



# City of Havre de Grace

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711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078

410-939-1800

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## 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, July 17, 2023

The public may attend the meeting or view it live by visiting the City of Havre de Grace website at [www.havredegracemd.com](http://www.havredegracemd.com) and click on the City YouTube Videos tab. The video will be available to view on the website immediately following the meeting.



## COUNCIL MEETING AGENDA

July 17, 2023

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: Pastor Jim Sterner, Webster United Church of Christ
5. Approval of the Minutes:
  - A. City Council Meeting Minutes – June 20, 2023
  - B. City Council Public Hearing Minutes – July 3, 2023  
(Note: there are no Council Meeting minutes for July 3, 2023 due to the lack of a quorum)
6. Comments from Citizens
7. Appointments:
  - A. Board of Appeals (CM Schneegas)
    - i. Bill Putland – Reappointment
  - B. Board of Election Supervisors (CP Ringsaker)
    - i. Carol Barnett – Appointment
  - C. Cultural Exchange Commission (CM Boyer)
    - i. Wanda Boker – Reappointment
    - ii. Maura Burton – Reappointment
    - iii. Morgan Jones – Reappointment
    - iv. Vicki O’Keefe – Reappointment
    - v. Chris Stathes – Reappointment
    - vi. Deborah Stathes – Reappointment
  - D. Economic Development Advisory Board (CM Robertson)
    - i. Warren Hartenstine – Reappointment
  - E. Historic Preservation Commission (CM Jones)
    - i. Roger Lee – Reappointment
  - F. Street & Traffic Safety Advisory Board (CM Boyer)
    - i. Sheryl Coleman – Reappointment
  - G. Tourism Advisory Board (CM Jones)
    - i. Ron Browning – Reappointment
  - H. Tree Commission (CM Boyer)
    - i. Kirk Smith – Reappointment
8. Oath of Office (Administered by Mayor Martin)
  - A. Board of Election Supervisors
    - i. Carol Barnett



9. Recognitions: None

10. Proclamations: None

11. Presentations:

- A. Historic Preservation Commission 2023 Beautification Awards (Historic Preservation Commission)
  - i. 700 Revolution Street (John Wright & Carolyn Spaulding-Wright)
  - ii. 728 N. Stokes Street (David Mackey)
  - iii. 300 Bourbon Street (Deborah Cook Goldman)
- B. Independence Day Commission Post-Event Report (Independence Day Commission)
- C. Women's War Memorial (Women's War Memorial Commission)
- D. School Capacity Report (Tim Bourcier, Director of Planning)

12. Resolutions: None

13. Ordinances:

- A. **Ordinance No. 1110 concerning Amending Chapter 162 Solid Waste: Second Reading (CM Jones)**  
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 162 SOLID WASTE
- B. **Ordinance No. 1111 concerning Amending Chapter 205 - Zoning - Through Lots, Fences: 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 CITY CODE SECTION 205 – ZONING
- C. **Ordinance No. 1112 concerning an Agreement with the Havre de Grace Green Team for Composting: Second Reading (CM Boyer)**  
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 COMPOSTING COLLECTION WITH GARRITY RENEWABLES, LLC. ON CITY PROPERTY
- D. **Ordinance concerning Amending Portions of Chapter 205 Zoning – Commercial/Industrial Districts: First 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 AND LAND USE ARTICLES OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND PORTIONS OF CITY CODE 205-ZONING
- E. **Ordinance concerning Establishing Tax Credits for Vacant Lot Conversions to Public Parking in the Downtown Business District: First Reading (CM Robertson)**  
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 ESTABLISH TAX CREDITS FOR THE CONVERSION OF VACANT LOTS IN THE CITY'S DOWNTOWN BUSINESS DISTRICT TO PUBLIC PARKING

- F. **Ordinance concerning Changing the Traffic Pattern on Erie Street: First Reading (CM Boyer)**  
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, 34, 65, AND 66 OF THE HAVRE DE GRACE CITY CHARTER TO CHANGE THE TRAFFIC PATTERN ON ERIE STREET

14. Old Business:

- A. Declaration of State of Emergency: 2023-02 for 800 block of Erie Street (CP Ringsaker)
- B. **Calendar Resolution concerning Approving a License Agreement for Encroachment onto the City Right-of-Way at 569 Lewis Street (CM Schneegas) - Tabled**  
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 APPROVAL OF A LICENSE AGREEMENT FOR 569 LEWIS STREET FOR PERMISSION TO ENCROACH ONTO THE CITY RIGHT-OF-WAY

15. New Business:

- A. Geo-Cache Permit and License Agreement – GC2023-0001 (Steve Gamatoria)
- B. Special Events (Steve Gamatoria)
- i. National Neighbors Night Out, August 1, 2023  
6:00 p.m.-8:00 p.m., Ontario Street between Adams Street & Stokes Street
  - ii. National Lighthouse Day, August 5-7, 2023  
10:00 a.m.-8:00 p.m. (8/5), 1:00 p.m.-5:00 p.m. (8/6), 10:00 a.m.-7:00 p.m. (8/7)  
Concord Point Park
  - iii. Yoga on the Green, September 6, 2023  
6:00 p.m.-8:00 p.m., Moore Family Homestead (between the main house and the cottage house)

16. 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

17. Business from Mayor Martin

18. Business from Council:

- A. Council Member Boker
- B. Council Member Jones
- C. Council Member Boyer
- D. Council Member Schneegas
- E. Council Member Robertson
- F. Council President Ringsaker

19. Adjournment





**June 20, 2023**

**Public Hearing Proceedings**

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

**Public Hearing for Ordinance No. 1110 concerning Amending Chapter 162 Solid Waste was called to order on June 20, 2023 at 7:00 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Jones, CM Robertson, and CM Schneegas. Council Member absent: CM Boyer.**

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 162 SOLID WASTE

**Comments from Citizens:** No comments.

Public Hearing closed at 7:05 p.m.

**Public Hearing for Ordinance No. 1111 concerning Amending Chapter 205 - Zoning - Through Lots, Fences was called to order on June 20, 2023 at 7:02 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boyer, CM Jones, CM Robertson, and CM Schneegas. Council Member absent: CM Boyer.**

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 SECTION 205 - ZONING

**Comments from Citizens:** No comments.

Public Hearing closed at 7:06 p.m.

**June 20, 2023**

**Council Meeting Proceedings**

**The regular meeting of the Mayor and City Council was called to order on June 20, 2023, at 7:05 p.m. with Mayor Martin presiding. Council Members present: CP Ringsaker, CM Boker, CM Jones, CM Robertson, and CM Schneegas. Council Member absent: CM Boyer.**

**The Pledge of Allegiance was recited, and the opening prayer was given by Rev. Gene Proud, Proud Evangelistic Association.**

Mayor Martin requested that a recognition be given to a City employee after Approval of Minutes, but before Citizen Comments; with no objection of Council, request approved.

**Approval of Minutes**

City Council Meeting Minutes – CP Ringsaker moved to approve the Council Meeting minutes of June 5, 2023. Second by CM Schneegas. Motion carried 5-0.

City Council Closed Session Meeting Minutes – CM Boker moved to approve the Council Closed Session minutes of June 5, 2023. Second by CP Ringsaker. Motion carried 4-0, with abstention from CM Jones due to her absence. CP Ringsaker read the votes into the record from the closed session minutes.

City Council Public Hearing Meeting Minutes – CM Robertson moved to approve the Council Public Hearing minutes of June 12, 2023. Second by CM Schneegas. Motion carried 5-0.

## **Recognitions**

Mayor Martin recognized and honored Chief Teresa Walter. Our City continually ranks in the top ten as one of the safest cities to live in the state of Maryland out of 157 municipalities. Her leadership has kept officers in our City when they could have gone elsewhere. Chief Walter has served the City since 2005. Chief Walter was honored with the second star. Harford County Sheriff Gahler and HdG Police Officers were in attendance for the recognition.

## **Comments from Citizens**

Lisa Altland, 614 Chapel Heights Drive, Havre de Grace, spoke in opposition of the proposed parking space elimination in the downtown area. Ms. Altland also spoke on her concerns with a City contractor. The owner of Crazy Eights Hair Salon, Lynn Lang, was unable to attend, so Ms. Altland read her letter; Ms. Lang is also opposed to the proposed parking space elimination in the downtown area and inquired about the status of the parking petition.

Sara King, 564 Bailiff Road, North East, spoke in opposition of the proposed parking space elimination in the downtown area and inquired on the status of the parking petition.

Kirk Smith, 840 Otsego Street, Havre de Grace, spoke on the trees and tree scaping in the downtown area with tree boxes and gave suggestions on the types of trees to use.

Jolene Forrester, 137 N. Washington Street, Havre de Grace, spoke in favor of the restoration plan, but requested communication between the City and the merchants and help with finding alternative parking solutions during construction. Ms. Forrester proposed shifting the money from Pennington Avenue to go down St. John Street instead to keep it cohesive. She also suggested the City have an interactive parking map and improve the signage.

Carrie Parsons, address on file, spoke on the restoration plan. Ms. Parsons gave two suggestions: (1) change the route of the Tide trolley with one trolley doing a smaller loop to hit the parking lots more often and only stop once or twice in the downtown area, and (2) revisit requiring permitted parking.

Carolyn Zinner, 111 Tim Tam Court, Havre de Grace, spoke in support of the restoration parking plan due to the safety concern of diagonal parking. Ms. Zinner suggested parking behind businesses, employees parking in the new lot near Hutchins Memorial Park, and possibly running the trolleys more frequently and during the week.

Allen Spath, 107 Vigil Circle, Havre de Grace, congratulated and thanked Chief Walter and thanked the Police Officers for providing safety in the community. Mr. Spath thanked Steve Gamatoria for information he provided to him. Mr. Spath spoke on the need for communication between the Council members and citizens.

CP Ringsaker commented that based on an historic newspaper article, parking was an issue in the 40's and 50's - it has always been an issue and one they are trying to improve. The Council wants to engage with citizens, but with civil discourse and not rumor mills. CP Ringsaker addressed comments that were made during the meeting.

Mayor Martin commented on the transparency that was provided for the restoration project through the charrettes by in-person and virtual meetings. This isn't the Mayor's and City Council's vision – they are executing the vision from the charrettes.

## **Appointments**

CM Jones made a motion to accept the reappointment of Janet Carrick to the Arts Commission. Second by CP Ringsaker. Motion carried 5-0.

CM Boker made a motion to accept the appointment of Carolyn Zinner to the Independence Day Commission. Second by CM Robertson. Motion carried 5-0.

## **Oath of Office**

Mayor Martin administered the oath of office to Carolyn Zinner of the Independence Day Commission.

## **Presentations**

Comprehensive Plan Update - Dianne Klair, Senior Planner for the City, gave a presentation to update the Council and citizens on the 2023 Comprehensive Plan; this is the mid-point review. The StoryMaps were available for five months for public comment and great comments were received. There were 102 completed surveys and close to 5,000 views. The survey showed most people want walkways, bikeways, preserving history, and improving Route 40, among other items. The plan is being developed around 7 visions: healthy community; inclusive community;



vibrant, connected community; essential cultural and historic hub; cohesive, human-scaled built environment; green, more sustainable community; and fiscally-sound government. All content to date is available on the City's webpage, [including this presentation]. Council members thanked Ms. Klair for her presentation and having open sessions for the public to give their input and then asked questions to which Ms. Klair responded: the next step is to finish up the chapters for an early Fall delivery of the plan to the Council; the number of homes to be developed in the next 20 years, excluding the MOE area and possible hospital redevelopment, is approximately 1,685; in regards to overcrowding at the schools, the schools have done redistricting and will revisit it for elementary schools in 2026-2027.

Downtown Restoration Update - Patrick Sypolt, Director of Capital Projects for the City, gave a presentation to update the Council and citizens on the Downtown Restoration. Mr. Sypolt gave the history of the project. The consensus from the public meetings is represented in the Restoration Plan, which is available on the City's webpage. The purpose of the project is to create open, walkable, accessible, and shared use spaces to include wider sidewalks, a healthy and consistent tree canopy, curbsless streets, linear parks, and a small plaza. We have migrated from the design phase and are now in the engineering phase. The phases build upon each other, so there isn't duplication of effort. Three engineering firms have expressed interest and the proposals are due the end of this week. We will have a net gain of parking spaces in the restoration area with the purchase of a property. Downtown businesses will be taken into consideration when construction work is scheduled and Mr. Sypolt will take every measure to minimize the impact to their businesses. Council members thanked Mr. Sypolt for the presentation and asked questions to which Mr. Sypolt responded: the current trees will be removed because they are outgrown and aren't the right specie of tree for the location, the new trees in the boxes won't be juveniles, but won't be fully grown either; they are focusing on the two blocks of N. Washington first and then, depending on funding, will proceed down St. John; he doesn't know if the current \$5.6 million will cover the whole project – it's dependent on overruns or windfalls of other projects and how much we want to do; he doesn't see the project completed in this 12-month cycle; Washington Street will lose approximately 36 parking spaces, but there will be a pickup from the other lot; the Toole Design team was remarkable in facilitating the charrettes and the foundation work is solid – the engineering portion can be done by another engineering firm; Tim Whittie is an engineer and Patrick Sypolt has a Masters in Business, but has an engineering and project management background. Mayor Martin commented we have the best team we've ever had overseeing this project.

CP Ringsaker requested a short recess, which was approved. The meeting recessed at 8:58 p.m. and reconvened at 9:16 p.m.

## **Resolutions**

### **Calendar Resolution concerning Approving a License Agreement for a Sign in the City Right-of-Way at 114 N. Union Avenue**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTIONS 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND FOR APPROVAL OF A LICENSE AGREEMENT FOR THE REPLACEMENT OF A SIGN AT THE NORTHWEST CORNER OF NORTH UNION AVENUE AND CONGRESS AVENUE RIGHT-OF-WAY AND TO AUTHORIZE THE MAYOR TO EXECUTE SUCH LICENSE

A motion to introduce was made by CM Schneegas. Second by CM Robertson. Motion carried 5-0. The resolution was given number 2023-09. A motion to adopt was made by CP Ringsaker. Second by CM Boker. After a roll call vote, motion to approve carried 5-0.

### **Calendar Resolution concerning Approving a License Agreement for a Sign in the City Right-of-Way at Weber Street Extended**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO SECTIONS 33 AND 34 OF THE CITY CHARTER AND THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND FOR APPROVAL OF A LICENSE AGREEMENT FOR THE REPLACEMENT OF A SIGN AT THE NORTHWEST CORNER OF SENECA AVENUE AND WEBER STREET EXTENDED RIGHT-OF-WAY AND TO AUTHORIZE THE MAYOR TO EXECUTE SUCH LICENSE

A motion to introduce was made by CM Schneegas. Second by CM Robertson. Motion carried 5-0. The resolution was given number 2023-10. A motion to adopt was made by CM Boker. Second by CP Ringsaker. After a roll call vote, motion to approve carried 5-0.



### **Calendar Resolution concerning Establishing a Maryland Women Veteran Memorial**

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, MARYLAND, PURSUANT TO THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTIONS 33 AND 34 OF THE CITY CHARTER TO ESTABLISH A MARYLAND WOMEN VETERANS MEMORIAL IN THE CITY OF HAVRE DE GRACE

A motion to introduce was made by CM Boker. Second by CM Robertson. Motion carried 5-0. The resolution was given number 2023-11. A motion to adopt was made by CP Ringsaker. Second by CM Schneegas. Discussion followed on the origin of the memorial's possible placement in the City of Havre de Grace and the next steps. After a roll call vote, motion to approve carried 5-0. CM Boker made a friendly amendment, which was approved. Lines 31-34 should read: Whereas, the City maintains and is home to several war memorials, including the war memorial at Tydings Memorial Park, the Gold STAR Families Memorial located at Concord Point Park, and the memorial dedicated to Congressional Medal of Honor recipient Alfred B. Hilton located at David Craig Park.

