recreation | <input checked="" type="checkbox"/> Concert/Performance | <input type="checkbox"/> Other (explain) |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Carnival | 2023 CONCERTS in The Park
June 2, 9, 16, 23, 30
July 7, 14, 21, 28 |
| <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>June 2, 2023</u>	Begin Time: <u>5pm</u>
Event Starts	Date: <u>June 2, 2023</u>	Time: <u>7:30 pm</u>
Event Ends	Date: <u>June 7, 2023</u>	Time: <u>9:00 pm</u>
Breakdown	Date: <u>June 2, 2023</u>	End Time: <u>9:00 PM</u>
Rain Date	Date: <u>NONE</u>	

Is timeframe the same? Yes No
 If no, include new times: see dates above ↑

Location: (see attached map)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Millard E. Tydings Memorial Park
(352 Commerce Street) | <input type="checkbox"/> Community Pavilion at
Frank J. Hutchins Memorial Park (100 Congress Avenue) |
| <input type="checkbox"/> Concord Point Park (701 Concord Street) | <input type="checkbox"/> David Craig Park (553 N. Union Avenue) |
| <input type="checkbox"/> McLhinney Park (811 N. Adams Street) | <input type="checkbox"/> K-9 Cody Dog Park (100 Lagaret Lane) |
| <input type="checkbox"/> Veteran's Park (418 Concord Street) | <input type="checkbox"/> Other location (explain) |

(No vehicles permitted on park grounds – fees will apply for damage to the grounds.)

Food Service:

Yes No Will there be food sold at your event?

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

It is the responsibility of the EVENT SPONSOR to contact and comply with the Harford County Health Department Regulations. It is also the responsibility of the EVENT SPONSOR to ensure the removal of all trash and recycling (see Trash and Recycling Collection and Disposal on page 4 of this application).

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 rules and regulations: <http://www.hclcb.org/alcoholic-beverage-license-applications>.

It is the responsibility of the EVENT SPONSOR to contact the Liquor Board for the appropriate permit. The Harford County Liquor Board Permit Application must be signed by the City. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation at least 3 business days prior to the scheduled event.

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

Security:

Yes No I acknowledge that I have contacted the Havre de Grace Police Department’s Police Services Commander (410-939-2121) to discuss concerns regarding safety and security during the event.

Officer’s Name: _____ Badge # _____

Date Contacted: _____

Gambling:

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

It is the responsibility of the EVENT SPONSOR to contact the Harford County Sheriff’s Office for the appropriate permit: <https://harfordsheriff.org/services/gambling/>. A copy of the approved License must be provided to the Chief of Parks, Events and Recreation prior to the scheduled event.

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.

Havre de Grace Ambulance Corps
911

Affidavit:

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.

Event Name: Concerts in the Park

Print Name of Event Sponsor Havre de Grace ARTS COMMISSION - Janet Carrick

Title Concert Chair

Phone [REDACTED] Email [REDACTED]

Signature [Signature] Date Oct, 24, 2022

Received by [Signature] 10/25/22
City Official Date

SPECIAL EVENTS WORK SHEET

<u>SPECIAL EVENTS WORK SHEET</u>						
	Event:	Concerts in the Park			Tracking ID: 1011 19 0013	
	Dates:	Every Friday in June & July 2023 - June 2, 9, 16, 23, 30 & July 7, 14, 21, 28				
	Time of set up:	5:00 p.m.				
	Take down time:	9:00 p.m. - 10 p.m.				
	Time of actual event:	7:30 p.m. - 9 p.m.				
	Location:	Tydings Park				
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
PD					0	\$0.00
Notes						
	This event will be handled by patrol units. This could change if modified. 10/27/2023					
	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
DPW	1	63	0	\$60.00	63	\$3,780.00
Notes	Clean & stock bathrooms for 9 events. Electricity and lights at Gazebo. Updated 10.31.22					
	1	63	0	\$60.00	63	\$3,780.00
Grand Total						
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)					