### **Ordinances**

#### **Ordinance No. 1109 concerning Establishing the City Budget for FY 2024: Second Reading**

AN ORDINANCE BY THE MAYOR AND CITY COUNCIL OF HAVRE DE GRACE BY THE AUTHORITY OF ARTICLE XI-E OF THE MARYLAND CONSTITUTION, THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND AND SECTION 37 OF THE HAVRE DE GRACE CITY CHARTER FOR THE PURPOSE OF ESTABLISHING THE CITY BUDGET FOR FISCAL YEAR 2024, BY DESIGNATING THE ANNUAL PROJECTION OF ANTICIPATED REVENUES AND PROPOSED AUTHORIZED EXPENSES FOR THE CITY OF HAVRE DE GRACE FOR FISCAL YEAR 2024

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

#### **Ordinance concerning an Agreement with the Havre de Grace Green Team for Composting: First 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 COMPOSTING COLLECTION WITH GARRITY RENEWABLES, LLC. ON CITY PROPERTY

A motion to introduce was made by CP Ringsaker. Second by CM Schneegas. Motion carried 5-0. The ordinance was given number 1112. A motion to adopt was made by CP Ringsaker. Second by CM Jones. After a roll call vote, motion to approve carried 5-0. The public hearing will be Monday, July 3, 2023 at 7 p.m.

### **Old Business**

#### **Calendar Resolution concerning Approving a License Agreement for Encroachment onto the City Right-of-Way at 569 Lewis Street (CM Schneegas) - Tabled**

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 APPROVAL OF A LICENSE AGREEMENT FOR 569 LEWIS STREET FOR PERMISSION TO ENCROACH ONTO THE CITY RIGHT-OF-WAY

CM Schneegas asked that the resolution continue to be tabled as the Planning Department and Planning Commission continue to review the request.

### **New Business**

#### **Special Events**

Steve Gamatoria presented the special event applications:

Summer Jam, June 24, 2023, 12:00 p.m.-4:00 p.m., Havre de Grace Housing Authority Somerset Manor Community. A motion to approve was made by CM Boker. Second by CM Schneegas. Motion carried 5-0.

Movies in the Park, June 30, July 28, August 25, 2023, 8:35 p.m.-10:30 p.m. (6/30), 8:30 p.m.-10:30 p.m. (7/28), 8:00 p.m.-10:00 p.m. (8/25), Concord Point Park. A motion to approve was made by CP Ringsaker. Second by CM Jones. Motion carried 5-0.



## Directors Report

**Steve Gamatoria, Director of Administration:** Mr. Gamatoria congratulated Chief Walter. The Council members were thanked for passing the budget – it is a long process and the support is appreciated. Administration and Bridgette Johnson are working on a number of initiatives to do better outreach to the citizens; people were encouraged to sign up for alerts – of the people signed up, only 39% are being reached; the Citizen Connection newsletter will be coming out and will have an opt-in option – the first one will be virtual and a paper copy.

**Tim Bourcier, Director of Planning:** Mr. Bourcier reported on the comprehensive plan – they don't want it to be a surprise and want to make sure everyone is on the same page, which was the reason for the update presentation today. Regarding school redistricting, Mr. Bourcier gives a school capacity report to the Council two times per year and the next report is scheduled to be given at the Council meeting on July 17 – from the last report, Havre de Grace Elementary is coming up on the 110% capacity rating in 2025, a special needs school is opening in 2026 that may drop capacity. Development is continuing with a lot of projects within the City.

**Bridgette Johnson, Director of Economic Development & Tourism:** Ms. Johnson reported about a year ago she and Julie Ruhnke, Main Street Manager, walked 4-5 blocks of Lodge Lane looking for additional parking – for the types of grants she can write for, there are no grants that fund parking lots – it would have to be a private sector project. The National Park Service visited the City on June 12 to provide technical assistance on building the foot bridge from our side of the Swan Harbor trail that starts in the industrial park to the county's side – we hope to be under construction by August or September; CP Ringsaker commented that there are Scouts that want to complete the rest of the trail. The Tourism Advisory Board meeting is June 21 at 10 a.m. and the Economic Development Advisory Board meeting is June 21 at 4 p.m. Her department is prepping for the Maryland Municipal League Conference next week – the City always has a booth and Ms. Johnson will be attending classes and meeting colleagues from around the state. The Council members were thanked for passing the budget. They are requesting a grant of \$216,000 from the Department of Housing and Community Development for the restrooms at Hutchins Memorial Park; CM Schneegas requested a water fountain like the ones at the other parks be provided. Pamela Sickenberger started today as the new part-time Main Street & Tourism Coordinator – she is a great asset to the department. They will use the former Amanda's Florist location to keep the businesses up to date on the restoration project. The new owners of the Cottage on St. John's Street were congratulated. The Maryland Dove will arrive at Hutchins Memorial Park on June 23 and depart on June 25.

**George DeHority, Director of Finance:** Mr. Abdi reported for Mr. DeHority. Mr. Abdi thanked the Council members for approving the budget and congratulated Chief Walter. He reported on the current financial condition of General Fund 1, Water/Sewer Fund 9, and Marina Fund 8. The General Fund 1 balance is \$2.6 million, which is ahead of budget. The Water/Sewer Fund 9 balance is \$970,000, which is above budget. The Marina Fund 8 balance is \$505,000, which is ahead of budget.

**EJ Millisor, Director of Public Works:** Mr. Millisor congratulated Chief Walter. Tim Whittie was thanked for filling in for him at the last meeting while Mr. Millisor was at training. The Marina fuel tanks are in and the area is fully functional. Staff members Ezra Berger, Natalie Trimble, and Felicia Jones were recognized for the outstanding job they did with a potential life threatening incident. We are waiting for some soil samples to come back before they can open the parking lot at the Water Street boat launch, they are finishing up the kayak soft launch and the continuation of the signature sidewalk on the south side of the parking lot. The sidewalk at Lafayette and Market Streets is completed. They have two upcoming retirements - Stephanie Noye and Robert Skinner.

**Chief Teresa Walter, Havre de Grace Police Department:** Chief Walter thanked the Mayor, Council members, the officers and everyone who works at the Police Department; it's a team effort between the Police, Mayor & Council, and the citizens to have a safe community. The Special Olympics Maryland Torch Run is at the Lock House on June 21. The Summer Jam is June 24 from 12-4 p.m. – the Housing Authority has put this on for a number of years at Somerset Manor and it is a great event for all ages – fun, educational, and free. Officer Cole Higgins graduated from the Police Academy last week and is doing very well. The 4<sup>th</sup> of July activities are July 2 – the parade will go down Union Avenue - the road closes around 12:30-1 p.m. – any chairs, blankets, etc. set up before 8 a.m. will be removed; the Concert at Hutchins Memorial Park is at 5:30 p.m., the Concert at Concord Point Park is at 7:30 p.m. and the fireworks begin when it's dark about 9:15 p.m.

## Business from Mayor Martin

Mayor Martin reported the sidewalk at Lafayette Street is now completed and has a retaining wall where needed. Trolley information: 4 trolleys ran for 3 days this past weekend with 2,491 passengers, operating 168 hours, 1,247 miles, and no incidents; thanked the Trolley Ambassadors for their continued ambassadorship; there a couple more trolleys on order and one has ADA accessibility, but there are supply issues, so it will be a couple months. At the



last Council meeting, the state of emergency declaration for the 800 block Erie Street was followed by the executive order to change Erie Street to one-way; the state of emergency was for 30 days and will need to be extended for another 30 days at the next Council meeting to give the Public Safety Committee and the Street & Traffic Safety Advisory Board time to give their recommendations on a possible ordinance to codify the change. The 4<sup>th</sup> of July weekend will be a great weekend – we hope everyone participates safely with their families – the City invites everyone to attend. The members of the Independence Day Commission were thanked for all they do to pull off this event. The STAR Centre will have a concert Saturday night – Unforgettable Fire – they cover U2. The Mayor gave his Board/Commission assignments as follows: Economic Development Advisory Board – CM Robertson, Tourism Advisory Board – CM Jones, Street & Traffic Safety Advisory Board – CM Boyer, Arts Commission – CM Jones, Water & Sewer Commission – CM Boker, Marina Commission – CM Schneegas & CM Boker, Tree Commission – CM Boyer, Youth Commission – CM Robertson, Cultural Exchange Commission – CM Boyer, Planning Commission – CM Schneegas, Board of Appeals – CM Schneegas, Historic Preservation Commission – CM Jones, Ethics Commission – CP Ringsaker, and Independence Day Commission – CM Boker.

### **Business from Council**

**Council Member Robertson:** CM Robertson congratulated Chief Walter and asked Mr. Millisor to pass along to Ezra Berger, Natalie Trimble, and Felicia Jones their appreciation for them going above and beyond the call of duty. Mike & Kemi Farro were thanked for the outstanding job they did at the Father’s Day event at the American Legion. The American Legion was thanked for having the pop-up War Museum open. Yulissa Sibilia and Tamara Rice were thanked for putting on the Juneteenth event at the American Legion and providing the meal; also thanked Dr. Barnes and Patricia Cole for speaking about the Hosanna School and the Colored School, and Wynona Hilton-Stanley for giving a presentation on her family’s military service. Wished everyone well for the 4<sup>th</sup> of July.

**Council Member Boker:** CM Boker congratulated Chief Walter. The Council was thanked for passing the budget. The Colored School Museum is having their Arts, Wine, Jazz & Soul Fest on August 12; tickets are available. The Susquehanna Hose Company, Police Department, EMT, and first responders were thanked for all the work they do and keeping us safe at night.

**Council Member Jones:** CM Jones gave a happy belated Juneteenth – she was happy to see so many activities, especially in Havre de Grace; she attended a 5k Freedom Run and celebrated with her neighbors. She was watching a television program that highlighted the Susquehanna Hose Company doing a training exercise when a car went into the water – kudos to SHCo for their hard work. The Arts, Wine, Jazz & Soul Fest hosted by the Colored School Museum on August 12 is a lot of fun so get your tickets early because they go fast.

**Council Member Boyer:** CM Boyer was not in attendance.

**Council Member Schneegas:** CM Schneegas thanked EJ Millisor, DPW, and the Marina Commission for making things happen at the Marina in time for the boating season. She is glad to hear we are having success with the Tide trolleys – it will be great to see more people taking advantage of it. Chief Walter was congratulated – CM Schneegas appreciated being able to ride along and see the community from a different angle and recommends it for any Council member that would like that opportunity. Concerts in the Park is July 23 at 7:30 p.m. and the band is RBM featuring jazz and instrumental pop; this event is hosted by the Arts Commission and is every Friday through July. The Heritage Greenway Project is hosting the Matilda Kayak Run June 24 – proceeds will help sponsor the development and restoration at the American Legion. Thanked everyone for coming out and wished everyone a happy 4<sup>th</sup> of July.

**Council President Ringsaker:** CP Ringsaker reported he is working with Jimmy Burrill to get a Black Sabbath cover band for the STAR Centre. He spoke on the special events that were approved tonight on short notice and the fact that they are returning events that have little impact on City resources versus a new event that doesn’t provide the needed information for the Council to do their due diligence. He will not be in attendance at the next meeting as he will be camping with the Boy Scouts. Bridgette Johnson and EJ Millisor were thanked for the trail. CP Ringsaker commented on statements made during Citizen Comments – the Council members are non-partisan, members of the community, do not get kickbacks by developers or take vacations with City funds, and asked for more amicable discussions.

### **Adjournment**

CM Boker made a motion to adjourn at 10:36 p.m. Second by CM Jones. Motion carried 5-0.

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

Submitted by: Tamara Brinkman



**July 3, 2023**

**Public Hearing Proceedings**

711 Pennington Avenue, Havre de Grace, Maryland

7:00 p.m.

**Public Hearing on Ordinance No. 1112 concerning an Agreement with the Havre de Grace Green Team for Composting was called to order on July 3, 2023 at 7:00 p.m. with Mayor Martin presiding. Council Members present: CM Boyer, CM Jones, and CM Schneegas. Council Members absent: CP Ringsaker, CM Boker, and CM Robertson.**

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 COMPOSTING COLLECTION WITH GARRITY RENEWABLES, LLC. ON CITY PROPERTY

**Comments from Citizens:**

Kirk Smith, 840 Otsego Street, Havre de Grace, spoke in support of the ordinance and displayed the large elephant garlic grown at the community garden using the compost.

Public Hearing closed at 7:08 p.m.

**July 3, 2023**

**Council Meeting Proceedings**

**The regular meeting of the Mayor and City Council was called to order on July 3, 2023, at 7:08 p.m. with Mayor Martin presiding. Council Members present: CM Boyer, CM Jones, and CM Schneegas. Council Members absent: CP Ringsaker, CM Boker, and CM Robertson. Due to the lack of a quorum, the City Council meeting could not open.**

**Mayor Martin allowed Comments from Citizens:**

Ennise Bloom, 139/141 Weber Street, Havre de Grace, spoke in support of the special event application for Yoga on the Grassy Knoll, gave information on the event, and answered questions from Council members.

Carol Allen, 814 Market Street, Havre de Grace, spoke in her capacity as Executive Director of the Friends of Concord Point Lighthouse in support of the special event application for National Lighthouse Day and gave information on the event.

Carolyn Zinner, former Council member, introduced an exchange student from Spain who arrived on Wednesday. The exchange student spoke on her learning experience staying in Havre de Grace and visiting Philadelphia and Washington, D.C.

Cheryl Strader, 643 N. Stokes Street, Havre de Grace, spoke in support of the special event application for the National Neighbors Night Out and gave information on the event.

The meeting ended at 7:21 p.m.

**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: **Ordinance 1110 concerning Amending Chapter 162,  
Solid Waste (Collection Time, Tipping Fee)**  
(2nd Reading)

Date: **6/21/2023**

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

Purpose:

- FYI  
 **Read and Comment as Needed**  
 **Action Required by July 17, 2023**  
 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: Second reading wasn't held on 7/3/23 as planned due to the lack of a quorum.

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1110

Introduced by \_\_\_\_\_ Council Member Jones \_\_\_\_\_

**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 162 SOLID WASTE**

On: June 5, 2023

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 June 20, 2023 at 7:00 p.m., and concluded on June 20, 2023 at 7:02 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.

34 **WHEREAS**, the Mayor and City Council contract with a waste management company to dispose  
35 of refuse; and

36  
37 **WHEREAS**, the time of pickup may change; and

38  
39 **WHEREAS**, the Local Government Article of the Annotated Code of Maryland authorizes the  
40 Mayor and City Council of Havre de Grace to set and collect fees; and

41  
42 **WHEREAS**, Harford County Government assesses the City of Havre de Grace a per ton charge  
43 for solid waste generated in the City which is placed in the County's landfill, the charge being  
44 known as the tipping fee; and

45  
46 **WHEREAS**, on May 9, 2023, Harford County Government passed Bill No. 23-009, increasing  
47 the tipping fee from \$72 per ton to \$117 per ton; and

48  
49 **WHEREAS**, on May 9, 2023, Harford County passed Bill No. 23-009, establishing a tipping fee  
50 for yard waste disposal of \$20 per load; and

51  
52 **WHEREAS**, the City has reviewed Harford County's increase in the charges assessed by the  
53 County and has determined that the annual tipping fee assessed against each solid waste customer  
54 in the City of Havre de Grace should increase from \$62.00 to \$107.50; and

55  
56 **WHEREAS**, the City desires to amend its code to more accurately align with the Annotated Code  
57 of Maryland.

58  
59 **NOW THEREFORE**, be it decided, determined, and ordained that the City Code Chapter 162  
60 Solid Waste be amended as follows:

61  
62 **§ 162-7 Placing containers for pickup.**

63 No earlier than 6:00 p.m. on the day preceding the day designated for collection and no later than  
64 [7:00 a.m.] the time stated within the waste management contract and posted on the City website  
65 on the day designated for collection, all containers, other than dumpsters, shall be placed for  
66 collection at ground level at or near the curblineline or at other locations approved by the contractor  
67 with concurrence of the City. Refuse containers shall be removed from the curb by 8:00 p.m. of  
68 the collection day. It shall be unlawful to locate or place containers in such a way as to obstruct  
69 either pedestrian or vehicular traffic or create a safety hazard thereto.

70  
71 **§ 162-13 Refuse charges.**

72 The City may establish and collect such charges and fees for the disposal of refuse as the  
73 City deems necessary from time to time. Such charges may be applied to any one or more  
74 class of persons or uses for the purpose of offsetting any refuse disposal costs and charges  
75 as may be incurred by the City and are as described by [resolution] ordinance.

76  
77  
78  
79



80 § 162-13-1 Refuse Collection Fee “Tipping Fee”

81

82 a. The annual tipping fee charged for solid waste disposal in the City of Havre de Grace  
83 shall be \$107.50.

84 b. The City Administration is authorized to charge, collect and pay over to the solid waste  
85 management operator the amounts collected to cover charges for solid waste disposal  
86 in its landfill known as the tipping fee.

87 c. The City administration is authorized to collect the tipping fee quarterly, semi-annually,  
88 or annually.

89

90 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_\_ day of \_\_\_\_, 2023.

91

92 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_ day of  
93 \_\_\_\_\_, 2023.

94

95

96 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

97

98

99

100 \_\_\_\_\_  
101 Stephen J. Gamatoria  
102 Director of Administration

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

103

104

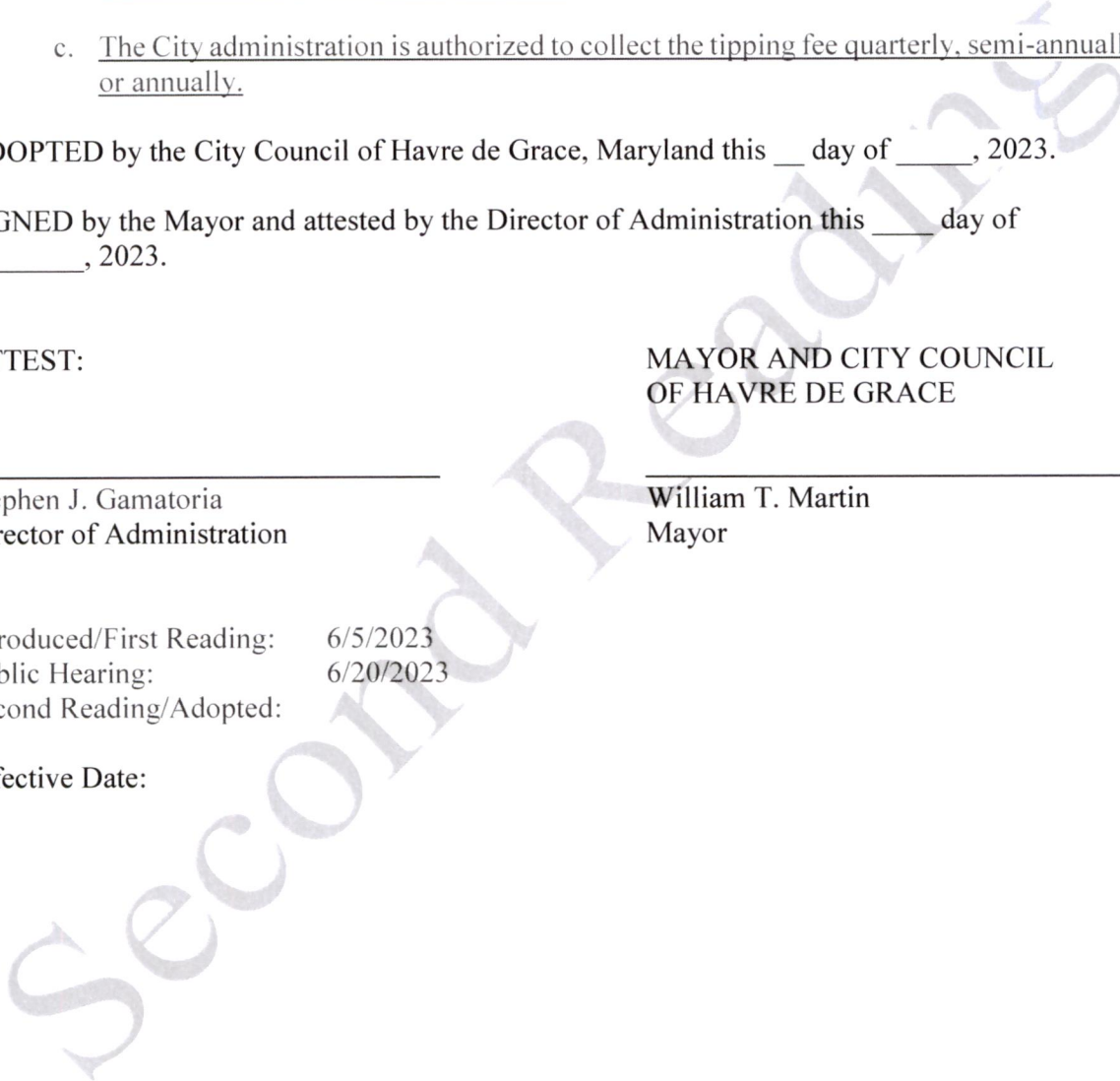
104 Introduced/First Reading: 6/5/2023

105 Public Hearing: 6/20/2023

106 Second Reading/Adopted:

107

108 Effective Date:



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance 1111 concerning Amending Chapter 205 - Zoning Through Lots, Fences**  
(2nd Reading)

Date: **6/21/2023**

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

Purpose:

- FYI  
 **Read and Comment as Needed**  
 **Action Required by July 17, 2023**  
 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: Second reading wasn't held on 7/3/23 as planned due to the lack of a quorum.



CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

ORDINANCE NO. 1111

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 CITY CODE SECTION 205 - ZONING**

On: June 5, 2023

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 June 20, 2023 at 7:02 p.m., and concluded on June 20, 2023 at 7:03 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.

34 § 205-3. Continuing existing uses and approvals.

35 A. After March 15, 1982, an existing structure or combined use of structure and land devoted to  
36 a use not principally or conditionally permitted in the district in which it is located shall not be  
37 modified (i.e. enlarged, extended, substituted, reconstructed, converted or altered) except as  
38 follows:

39  
40 (1) Modifications of nonconforming uses and structures to permitted uses and structures shall  
41 be permitted without Board of Appeals approval. Once a nonconforming use and/or  
42 structure is modified to a permitted use and structure, the prior nonconforming use and  
43 structure shall no longer be permitted unless Board of Appeals variance approval is  
44 obtained.

45  
46 (2) Modifications of nonconforming uses and structures to conditional uses and structures  
47 **[shall be permitted with]** requires Board of Appeals approval.

48  
49 (3) Modifications of nonconforming uses and structures shall be permitted in conformance  
50 with orders of governmental agencies having jurisdiction over the premises.

51  
52 **[(4) Modifications of nonconforming uses to other nonconforming uses and modification**  
53 **of nonconforming structures to other nonconforming structures shall be permitted**  
54 **with Board of Appeals approval.]**

55  
56 (4) **[5]** Modification of a combined nonconforming use and structure (conforming or  
57 nonconforming) shall be permitted without Board of Appeals approval within the following  
58 restrictions:

59  
60 (a) An increase of no more than 25% in the gross floor area applicable to the combined  
61 nonconforming use and structure will be allowed on a one-time basis.

62  
63 (b) Additions to structures shall conform to lot specifications in Table I.

64  
65 § 205-13 Definitions.

66  
67 **LOT LINE, FRONT**

68 The line separating the lot from the street right-of-way upon which it fronts. In the case of a corner  
69 or **[double-frontage]** through lot, it shall be the line separating said lot from the street right-of-  
70 way as determined by the Department of Planning to be the front yard [that is designated as the  
71 front street in the] at the time of a request for a building permit.

72  
73 **LOT, THROUGH**

74 A lot which fronts upon two parallel roads with a 36 foot right-of-way or greater or which fronts  
75 upon two roads with a 36 foot right-of-way or greater which do not intersect at the boundary of  
76 the lot or which is bounded on one side by a **[street]** road with a 36 foot right-of-way or greater  
77 and on the opposite side by a navigable waterway and which has no rear lot line.

78

79 § 205-24 Conditional Uses.

80

81 L. Personal service shops.

82

83 M. Restaurants.

84

85 N. Boutique hotels.

86

87 **NOW, THEREFORE**, it is determined, decided, and ordained by the City Council that the above  
88 amendments to the City Code Section 205-Zoning are hereby approved.

89

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

93

94

95 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_\_ day of \_\_\_\_, 2023.

96

97 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_ day of  
98 \_\_\_\_\_, 2023.

99

100

101 ATTEST:

102

103

104

105

Stephen J. Gamatoria  
Director of Administration

106

107

108

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

William T. Martin  
Mayor

109

Introduced/First Reading: 6/5/2023

110

Public Hearing: 6/20/2023

111

Second Reading/Adopted:

112

113

Effective Date:



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance 1112 concerning Authorizing an Agreement with HdG Green Team for Composting**  
**(Second Reading)**

Date: **7/5/2023**

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

Purpose:

- FYI  
 **Read and Comment as Needed**  
 **Action Required by July 17, 2023**  
 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. 1112

Introduced by                      Council Member Boyer

**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 COMPOSTING COLLECTION WITH GARRITY RENEWABLES, LLC. ON CITY PROPERTY**

On: 6/20/2023  
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 7/3/2023 at 7:00 p.m., and concluded on 7/3/2023 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.

32           **WHEREAS**, the Havre de Grace Green Team Ltd., an Internal Revenue Code 501c3 tax-  
33 exempt Maryland corporation, (“Green Team”) was established in April 2013 by a group of  
34 volunteers to review, evaluate, and implement sustainable green initiatives; and

35           **WHEREAS**, the Green Team’s goal is to create a “Greener” more sustainable community  
36 within the City of Havre de Grace; and

37           **WHEREAS**, the Green Team and the City entered into a MOU in May 2020 to explore  
38 food waste composting at a collection site on City-owned property at Hutchins Park, and extended  
39 the MOU in January 2021; and renewed the MOU in June 2022; and

40           **WHEREAS**, the Green Team wishes to renew the agreement and continue food waste  
41 composting at a collection site on City-owned property at Hutchins Park; and

42           **WHEREAS**, the Green Team is entering into a contractual agreement with Garrity  
43 Renewables, LLC, a veteran owned business focused on organic waste collection and composting  
44 in Maryland;

45           **NOW THEREFORE**, it is this \_\_\_\_ day of \_\_\_\_, 2023 determined, decided and ordained  
46 by the Mayor and City Council that the Mayor is authorized to enter into an Agreement with the  
47 Havre de Grace Green Team LTD and Garrity Renewables LLC., in a form substantially similar  
48 to that which is attached as **EXHIBIT A** to this Ordinance, for a period of one year, at which time  
49 the Agreement may be renewed at the discretion of the Mayor and City Council of Havre de Grace.

50 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_\_ day of \_\_\_\_\_, 2023.

51 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_ day of \_\_\_\_\_,  
52 2023.  
53

54  
55  
56 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

57  
58  
59 \_\_\_\_\_  
60 Stephen J. Gamatoria  
61 Director of Administration

\_\_\_\_\_

William T. Martin  
Mayor

62  
63  
64 Introduced/First Reading:     6/20/2023

65 Public Hearing:                 7/3/2023

66 Second Reading/Adopted:

67  
68 Effective Date:  
69  
70



1

EXHIBIT A to ORDINANCE NO. \_\_\_\_\_



City of Havre de Grace

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

410-939-1800

2

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4

5

6

AGREEMENT BETWEEN  
HAVRE DE GRACE GREEN TEAM AND  
THE CITY OF HAVRE DE GRACE, MARYLAND

7

8

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16

This Agreement ("Agreement") dated the \_\_\_ day of \_\_\_\_\_, 2023 is entered into by the HAVRE DE GRACE GREEN TEAM, LTD., a charitable organization in good standing and organized under the laws of Maryland ("Green Team"), and GARRITY RENEWABLES LLC. ("Garrity"), and the MAYOR AND CITY COUNCIL OF HAVRE DE GRACE, a Maryland municipal corporation ("City"), for the purposes of defining the rights and responsibilities of each party with respect to food waste collection and composting operation by the Green Team on a parcel of land known as Hutchins Park owned by the City. Both parties agree to bind themselves according to the provisions of this Agreement to the extent this Agreement is not inconsistent with the City Code, City Charter or Maryland law.

17

The Green Team agrees to:

18

19

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29

1. Ensure that the bins are maintained, and shall keep the area remaining free of debris and clutter that does not belong.
2. Ensure that bins are replaced at least one time per week by the contractor.
3. Maintain and provide the City with a General Liability Policy for the location
4. A contractual agreement with Garrity shall remain in force for the duration of the operation OR the operation may be terminated by any party upon 30 days prior written notice and served upon the other parties.
5. Maintain the signage that depicts the type of waste that may not be disposed; including, without limitation, that no hazardous non-organic items in the bins (glass, bathroom trash, batteries, oils, crab shells, fish or electronics waste) shall be permitted.

30

31

32

33

The City agrees to:

1. Continue to allow composting on a mutually agreed location on City-owned property adjacent to Hutchins Park (see map attachment 1)
2. Continue to maintain an 8ft. by 12ft., roughly 6 feet tall fenced enclosure with a gate at least 3 feet wide to accommodate up to six composting bins.



34 The enclosure can be locked at night for security purposes provided the city handles the locking  
35 and unlocking. The hours of operation shall be 7 am – 7 pm daily. A key will be provided to  
36 Garrity and the Green Team.

37 Any additional or replacement signage for the enclosure, which the City shall install will be  
38 provided by the Havre de Grace Green Team, Ltd.

39 The City shall not be responsible for any non-compostable matter, contaminated materials, or any  
40 other materials left at the site, which is not associated with the intent of this program.

41 The City shall not be responsible for damaged or stolen compost bins.

42 Any payments for service shall be the responsibility of the Havre de Grace Team Ltd. and Garrity  
43 Renewables, LLC.

44  
45 This Agreement shall end no later than July 1, 2024.

46 On or before July 1, 2024, and simultaneous with the Green Team’s presentation of the status of  
47 the Food Forest project, the Green Team shall present to the Mayor and City Council an overview  
48 of the successes and failures of the Food Composting Program.

49  
50 The City, at its sole discretion, may terminate this Agreement or amend any portion of the  
51 Agreement at any time and for any reason if it is deemed to be in the best interest of the City.

52  
53 ATTEST: HAVRE DE GRACE GREEN TEAM, LTD

54  
55 \_\_\_\_\_

56  
57  
58 ATTEST: MAYOR AND CITY COUNCIL  
59 OF HAVRE DE GRACE

60  
61 \_\_\_\_\_

62 By: Stephen J. Gamatoria  
63 Director of Administration

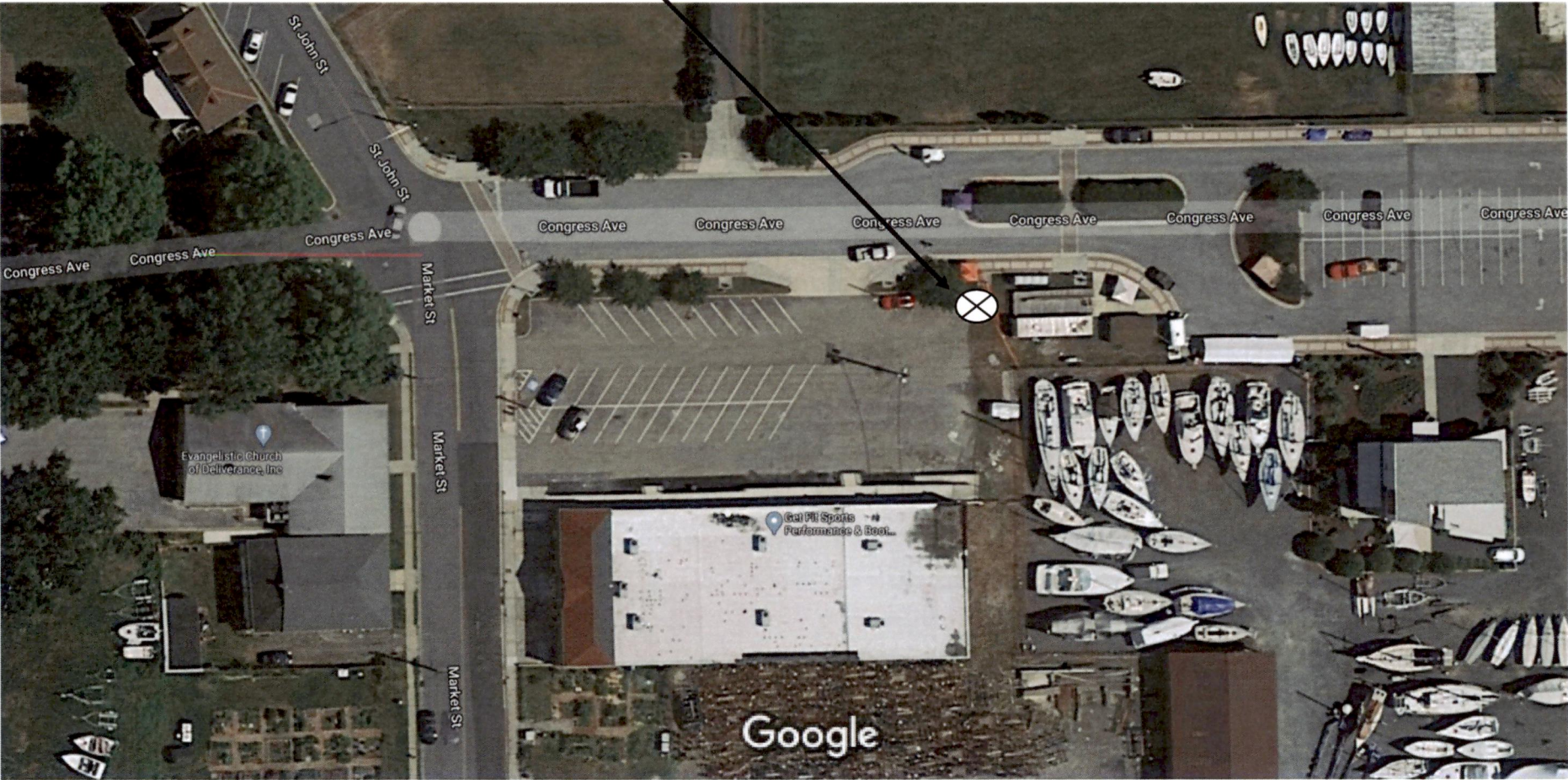
By: William T. Martin  
Mayor

64  
65 Approved for legal sufficiency:

66  
67  
68 \_\_\_\_\_  
69 April C. Ishak, City Attorney

Attachment 1

Location of Food Waste Composting





# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance concerning Amending Portions of City Code  
Chapter 205 - Zoning - Commercial/Industrial District  
(1<sup>st</sup> Reading)**

Date: **6/7/2023**

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

Purpose:

<input type="checkbox"/>	FYI
<input checked="" type="checkbox"/>	<b>Read and Comment as Needed</b>
<input checked="" type="checkbox"/>	<b>Action Required by July 17, 2023</b>
<input type="checkbox"/>	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: Zoning maps included as supplemental material.

CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

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

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 AND LAND USE ARTICLES OF THE ANNOTATED CODE OF MARYLAND, AND SECTIONS 33 AND 34 OF THE HAVRE DE GRACE CITY CHARTER TO AMEND PORTIONS OF CITY CODE 205-ZONING**

On: July 17, 2023

at: 7:00 p.m.

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

**PUBLIC HEARING**

A Public Hearing is scheduled for August 7, 2023 at 7:00 p.m.

**EXPLANATION**

Underlining indicates matter added to existing law.

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

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

31 Pertinent sections of City Code 205-Zoning are amended below with additions shown as  
32 underlined, and deletions shown within **[bold brackets]**.

33  
34 § 205-5 **Zoning districts.**

35 For the purposes of this chapter, the incorporated territory of Havre de Grace, Maryland, is hereby  
36 divided into the following districts:

37

R	Residential District
R-1	Residential District
R-2	Residential District
RB	Residential Business District
RO	Residential Office District
MOE	Mixed Office/Employment District
C	Commercial District
<u>I</u>	<u>Industrial District</u>

38

39 § 205-15 Conditional Uses

40 B. **[Cottage dwellings]** Accessory dwelling units meeting the requirements of this chapter.

41 § 205-18 Conditional Uses

42 B. **[Cottage dwellings]** Accessory dwelling units meeting the requirements of this chapter.

43 § 205-21 Conditional Uses

44 D. **[Cottage dwellings]** Accessory dwelling units meeting the requirements of this chapter.

45 § 205-25 Conditional Uses

46 E. **[Cottage dwellings]** Accessory dwelling units meeting the requirements of this chapter.

47 § 205-27 Conditional Uses

48 E. **[Cottage dwellings]** Accessory dwelling units meeting the requirements of this chapter.

49

50 Article IX

51 **C Commercial District**

52

53 § 205-36 **Principal permitted uses.**

54 The following are principal permitted uses in the Commercial District:

55 A. Community facilities.

56 B. Offices.

57 C. Health care facilities.

58 **[D. Marinas.]**

59 D. [E] Retail businesses.

60 E. [F] Theaters and restaurants **[, including sidewalk cafes].**

61 F. [G] Personal service shops.

62 **[H. Freight and passenger terminals.]**

63 **[I. Parking facilities.]**

64 G. [J] Churches meeting Lot Specification H, Table I.



- 65 H. [K]. Schools.
- 66 I. [L]. Clubs, provided that any principal building or swimming pool shall be located not  
67 less than 100 feet from any other lot in any residential district.
- 68 **[M. Public utility structures.]**
- 69 J. [N] Uses related of the sale, rental, maintenance or storage of passenger vehicles,  
70 including automobiles, bicycles, motorcycles, trucks, boats, travel trailers and mobile  
71 homes, but not including mobile home parks.
- 72 K. [O] Hotels and motels.
- 73 L. [P]. Amusement centers.
- 74 M. [Q.] **[Animal care facilities.]** Veterinarian clinics.
- 75 N. [R.] Wholesaling.
- 76 O. [S.] Storage.
- 77 **[T. Greenhouses.]**
- 78 P. [U.] Outside sales.
- 79 **[V. Manufacturing uses.]**
- 80 Q. [W.] Laboratories less than 5,000 square feet of gross floor area, but not including high  
81 explosives or hazardous chemicals which would present an off-site hazard.
- 82 R. [X.] Banks.
- 83 S. [Y.] Auto repair and service center.
- 84 T. [Z.] Distillery, craft.
- 85 U. [AA]. Childcare facility.
- 86 V. Cannabis uses:
- 87 (1) Cannabis dispensary.
- 88 (2) Cannabis dispensary with cannabis processing accessory use.
- 89 (3) Independent cannabis testing laboratory.

90

91 § 205-37 **Conditional uses.**

92 The **[Planning Commission]** Board of Appeals may permit the following conditional uses:

- 93 A. Funeral establishments, provided that the principal vehicular access shall be located on  
94 a public right-of-way not less than 50 feet wide and site illumination shall be limited to  
95 parking areas and landscaped areas.
- 96 B. Gas stations, provided no gas station shall be located within the Chesapeake Bay at  
97 mean high tide critical area as shown on the Critical Area Map.
- 98 C. Flea markets and auction establishments, provided that the activity and storage is  
99 conducted in a completely enclosed structure.
- 100 **[D. Public utilities, work buildings and storage yards, provided that all outside  
101 storage is screened from all adjoining properties.]**
- 102 **[E. Shooting ranges.]**
- 103 D. [F.] **[Towers.]** Public utility structures, telecommunication towers and facilities as  
104 described under Chapter 145 of the City Code
- 105 E. [G.] Cemeteries.
- 106 F. [H.] Temporary commercial circuses and carnivals, provided that:
- 107 (1) Occupancy permits may be issued for a period not exceeding 15 days.
- 108 (2) Such uses shall not be located closer than 200 feet from a residential district.
- 109 (3) A minimum lot area of one acre shall be provided.
- 110 **[I. Uses requiring presses over 10 tons.]**
- 111 G. [J.] Bakery meeting Lot Specification O, Table I.
- 112

113 H. [K.] Laundry, clothes cleaning, dyeing, carpet cleaning and linen supply meeting Lot  
114 Specification O, Table I.

115 I. [L.] Wholesaling meeting Lot Specification O, Table I.

116 J. [M.] Offices meeting Lot Specification O, Table I.

117 K. [N.] Retail sales meeting Lot Specification O, Table I.

118 L. [O.] Banks meeting Lot Specification O, Table I.

119 M. [P.] Personal service shops meeting Lot Specification O, Table I.

120 **[Q.] Uses not designated principal permitted or conditional in any other zone and not**  
121 **prohibited by other state or local law.]**

122 N. [R.] Distillery.

123 (1) Any distillery shall conform to § 205-11, PERFORMANCE STANDARDS AND  
124 CONDITIONS, and the applicant shall provide expert, sworn testimony certifying  
125 that the proposed use will comply with said standards and conditions.

126 (2) No distillery shall be located within 500 feet of any structure containing residences.

127 (3) All loading and unloading shall be permitted at the rear of the building only, unless  
128 the view is fully screened from any public street or adjacent residential use. Loading  
129 and unloading shall only take place at a loading dock or other area integral to the  
130 principal building.

131 (4) Any roof-top equipment used for the distillation process shall be screened from  
132 view from any public street.

133 (5) A craft distillery shall not produce more than 25,000 gallons of intoxicating liquors  
134 per year.

135 O. [S.] Pain management clinic.

136 (1) No pain management clinic shall be permitted to be located within 1,000 feet of  
137 another pain management clinic, or within 2,000 feet of a public or private school,  
138 day-care facility or public recreational facility. For the purposes of establishing the  
139 distance between pain management clinics, an applicant shall provide a certified  
140 survey from a registered surveyor demonstrating the distance between the proposed  
141 pain management clinic and the above-referenced uses. The distance shall be  
142 measured from property line to property line.

143 (2) The hours of operation of a pain management clinic shall be limited to 7:00 a.m. to  
144 5:00 p.m., Monday through Friday.

145 (3) The minimum size of any pain management facility shall be 1,000 square feet.

146 (4) The dispensing of all medications shall be within an enclosed building.

147 (5) Patients shall not be permitted to loiter or congregate outside the facility.

148 P. Laboratories over 5,000 square feet in gross floor area.

149 Q. Clean manufacturing

150 R. Uses related of the sale, rental, maintenance or storage of commercial vehicles,  
151 including automobiles, bicycles, motorcycles, trucks, boats, travel trailers and mobile  
152 homes, but not including mobile home parks.

153



Article XIII  
**I Industrial District**

154  
155  
156

157 **§ 205-49 Principal permitted uses.**

158 The following are principal permitted uses in the Industrial District:

- 159 A. Freight and passenger terminals.
- 160 B. Uses related of the sale, rental, maintenance or storage of passenger and commercial
- 161 vehicles, including automobiles, bicycles, motorcycles, trucks, boats, travel trailers and
- 162 mobile homes, but not including mobile home parks.
- 163 C. Animal care facilities and veterinarian clinics.
- 164 D. Wholesaling.
- 165 E. Storage.
- 166 F. Greenhouses.
- 167 G. Manufacturing uses.
- 168 H. Laboratories but not including high explosives or hazardous chemicals which would
- 169 present an off-site hazard.
- 170 I. Auto repair and service center.
- 171 J. Distillery, craft.
- 172 K. Cannabis uses:
  - 173 (1) Cannabis grower.
  - 174 (2) Cannabis processing.

175  
176 **§ 205-50 Conditional uses.**

177 The Board of Appeals may permit the following conditional uses:

- 178 A. Gas stations, provided no gas station shall be located within the Chesapeake Bay at
- 179 mean high tide critical area as shown on the Critical Area Map.
- 180 B. Public utilities, work buildings and storage yards, provided that all outside storage is
- 181 screened from all adjoining properties.
- 182 C. Shooting ranges.
- 183 D. Public utility structures, telecommunication towers and facilities as described under
- 184 Chapter 145 of the City Code
- 185 E. Temporary commercial circuses and carnivals, provided that:
  - 186 (1) Occupancy permits may be issued for a period not exceeding 15 days.
  - 187 (2) Such uses shall not be located closer than 200 feet from a residential district.
  - 188 (3) A minimum lot area of one acre shall be provided.
- 189 F. Uses requiring presses over 10 tons.
- 190 G. Bakery meeting Lot Specification O, Table I.
- 191 H. Laundry, clothes cleaning, dyeing, carpet cleaning and linen supply meeting Lot
- 192 Specification O, Table I.
- 193 I. Wholesaling meeting Lot Specification O, Table I.
- 194 J. Uses not designated principal permitted or conditional in any other zone and not
- 195 prohibited by other state or local law.
- 196 K. Pain management clinic.
  - 197 (1) No pain management clinic shall be permitted to be located within 1,000 feet of
  - 198 another pain management clinic, or within 2,000 feet of a public or private school,
  - 199 day-care facility or public recreational facility. For the purposes of establishing the

200 distance between pain management clinics, an applicant shall provide a certified  
201 survey from a registered surveyor demonstrating the distance between the proposed  
202 pain management clinic and the above-referenced uses. The distance shall be  
203 measured from property line to property line.

204 (2) The hours of operation of a pain management clinic shall be limited to 7:00 a.m. to  
205 5:00 p.m., Monday through Friday.

206 (3) The minimum size of any pain management facility shall be 1,000 square feet.

207 (4) The dispensing of all medications shall be within an enclosed building.

208 (5) Patients shall not be permitted to loiter or congregate outside the facility.

209 L. Laboratories over 5,000 square feet in gross floor area.

210 M. Clean manufacturing

211 N. Churches meeting Lot Specification H, Table I.

212 O. Schools.

213 P. Clubs, provided that any principal building or swimming pool shall be located not less  
214 than 100 feet from any other lot in any residential district.

215 Q. Cannabis processing joined with a cannabis dispensary as an accessory use.

216 R. Child care facility.

217 S. Commercial bakery without a store front.

218  
219 In accordance with the provisions of the Maryland Ann. Code, Land Use Article, §4-203 and the  
220 City Charter requirements, this ordinance shall become effective no earlier than ten days after the  
221 close of the public hearing on the Zoning Code amendments set forth herein.  
222

223 **NOW, THEREFORE,** it is determined, decided, and ordained by the City Council that \_\_\_\_\_  
224 is hereby approved.

225  
226 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_\_ day of \_\_\_\_\_, 2023.

227  
228 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_\_\_ day of \_\_\_\_\_,  
229 2023.

230  
231  
232 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

233  
234  
235 \_\_\_\_\_  
236 Stephen J. Gamatoria  
237 Director of Administration

235 \_\_\_\_\_  
236 William T. Martin  
237 Mayor

238  
239  
240 Introduced/First Reading: 7/17/2023

241 Public Hearing:

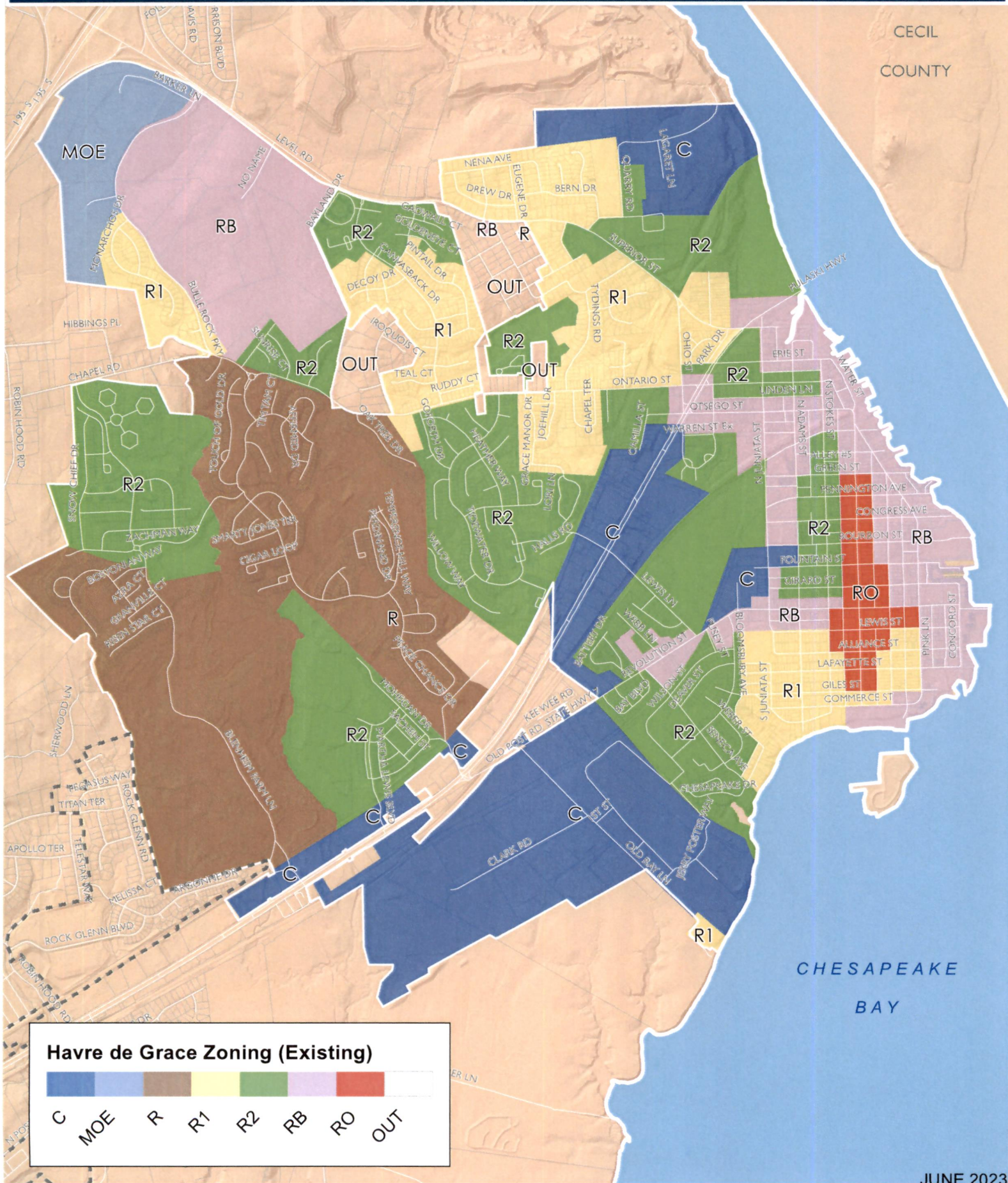
242 Second Reading/Adopted:

243  
244 Effective Date:  
245



# ZONING MAP (Existing)

City of Havre de Grace



**Havre de Grace Zoning (Existing)**

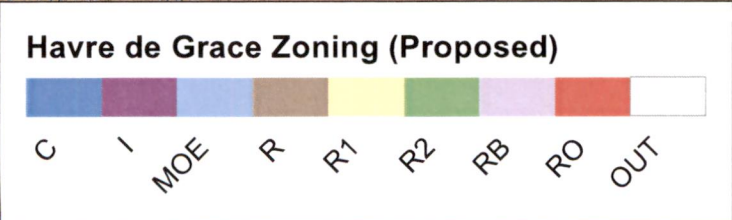
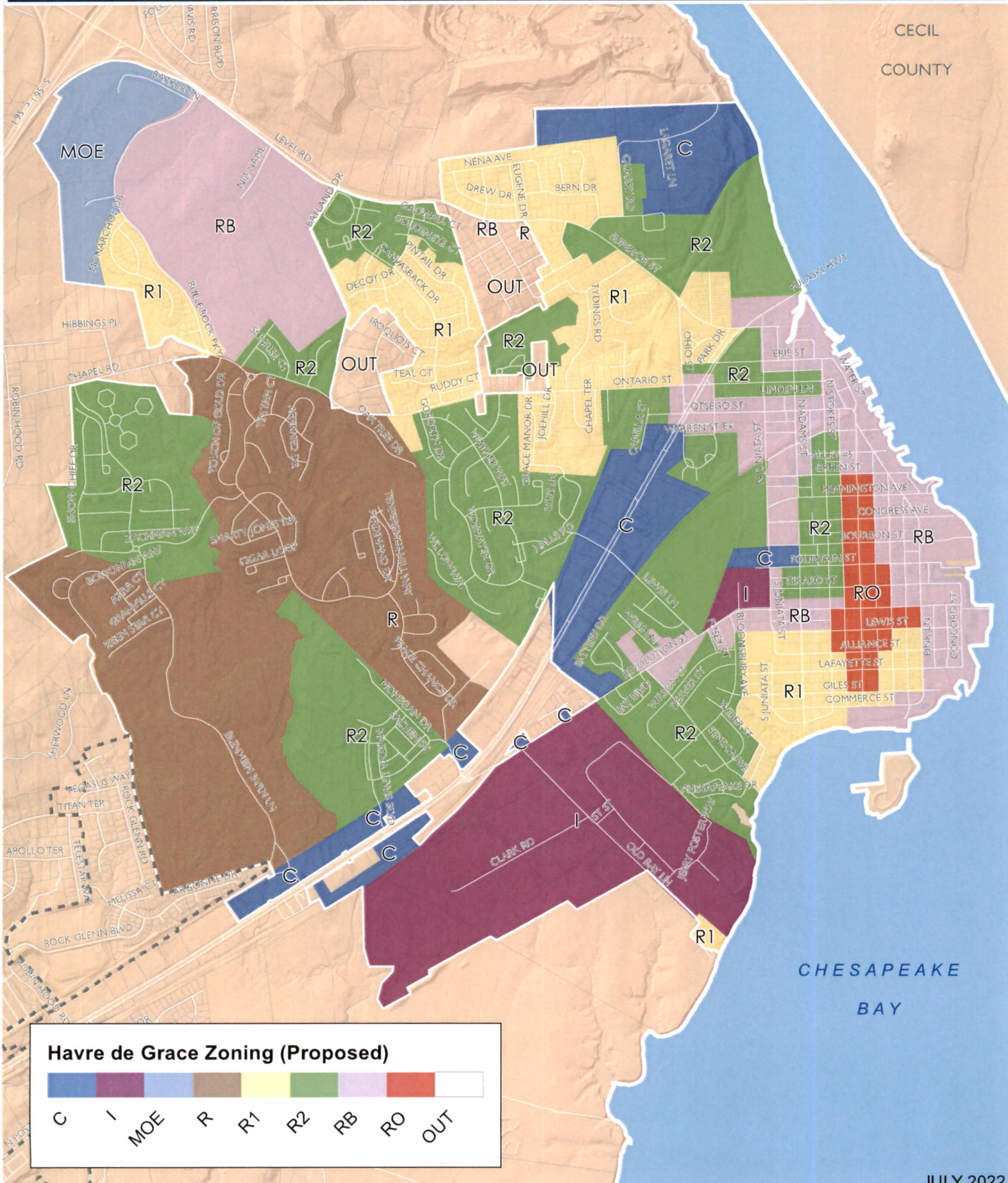
C	MOE	R	R1	R2	RB	RO	OUT
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DRAFT

# PROPOSED ZONING MAP

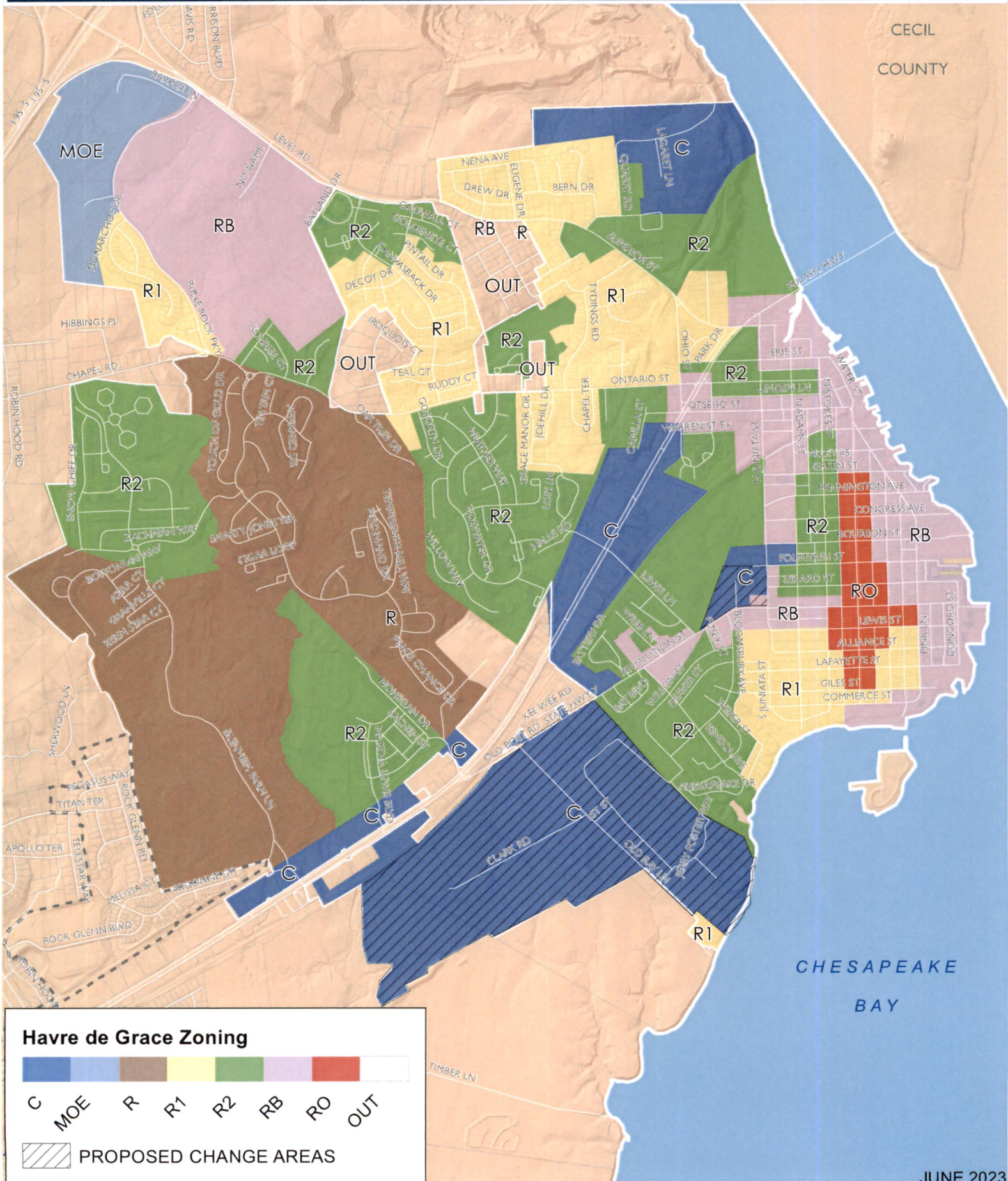
City of Havre de Grace





# PROPOSED ZONING CHANGE AREAS

City of Havre de Grace



## Havre de Grace Zoning



C MOE R R1 R2 RB RO OUT

 PROPOSED CHANGE AREAS

CECIL COUNTY

CHESAPEAKE BAY



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance concerning Establishing Tax Credits for the  
Conversion of Vacant Lots to Public Parking**  
(1<sup>st</sup> Reading)

Date: **7/12/2023**

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

Purpose:

<input type="checkbox"/>	FYI
<input checked="" type="checkbox"/>	<b>Read and Comment as Needed</b>
<input checked="" type="checkbox"/>	<b>Action Required by July 17, 2023</b>
<input type="checkbox"/>	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. \_\_\_\_\_

Introduced by \_\_\_\_\_ Council Member Robertson

**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 ESTABLISH TAX CREDITS FOR THE CONVERSION OF VACANT LOTS IN THE CITY'S DOWNTOWN BUSINESS DISTRICT TO PUBLIC PARKING**

On: July 17, 2023

at: 7:00 p.m.

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

**PUBLIC HEARING**

A Public Hearing is scheduled for August 7, 2023 at 7:00 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

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

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

33 **WHEREAS**, The American Rescue Plan Act of 2021 was signed into law by President Joseph  
34 Biden on March 11, 2021; and

35  
36 **WHEREAS**, The American Rescue Plan Act of 2021 authorized The Coronavirus State and Local  
37 Fiscal Recovery Funds (“SLFRF”); and

38  
39 **WHEREAS**, SLFRF delivered 13.8 million dollars to the Mayor and City Council of Havre de  
40 Grace (“the City”); and

41  
42 **WHEREAS**, it was decided that the majority of the funds allocated to the City from SLFRF would  
43 be used towards two categories: 1. critical infrastructure upgrades, 2. Improvements to the City’s  
44 historic downtown business community; and

45  
46 **WHEREAS**, in January and February 2022, the City retained a consultant to develop a downtown  
47 revitalization plan, which included a solicitation of interested citizens of Havre de Grace to  
48 participate in a series of public meetings known as charrettes, during which the citizens collectively  
49 provided input into the planning phase of renovating the City’s downtown business district; and

50  
51 **WHEREAS**, the plan to renovate the City’s downtown business district developed through this  
52 collaborative process is known as the Havre de Grace Restoration Plan; and

53  
54 **WHEREAS**, through the Havre de Grace Restoration Plan, the City's downtown district will be  
55 revitalized to encourage social and economic engagement opportunities for a varied array of  
56 interested stakeholders, including residents, visitors, business owners, motorists, pedestrians, and  
57 bicyclists alike, by recreating open, walkable, accessible, and shared-use spaces while improving  
58 critical infrastructure and restoring the City’s downtown treasured character, charm, and grace that  
59 characterize our historic City; and

60  
61 **WHEREAS**, the Havre de Grace Restoration Plan is currently progressing through the engineering  
62 phase based on the results of the collaborative process described above; and

63  
64 **WHEREAS**, part of the Havre de Grace Restoration Plan will convert parking patterns along  
65 certain streets downtown from angled parking to parallel parking, resulting in the reduction of the  
66 number of parking spaces along portions of certain streets; and

67  
68 **WHEREAS**, Md. Tax-Property Code Ann. § 9-225 enables the governing body of a municipal  
69 corporation to grant a tax credit against the property tax imposed on real property, up to the amount  
70 of property taxes levied by the municipal corporation: “(1) for that portion of the property that is  
71 leased, occupied, and used by a municipal corporation; and (2) for which the municipal corporation  
72 is contractually liable under the lease.”; and

73  
74 **WHEREAS**, to counteract the loss of parking spaces contemplated under the Havre de Grace  
75 Restoration Plan, the Mayor has directed the administration to develop a parking plan that could  
76 utilize and incentivize private property owners located in the downtown business district to allow  
77 their property to be used as off-street parking; and

78



79 **WHEREAS**, the Mayor has developed a 5-Point Parking Plan to include the following elements:

- 80 1. Offer tax incentives to private landowners to encourage converting vacant downtown  
81 lots into public parking areas.
- 82 2. Reconfigure existing City parking lots to maximize the number of parking spaces.
- 83 3. Add angled parking along Congress Avenue between Washington Street and Market  
84 Street.
- 85 4. Relocate and repurpose the Visitors Center, which will (a) move the current staff and  
86 operations to the Opera House and (b) reduce the footprint to create a “Hospitality  
87 Station” equipped with public restrooms, and allow for the demolition of a portion of  
88 the Visitor Center to open up land for more parking.
- 89 5. Keeping The Tide Trolley free. This convenient and environmentally friendly mode  
90 of transportation allows visitors to park in central locations and easily access downtown  
91 businesses and attractions; and  
92

93 **WHEREAS**, to implement the 5-Point Parking Plan, the Mayor requests Council to approve the  
94 property tax credit for property owners who agree that their vacant lot can be used by the City for  
95 public parking.

96  
97 **NOW THEREFORE**, be it decided, determined, and ordained that the City Code Chapter 177  
98 Taxation be amended as follows:

99  
100 **VII Tax Credit for Conversion of Vacant Lots in the City’s Downtown Business District to**  
101 **Public Parking**

- 102  
103 1. The Mayor is authorized to:  
104
  - 105 a. Locate and identify empty downtown lots that might be suitable for public parking; located  
106 within or 500 feet in any direction past the boundaries of the City’s Arts and Entertainment  
107 District (as defined by Resolution 2018-08) that might be suitable for public parking;  
108
  - 109 b. For interested property owners in the area noted, the Mayor may enter a lease on the  
110 following terms and conditions:
    - 111 i. The lease term would be for 12 months and could be renewed annually by consent  
112 of both parties.
    - 113 ii. The lease cost would be equivalent to the Havre de Grace City property tax.
    - 114 iii. The owner would pay the property tax.
    - 115 iv. The city will give a full or partial pro-rata credit based on the pro-rata area of  
116 property used for parking.
    - 117 v. The City will add the leased property to its inventory of property as a public parking  
118 lot for purposes of its municipal insurance policy.
    - 119 vi. The City will maintain the parking area.

- 120           vii.    To maximize parking spaces:
- 121                    1. The owner will allow the City to make “parking lines” using washable
- 122                            marking materials as needed to maximize parking spaces.
- 123                    2. The city will be permitted to make minor improvements at predetermined
- 124                            maximum costs (e.g., crusher run, walking paths as needed) within allowed
- 125                            City budget items for property repair and maintenance.
- 126
- 127    2. The Mayor may add additional reasonable terms and conditions to lease vacant property
- 128            located in the City’s Arts and Entertainment District for additional public parking spaces as he
- 129            deems necessary to further the purposes of the 5-Point Parking Plan so long as the lease term,
- 130            tax credits, and parking charges do not exceed the terms established by section 1 (b)(ii) or by
- 131            section 1 (b)(iv).
- 132

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

135  
136 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_ day of \_\_\_\_, 2023.

137  
138 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_\_ day of  
139 \_\_\_\_\_, 2023.

140  
141  
142 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

143  
144  
145 \_\_\_\_\_  
146 Stephen J. Gamatoria  
147 Director of Administration

145 \_\_\_\_\_  
146 William T. Martin  
147 Mayor

148  
149 Introduced/First Reading:    7/17/2023

150 Public Hearing:

151 Second Reading/Adopted:

152  
153  
154 Effective Date:



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Ordinance concerning Changing the Traffic Pattern  
on Erie Street**

**(1<sup>st</sup> Reading)**

Date: **7/13/2023**

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

Purpose:

FYI

**Read and Comment as Needed**

**Action Required by July 17, 2023**

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. \_\_\_\_\_

Introduced by \_\_\_\_\_ Council Member Boyer \_\_\_\_\_

**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, 34, 65, AND 66 OF THE HAVRE DE GRACE CITY CHARTER TO CHANGE THE TRAFFIC PATTERN ON ERIE STREET**

On: July 17, 2023

at: 7:00 p.m.

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

**PUBLIC HEARING**

A Public Hearing is scheduled for August 7, 2023 at 7:00 p.m.

EXPLANATION

Underlining indicates matter added to existing law.

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

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



31           **WHEREAS**, in August 2008, the Maryland Transportation Authority and the City of  
32 Havre de Grace closed Erie Street between Juniata Street and U.S. Route 40 in Havre de Grace for  
33 the Thomas J. Hatem Memorial Bridge preservation project but allowed Erie Street to remain open  
34 (two way) to local traffic only so residents could access it from eastbound U.S. Route 40.; and  
35

36           **WHEREAS**, by Resolution 2011-11 the City Council made the westernmost part of the  
37 800 block of Erie Street a one way street and prevented westbound traffic on Erie from entering  
38 U.S. Route 40 and allowing two-way, local traffic only for the rest of the street; and  
39

40           **WHEREAS**, in February 2016 the Mayor signed Executive Order 2016-01 re-opening the  
41 800 block of Erie to two-way traffic with access to U.S. Route. 40, at the request of the State  
42 Highway Administration, noting that the change of traffic flow on the 800 block of Erie Street had  
43 caused severe traffic congestion and a safety issue at the intersection of Ohio and Ontario Streets;  
44 and  
45

46           **WHEREAS**, at the June 5, 2023 City Council meeting citizens residing on the 800 block  
47 of Erie Street testified about ongoing property damage and personal safety concerns due to  
48 increased car and truck traffic through the narrow residential street by vehicles accessing U.S.  
49 Route 40 from Juniata Street; and  
50

51           **WHEREAS**, the Mayor issued Declaration 2023-01 stating that emergency conditions  
52 existed and executed emergency Executive Order 2023-01 effective on June 15, 2023 making the  
53 800 block of Erie Street for one way eastbound traffic only from U.S. Route 40 to Juniata Street  
54 for a thirty-day period subject to extension by the City Council for another thirty days to give the  
55 City Council time to review the matter and enact an ordinance for a more permanent solution to  
56 the traffic patterns on Erie Street; and  
57

58           **WHEREAS**, the 800 block of Erie Street is a narrow residential street approximately 29  
59 feet wide with 30 residences and only 11 driveways with parking permitted on both sides of the  
60 street; and  
61

62           **WHEREAS**, the street was clearly marked for no truck traffic, yet trucks over five (5) ton  
63 Gross Vehicle Weight Rating ("GVWR") continuously used the 800 block of Erie Street to access  
64 U.S. Route 40; and  
65

66           **WHEREAS**, since 2016, the City received a steady volume of complaints from citizens  
67 living on the 800 block of Erie Street reporting safety concerns as well as multiple reported cases  
68 of destruction of personal property due to the high volume of two- way traffic on such a narrow  
69 street; and  
70

71           **WHEREAS**, the 800 block of Erie Street was used for both ingress and egress to U S.  
72 Route 40 by a high volume of traffic inundating the residential street with nearly continuous traffic  
73 and creating a public safety threat for citizens living in the area; and  
74

75           **WHEREAS**, since the implementation of the 2023 Executive Order the issues have been  
76 resolved and there has been no adverse impact on the public who are still able to use existing routes  
77 from Maryland State Highway 7A, known as Otsego Street to access U.S. Route 40; and  
78

79           **WHEREAS**, the Ambulance Corp and Susquehanna Hose Company have no concerns  
80 about the 800 block of Erie Street being one way with access only from U.S. Route 40; and  
81

82           **WHEREAS**, the Public Safety Committee of the City Council has reviewed the traffic  
83 patterns and reached a consensus that one-way traffic on the 800 block of Erie Street should be  
84 continued;  
85

86           **NOW THEREFORE**, it is this \_\_\_\_ day of August, 2023 determined, decided and  
87 ordained by the Mayor and City Council:  
88

89           The 800 block of Erie Street shall remain open only to one-way traffic eastbound from U.S.  
90 Route 40 to Juniata Street.  
91

92 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_ day of \_\_\_\_\_, 2023.  
93

94 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_\_ day of \_\_\_\_\_,  
95 2023.  
96

97  
98 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE

99  
100  
101 \_\_\_\_\_  
102 Stephen J. Gamatoria  
103 Director of Administration  
104

\_\_\_\_\_

William T. Martin  
Mayor

105  
106 Introduced/First Reading: 7/17/2023  
107 Public Hearing:  
108 Second Reading/Adopted:  
109  
110 Effective Date:  
111

112 Legislative History and Related Material  
113 Resolution 2011-11  
114 Executive Order 2016-01  
115 Executive Order 2023-01  
116 Declaration 2023-01  
117 City Council meeting minutes and video archive June 15, 2023



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Declaration of State of Emergency: 2023-02**  
**(800 block of Erie Street)**

Date: **6/27/2023**

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

Purpose:

- FYI  
 **Read and Comment as Needed**  
 **Action Required by July 17, 2023**  
 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: Not voted on at 7/3/23 meeting as planned due to the lack of a quorum.



## **DECLARATION OF STATE OF EMERGENCY: 2023-02**

**WHEREAS**, Resolution 2011-11 established the 800 block of Erie Street as a permanent, one-way street; and

**WHEREAS**, Executive Order 2016-01 established the 800 block of Erie Street as a two-way street; and

**WHEREAS**, parking is permitted on both sides of the 800 block of Erie Street; and

**WHEREAS**, the 800 block of Erie Street is a narrow residential street approximately 27 feet wide; and

**WHEREAS**, currently, the 800 block of Erie Street is being used for both ingress and egress to U.S. Route 40 by a high volume of traffic from motor vehicles, including trucks that exceed the 5 Ton Gross Vehicle Weight Rating (“GVWR”), inundating the residential street with nearly continuous traffic and creating a public safety threat for citizens living in the area; and

**WHEREAS**, the City has received a number of complaints from citizens living in the 800 block of Erie Street, who have reported safety concerns and the destruction of personal property due to the high volume of two-way traffic on such a narrow street; and

**WHEREAS**, the 800 block of Erie Street, due to its narrow width, high volume of traffic from both motor vehicles and trucks over 5 Ton GVWR, safety hazards, safety concerns, and reports of destruction of personal property, is unsuitable for two-way traffic and is a threat to the health, safety, and welfare of the citizens of Havre de Grace; and

**WHEREAS**, returning the 800 block of Erie Street to a one-way street for eastbound traffic coming off U.S Route 40 would not create an adverse effect on the public who would still be able to use existing routes from Maryland State Highway 7A, known as Otsego Street to access U.S Route 40; and

**WHEREAS**, Section 18 D of the City Charter authorizes the Mayor to declare a State of Emergency; and



**WHEREAS**, pursuant to section 18 D of the City Charter, the Mayor, during any declared state of emergency, is authorized to issue executive orders pertaining to the use of City property as may be necessary to protect the health, safety, and welfare of the citizens and City employees.

**NOW THEREFORE, I, WILLIAM T. MARTIN**, Mayor of the City of Havre de Grace, by virtue of my oath to uphold the laws of the State of Maryland and authority granted under City Charter Section 13 and 18 D, in an effort to protect the safety, health, and welfare of the citizens and employees of the City of Havre de Grace and to prevent loss of life and injury to persons and property, hereby declare that a State of Emergency exists on the 800 block of Erie Street in the City of Havre de Grace. By virtue of the authority granted under the City Charter,

**IT IS HEREBY ORDERED THAT:**

1. The Police Department and the Department of Public Works, under the supervision of the Mayor, shall develop a suitable response to provide relief to the citizens living in the 800 block of Erie Street, including making the 800 block of Erie Street a one-way street, to protect the health, safety, and welfare of the public; and
2. This state of emergency went into effect on June 15, 2023 until July 15, 2023, and is hereby extended by the city council for an additional 30 days. And shall expire on August 15, 2023, unless extended by the city council for an additional 30 days.

**Issued under my hand and seal this \_\_\_\_\_ day \_\_\_\_\_, 2023.**

**Witness/Attest:**

\_\_\_\_\_  
**Stephen J. Gamatoria**  
**Director of Administration**

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

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Resolution concerning Approving a License Agreement at  
569 Lewis Street**

Date: **6/21/2023**

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

Purpose:

- FYI  
 **Read and Comment as Needed**  
 **Action Required by July 17, 2023**  
 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: Resolution was tabled at the 6/5/2023 and 6/20/2023 Council meeting.  
No quorum at the 7/3/23 Council meeting.



CITY COUNCIL  
OF  
HAVRE DE GRACE, MARYLAND

RESOLUTION NO. 2023-\_\_

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 APPROVAL OF A LICENSE AGREEMENT FOR  
569 LEWIS STREET FOR PERMISSION TO ENCROACH ONTO  
THE CITY RIGHT-OF-WAY**

**WHEREAS**, the LICENSEE is the owner of the property located at 569 Lewis Street in Havre de Grace, Maryland; and

**WHEREAS**, the LICENSEE has completed a permit application for home improvements and during the permitting process the City became aware that the front porch and the western edge of the house structure at 569 Lewis Street encroaches on the City right-of-way; and

**WHEREAS**, by Resolution 2022-20, the City Council previously approved a license agreement to the prior property owner granting permission for the existing porch encroachment; and

**WHEREAS**, the encroachment of the front porch and house structure pre-dated the City’s adoption of the zoning code, are in accordance with the description in the permit application, and to date, have not adversely impacted the City’s rights-of-way; and

**WHEREAS**, granting a license for such encroachment of this kind is consistent with other similar properties in the City, will not adversely impact the right-of-way and granting of the license is consistent with the health, safety, and welfare of the public and will serve the City’s general purposes; and

**WHEREAS**, the LICENSEE has also requested permission for encroachment of a recently constructed concrete pad that encroaches on the adjoining City rights-of-way, and was installed without prior City approval; and

**WHEREAS**, the Department of Planning has recommended not approving a license agreement for such purpose; 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

42 WHEREAS, the License attached as Exhibit A conforms to the requirements of Resolution  
43 No. 2020-21 and the Department of Planning Memorandum dated May 31, 2023 attached as  
44 Exhibit B describes the location of the front porch and house encroachment; and  
45

46 WHEREAS, by this Resolution, the Council authorizes the Mayor to execute such  
47 LICENSE substantially in the form as attached hereto, which LICENSE will not become binding  
48 until signed by the Mayor and attested by the Director of Administration.

49 NOW THEREFORE, it is determined, decided, and resolved by the City Council the  
50 encroachment on the City right-of-way is hereby approved for the front porch and house structure  
51 only, and the Mayor is authorized to execute such License, which will not become binding until it  
52 is signed by the Mayor and attested by the Director of Administration.  
53

54 It is further determined, decided, and resolved that the request for encroachment of the pre-  
55 existing concrete pad is hereby denied for the reasons stated in the Department’s Memorandum  
56 dated May 31, 2023.  
57

58 ADOPTED by the City Council of Havre de Grace, Maryland this \_\_\_ day of June, 2023.

59 SIGNED by the Mayor and attested by the Director of Administration this \_\_\_ day of June,  
60 2023.  
61

62  
63  
64 ATTEST:

MAYOR AND CITY COUNCIL  
OF HAVRE DE GRACE, MARYLAND

65  
66  
67 \_\_\_\_\_  
68 Stephen J. Gamatoria  
69 Director of Administration

70  
71 \_\_\_\_\_  
72 William T. Martin  
73 Mayor

74 Introduced:  
Passed/Adopted:  
Effective Date:



EXHIBIT A

1



City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078

410-939-1800

WWW.HAVREDEGRACEMD.COM

4

5

LICENSE AGREEMENT

6

This AGREEMENT (“LICENSE”) is made this \_\_ day of \_\_\_\_\_, 2023, between the

7

Mayor and City Council of Havre de Grace, Maryland (“City”), and Andrew Hartsy and Rachel

8

McCloskey (“LICENSEE”).

9

WHEREAS, the LICENSEE is the owner of the property located at 569 Lewis Street in

10

Havre de Grace, Maryland; and,

11

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

12

from the City to allow the front porch and house structure to encroach on City rights-of-way

13

adjoining Lewis Street and South Stoke Streets.

14

WHEREAS, the porch and house structure pre-dated the City’s adoption of the zoning

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code, are in accordance with the description in the permit application, and to date, have not

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adversely impacted the City’s rights-of-way; and

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WHEREAS, allowing front porch access will promote the health, safety, and welfare of

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the public and serve the City’s general purposes; and

19

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

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

21

21; and

22

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

23

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

24

Administration.

25 NOW THEREFORE, in consideration of the promises contained herein, the parties agree  
26 as follows:

27 **1. Property.**

28 The City grants to the LICENSEE a LICENSE to encroach into the City’s rights-of-way at  
29 569 Lewis Street at the corner of South Stokes Street.

30 **2. Terms of Use.**

31 LICENSEE agrees:

- 32 a. Application for a LICENSE of City property shall be accompanied by a \$50.00  
33 administrative fee.
- 34 b. The LICENSEE is required to pay all costs associated with the LICENSE for  
35 the City right-of-way property, including but not limited to maintenance, repair,  
36 utilities, taxes, and insurance.
- 37 c. The front porch and house structure shall be kept in good condition at all times  
38 and maintained as necessary.
- 39 d. The City reserves the right to require the property owner to remove the licensed  
40 items at any time at the owner’s sole expense.
- 41 e. Any future proposed installation in the City Right-of-Way will require the City  
42 Council to review and approve an amended License Agreement prior to  
43 receiving any permits or starting construction.  
44

45 **3. Indemnity.**

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

51 **4. Restoration.**

52 The LICENSEE shall be responsible for all costs or expenses to restore the City right-of-  
53 way after termination of the permitted use. The City may undertake the restoration and all costs



54 and expenses shall be assessed against the LICENSEE and the property owner, and such costs will  
55 become a lien on the property until fully paid.

56 **5. Maintenance.**

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

62 **6. Term**

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

67 **7. Permitted Use.**

68 The temporary permitted use allowed by this Agreement is limited to the following: *use of*  
69 *a portion of 569 Lewis Street City right-of-way for the front porch and the City's Stokes Street*  
70 *right of way for the pre-existing encroachment by house structure.* Any disagreement between the  
71 parties about the type of use, the location of the use, or any special conditions required, shall be  
72 resolved by the City in its sole discretion.

73 **8. Entire Agreement.**

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

75 **9. No Waiver**

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

78

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

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

83 **11. No Assignment**

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

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

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

94 WITNESS our hands and seals.

95

96 WITNESS/ATTEST:

LICENSEE:

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104 WITNESS/ATTEST:

MAYOR AND CITY COUNCIL OF  
HAVRE DE GRACE, MARYLAND

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109 Stephen J. Gamatoria  
110 Director of Administration

\_\_\_\_\_  
109 William T. Martin  
110 Mayor

111

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113 APPROVED AS TO LEGAL SUFFICIENCY:

114

115

116 \_\_\_\_\_  
April C. Ishak, City Attorney

117

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

May 31, 2023

To: Stephen J. Gamatoria, Director of Administration  
From: Tim Bourcier, Director of Planning  
Re: **569 Lewis Street – License and Lease Agreement**  
**Request for a License and Lease Agreement in the City Right-of-Way**

The Department of Planning has examined the property at 569 Lewis Street and offers the following recommendations for a License Agreement and a Lease Agreement.

**License Agreement**

There are four areas that need to be examined as part of the licensing agreement:

1. **Previously approved licensing agreement for the front porch**
  - a. The Department of Planning is recommending APPROVAL of the existing license agreement for the existing front porch to transfer to the new owners. This was previously approved by the Mayor and Council on June 16, 2022 for the previous property owners. (see attached as Attachment A)
2. **Existing structure (House) on western border of property line in the City ROW**
  - a. The Department of Planning is recommending APPROVAL of the existing structure (house) for a licensing agreement to encroach into the City Right-of-Way along South Stokes Street. According to State records, the existing structure was built in the existing location in 1958. The existing structure was remodeled, but not expanded into the City Right-of-Way. A site plan and survey have been provided as Attachment B.
3. **Concrete pad on western border of property line in the City ROW (constructed without Department of Planning approval)**
  - a. A concrete pad was built to the edge of the rear western side of the existing structure, encroaching into the City Right-of-Way. The Department of Planning is recommending DENIAL of this licensing agreement request. The concrete pad was not shown on any site plans provided to the Department of Planning and was not approved nor known about until it was brought to our attention after construction occurred. The concrete pad serves no public purpose and does not promote the health, safety, and welfare of the citizens. There is no reason the concrete pad could not have been constructed within the Applicant’s property line.



**Lease Agreement**

1. The Planning Department recommends APPROVAL for a lease agreement for the existing utilities located on the west side of the property adjacent to the house within the City Right-of-Way along South Stokes Street. Per the enclosed site plan, the Department of Planning was not made aware and did not approve of allowing the previous owner to place landscaping or the central air unit in the City right-of-Way. However, removal and relocation of the utilities could be costly. The City should consider allowing the property owner to lease the area in the City Right-of-Way.

Should the Mayor and City Council approve the requested License Agreement and Lease Agreement, the following conditions are recommended:

- a. Application for a LICENSE/LEASE of City property shall be accompanied by a \$50.00 administrative fee for each application.
- b. The LICENSEE/LEASEE is required to pay all costs associated with the LICENSES and LEASES for the City Right-Of-Way property, including but not limited to maintenance, repair, utilities, taxes, and insurance.
- c. The front porch, exterior facade of the house, and rear concrete pad shall be kept in good condition at all times and maintained as necessary.
- d. The City reserves the right to require the property owner to remove the licensed and/or leased items at any time at the owner's sole expense.
- e. Any future Lease Agreements for encroachments within the City Right-of-Way may incur an annual fee. Also, utility items may need to be relocated outside City Right-Of-Way when replaced.
- f. Any future proposed installation in the City Right-of-Way will require the City Council to review and approve an amended License and/or Lease Agreement prior to receiving any permits or starting construction.

A copy of the License Agreement Memorandum for 569 Lewis Street approved on 06.17.22, a copy of the survey indicating the existing location and dimensions of the property features (house, rear pad, front porch, utilities), a copy of the licensing agreement memorandum request for 308 South Stokes, 2023 aerial photographs, site plan submitted and approved by the Department of Planning and site photos of the subject property are included with this memo.

cc: Tamara Brinkman, Administrative Assistant  
Eric V. Lawrence, Associate Planner  
Marisa Willis, CFM, Planner  
Colleen Critzer, Permits Clerk

ATTACHMENT A



# City of Havre de Grace

711 PENNINGTON AVENUE, HAVRE DE GRACE, MARYLAND 21078  
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## DEPARTMENT OF PLANNING MEMORANDUM

June 16, 2022

To: Tamara Brinkman, Executive Assistant  
From: Tim Bourcier, Director of Planning  
Re: **569 Lewis Street - License Agreement request**  
**Removal and replacement of porch in Right-of-Way**

The Department of Planning has received a permit application for the removal and replacement of a porch at the above referenced address within the City's Right-of-Way. Should the City Council approve the requested License Agreement, the following conditions are recommended:

- a. Application for a LICENSE of City property shall be accompanied by a \$50.00 administrative fee.
- b. The LICENSEE is required to pay all costs associated with the LICENSE and the property, including but not limited to maintenance, repair, utilities, taxes, and insurance.
- c. The porch shall be maintained in good condition at all times and maintained as necessary.
- d. The City reserves the right to require the owner to remove the licensed items at any time at the owner's sole expense.
- e. Prior to construction of the items applied for in this permit, the applicant shall contact Ms. Utility to ensure that no utilities will be impacted. The report shall be forwarded to Ms. Marisa Willis. This is not required if the construction will not occur below ground and if the new porch is within the footprint of the old porch.
- f. Any future proposed installation in the City Right-of-Way will require the City Council to review and approve an amended License Agreement.

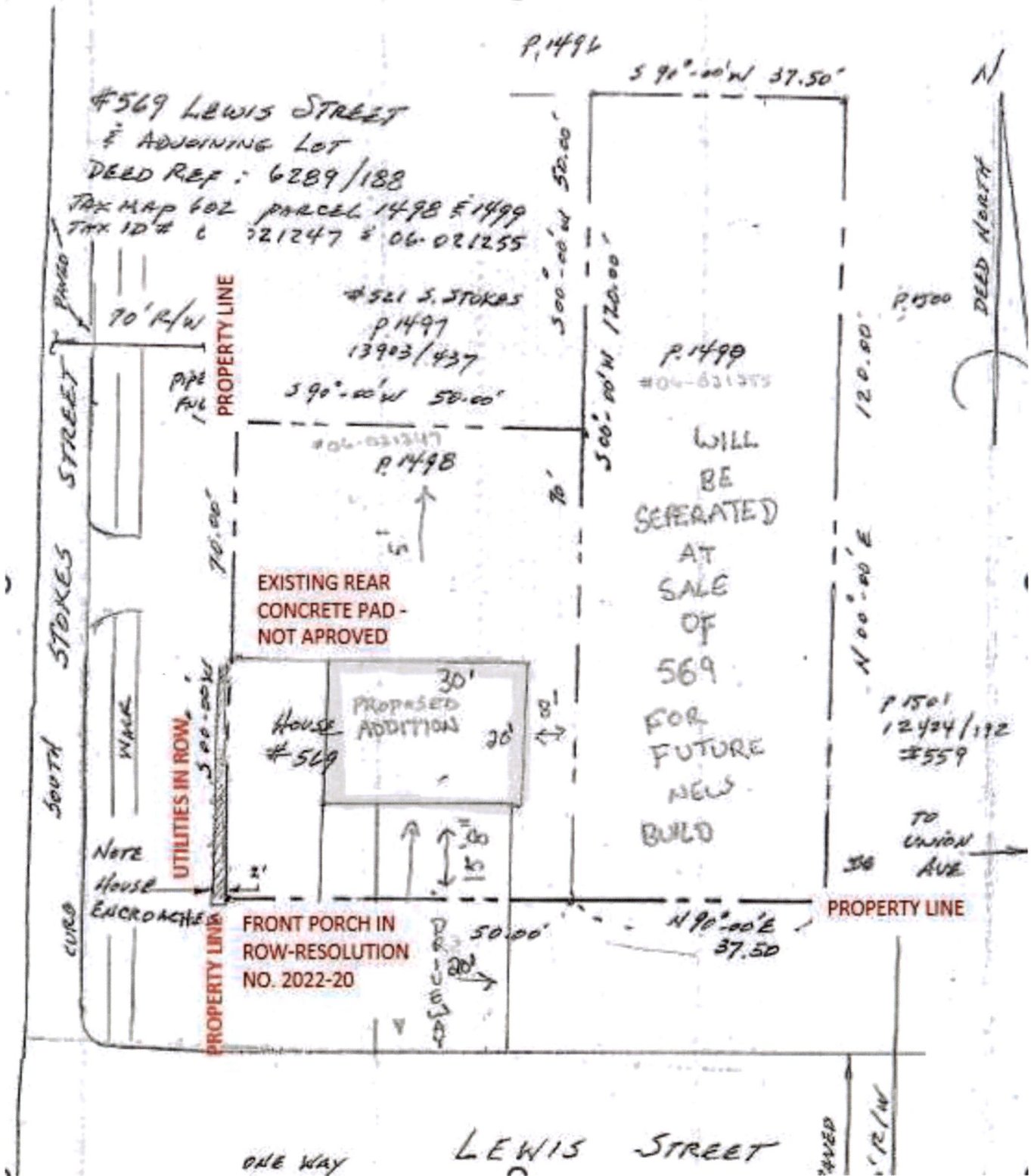
A copy of the Applicant's permit application, site plan and pictures are attached to this memo.

cc: Stephen Gamatoria, Director of Administration  
Marisa Willis, CFM, Planning Technician  
Colleen Critzer, Permits Clerk

**Resolution No. 2022-20**  
T. Bourcier – 6/21/22



ATTACHMENT B



- Site plan submitted 04.27.23 to The Department of Planning for 569 Lewis Street Permit No. 2023-0329

ATTACHMENT C



# City of Havre de Grace

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## 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.

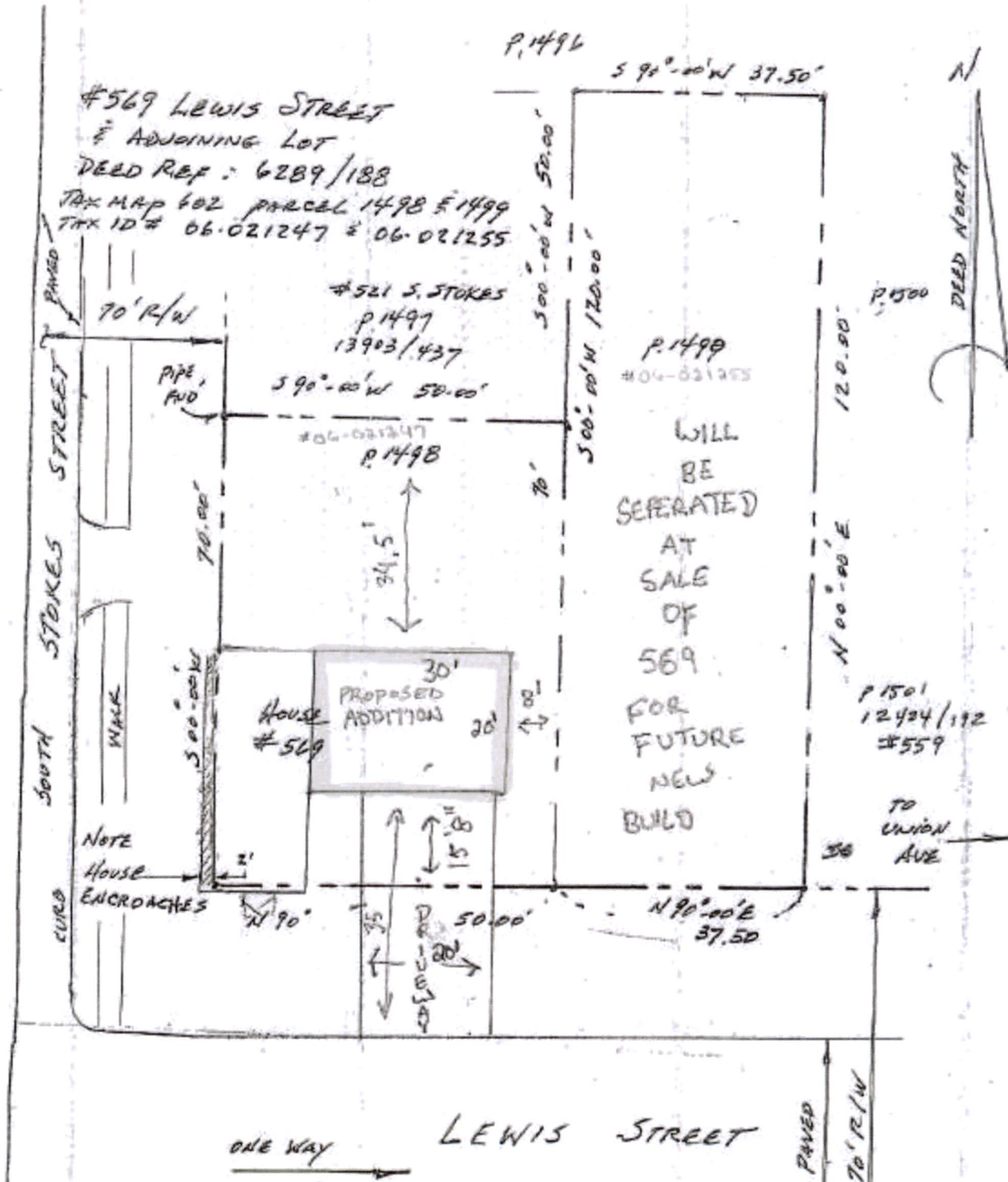
A copy of the survey indicating the fence location and an aerial photograph are attached for your review.

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





- 2023 Aerial Photographs via Harford County Web GIS
- 569 Lewis Street-Building (Corner Lot - Intersection of South Stokes and Lewis Street)



- Site Plan Submitted 06.16.22 and Approved by the Department of Planning - 06.17.2022 (2022-0377)

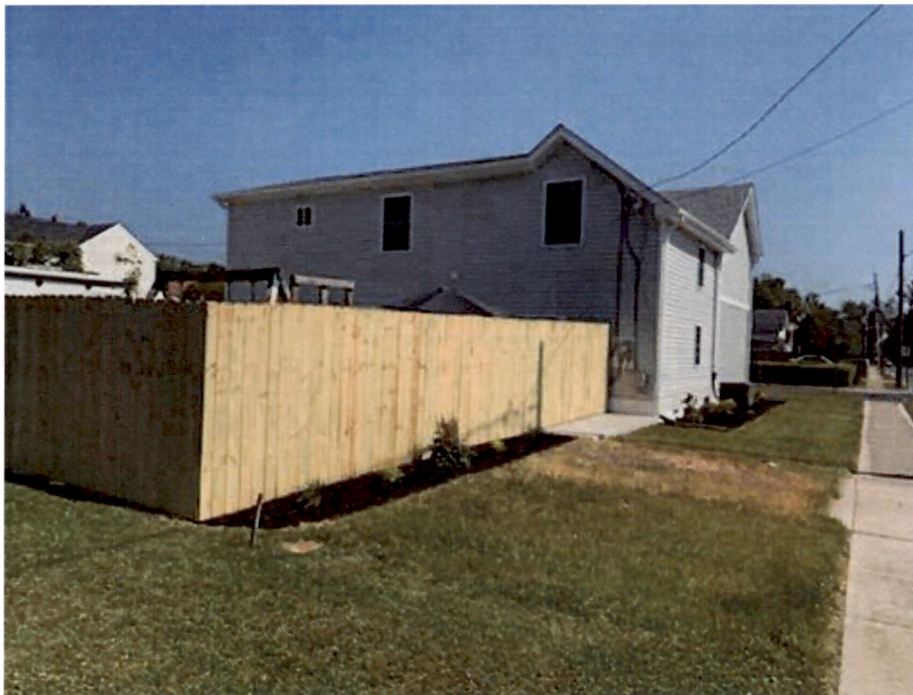




**SITE PHOTOS 05.15.23**

- 569 Lewis Street (2023-0329)
- Existing front porch in City ROW (Along Lewis Street) License Agreement favorable (Photo Taken 05.15.23)
- Utilities in City ROW (Along South Stokes Street) Lease Agreement favorable (Photo Taken 05.31.23)





**SITE PHOTOS 05.15.23**

- 569 Lewis Street (2023-0329)
- Existing front porch in City ROW (Along Lewis Street) License Agreement favorable (Photo Taken 05.15.23)
- Rear concrete pad in ROW (Along South Stokes Street) License Agreement unfavorable (Photo Taken 05.31.23)





**SITE PHOTOS 05.15.23**

- 569 Lewis Street (2023-0329)
- Rear concrete pad in ROW (Along South Stokes Street) License Agreement unfavorable (Photo Taken 05.31.23)



**SITE PHOTOS 05.15.23**

- 569 Lewis Street (2023-0329)
- Rear concrete pad in ROW (Along South Stokes Street) License Agreement unfavorable (Photo Taken 05.31.23)
- Utilities located in City ROW (Along South Stokes Street) Lease Agreement favorable (Photo Taken 05.31.23)



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Geo-Cache Permit & License Agreement - CG2023-0001**

Date: **6/26/2023**

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

Purpose:

- FYI  
 **Read and Comment as Needed**  
 **Action Required by July 17, 2023**  
 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: Not voted on at 7/3/23 meeting as planned due to the lack of a quorum.



# City of Havre de Grace

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

## GEO CACHE PERMIT AND LICENSE AGREEMENT

This AGREEMENT ("LICENSE") is made this 22 day of JUNE, 2023, between the Mayor and City Council of Havre de Grace, Maryland ("City"), and William Ashman ("LICENSEE"). The City agrees to allow the LICENSEE to place Geo Cache on City property on the following terms and conditions.

1. Contact information of LICENSEE:

Address: Havre de Grace, MD, 21078

Phone: \_\_\_\_\_ Driver's License No. and State: \_\_\_\_\_

Email \_\_\_\_\_

2. Type of Cache - LICENSEE desires to place (check all that are appropriate):

- Geo Cache
- Virtual Cache
- Other (Describe) \_\_\_\_\_

3. Location of Cache in Havre de Grace, Maryland

Geo Cache site location approval is subject to review by the City's Director of Administration and/or the Director of the Department of Public Works.

Park Name: Concord Point Park

Physical Location Description: On the soil beside the path to the Gold Star Families Memorial

Cache GPS Coordinates: N 39° 32.386 W 076° 05.098

Waypoint ID: N 39° 32.442 W 076° 05.089

If multi-cache, list additional locations: \_\_\_\_\_

Website Referencing Cache: https://www.geocaching.com/play/search

4. Container Geo Cache is placed in (check each requirement) (not required for virtual cache)

- |  |   |                             |
|--|---|-----------------------------|
| a. Is in a non-breakable container                   | <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |
| b. Does not contain inappropriate or dangerous items | <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |
| c. Is not buried or placed in a protected area       | <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |
| d. Is in a place approved by the City                | <input checked="" type="checkbox"/> yes | <input type="checkbox"/> no |



5. Monitoring and Prohibited Cache. LICENSEE agrees to monitor the cache monthly and agrees that such cache will be in good condition at all times and will remain family friendly. This means that cache should contain NO food, alcohol, firearms, drugs, dangerous items, or adult items.
6. City Right to Remove. LICENSEE agrees that the City has the right to search the geocache and/or remove it at any time without cause at the sole expense of the LICENSEE.
7. Application Fee. None required.
8. Other Costs. LICENSEE is required to pay all costs associated with placement, removal, and/or maintaining of the cache.
9. Indemnity. The LICENSEE shall indemnify and save harmless the City and its employees and agents from all claims and demands, suits, actions, loss, damages, recoveries, judgments, costs, and expenses in any manner arising out of or in connection with any injury, death, loss, or damage related to the LICENSEE's placement of geocache on public property, the LICENSEE's conduct, or the LICENSEE's breach of the LICENSE.
10. Term. This Agreement shall remain in force for a period from the date of signing through December 31, 2023, unless the City terminates or modifies this Agreement. In its sole discretion, the City Council may renew or extend this Agreement upon the request of the LICENSEE.
11. Entire Agreement. The Parties agree that this document contains the entire Agreement.
12. No Waiver. The LICENSEE agrees that the City's failure to enforce any of the terms herein shall not constitute a waiver.
13. Venue/Choice of Law. This is a Maryland contract and the parties hereto agree that the laws of Maryland shall apply to any disputes arising under the LICENSE. Harford County is the sole venue for any dispute.
14. No Assignment. This LICENSE may not be assigned by the LICENSEE without the express written consent of the City Council in its sole discretion, which continuation may be permitted if the proposed assignee continues agrees to be bound for the remainder of the LICENSE term.
15. Specific Enforcement/Attorneys' Fees. In any legal action to enforce the terms of this LICENSE, for declaratory action, or to recover damages for breach of the terms of this LICENSE filed by any party, the City shall be entitled to recover reasonable attorneys' fees and costs from the LICENSEE or its successor or assigns for its successful prosecution or defense of such claims.

[Signatures to follow on next page.]

WITNESS our hands and seals.

WITNESS/ATTEST:

**Bruce Ashman**

LICENSEE:

William Ashman

*William Ashman*

Signature

WITNESS/ATTEST:

MAYOR AND CITY COUNCIL OF  
HAVRE DE GRACE, MARYLAND

*Stephen J. Gamatoria*

Stephen J. Gamatoria  
Director of Administration

*William T. Martin*

William T. Martin, Mayor

APPROVED AS TO LEGAL SUFFICIENCY:

*April C. Ishak*

April C. Ishak, City Attorney

THIS LICENSE AGREEMENT RELATES TO  
GEO CACHE PERMIT # GC2023-0001.



# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event - National Neighbors Night Out**

**August 1, 2023**

Date: **6/28/2023**

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

Purpose:

- FYI  
 **Read and Comment as Needed**  
 **Action Required by July 17, 2023**  
 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: Not voted on at 7/3/23 meeting as planned due to the lack of a quorum.

EVENT APPLICATION CHECKLIST

Office Use Only
Date Received 6-23-23
Tracking # 1091 23 001

EVENT NAME: National Neighbors Night Out
Sponsor Organization: OPAC
Business Address: 643 N SPOKES ST HDG MD 21078
On-Site Contact Person: CHERYL STRADLER
Contact Information Phone:
Email:
Back-Up On-Site Contact Person: HDAS Goldbach
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 [X] No

Is the Sponsor Organization a 501 C3? [ ] Yes [X] No

Tax ID # N/A (attach non-profit status documentation to application)

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

[Empty box for additional details]

Event Category:

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

NEIGHBORS Night Out BLOCK PARTY

\* 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: 8/1/2023 Begin Time: ~ 5 PM
Event Starts Date: 8/1/2023 Time: 6:00 PM
Event Ends Date: 8/1/2023 Time: 8:00 PM
Breakdown Date: 8/1/2023 End Time: ~ 9:00 PM
Rain Date Date: N/A

Is timeframe the same? [X] Yes [ ] No
If no, include new times:

Location: (see attached map)

- Millard E. Tydings Memorial Park (352 Commerce Street) [ ]
Concord Point Park (701 Concord Street) [ ]
McLhinney Park (811 N. Adams Street) [ ]
Veteran's Park (418 Concord Street) [ ]
Community Pavilion (tent) at Frank J. Hutchins Memorial Park (100 Congress Avenue) \$250 fee per day (no amplified sound) [ ]
David Craig Park (553 N. Union Avenue) [ ]
K-9 Cody Dog Park (100 Lagaret Lane) [ ]
Other location (explain) [X]

BLOCK ON ADAMS ST. BETWEEN ADAMS & SPOKES FROM APPROX. 6pm-9pm

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



Anticipated Attendance: approx. 75

Admission Fee (if any): N/A

**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.

Block Ontario ST between Adams + Stokes from  
Approx. 5pm - 9pm

**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.

N/A

**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: N/A

**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.

N/A



**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: NATIONAL Neighbors Night OUT /

Print Name of Event Sponsor CHERYL STRADER

Title OPAC COMMUNITY

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature Cheryl Strader Date July 22 2023

Received by Killip, Jennifer Date 6-26-23  
City Official

## SPECIAL EVENTS WORK SHEET

<b>Event:</b>	Neighbors Night Out	Tracking ID 1091 23 0001
<b>Dates:</b>	8/1/2023	
<b>Time of set up:</b>	5 pm - 6 pm	
<b>Take down time:</b>	8 pm - 9 pm	
<b>Time of actual event:</b>	6 pm - 8 pm	
<b>Location:</b>	Open field at corner of N. Stokes & Ontario and Ontario Street in front of the field (requested to block Ontario between Adams & Stokes)	

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

**Notes**

This event will be handled by patrol units on duty. 06/26/23

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
<b>DPW</b>	2	1		\$63.25		\$63.25

**Notes**

PREP SIGNS, POST THEN REMOVE. 2 BARRICADES PLACED AT EACH END. *Completed: 6.26.23*

<b>Grand Total</b>	2	1	0	\$63.25	0	\$63.25
--------------------	---	---	---	---------	---	---------

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 - National Lighthouse Day**

**August 5-7, 2023**

Date: **6/28/2023**

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

Purpose:

- FYI  
 **Read and Comment as Needed**  
 **Action Required by July 17, 2023**  
 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: Not voted on at 7/3/23 meeting as planned due to the lack of a quorum.

Office Use Only  
Date Received 6-27-23  
Tracking # 1011220001

**EVENT APPLICATION CHECKLIST**

EVENT NAME: National Lighthouse Day (Revised)

Sponsor Organization: The Friends of Concord Point Lighthouse, Inc.

Business Address: PO Box 212, Havre de Grace, MD 21078

On-Site Contact Person: Carol Allen

Contact Information Phone: 410-939-3213 Email: director@concordpointlighthouse.org

Back-Up On-Site Contact Person: Carie Palmer

Contact Information Phone: 410-939-3213 Email: coordinator2@concordpointlighthouse.org

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 # 52-1657913 (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 type="checkbox"/> Concert/Performance | <input type="checkbox"/> Other (explain) |
| <input checked="" type="checkbox"/> Festival | <input type="checkbox"/> Carnival            |  |
| <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>see attached page</u>	Begin Time: <u>see attached page</u>
Event Starts	Date: <u>see attached page</u>	Time: _____
Event Ends	Date: <u>see attached page</u>	Time: _____
Breakdown	Date: <u>see attached page</u>	End Time: _____
Rain Date	Date: <u>none</u>	

Is timeframe the same?  Yes  No  
If no, include new times: \_\_\_\_\_

**Location:** (see attached map)

- |  |  |
|--|--|
| <input type="checkbox"/> Millard E. Tydings Memorial Park<br>(352 Commerce Street) | <input type="checkbox"/> Community Pavilion (tent) at Frank J. Hutchins<br>Memorial Park (100 Congress Avenue) \$250 fee per day |
| <input checked="" 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.)



**EVENT APPLICATION CHECKLIST**  
**ATTACHMENT WITH DATES/TIMES**  
**FOR MULTI-DAY EVENT**

**EVENT NAME:** National Lighthouse Day

**Date/Time: Detailed summary**

Setup	Date: 8/4/23	Time: 12 pm
Event Starts	Date: 8/5/23	Time: 10 am-2 pm (outdoor activities) and 5:30-8 pm (concert)
Continues on	Date: 8/6/23	Time: 1-5 pm
Continues on	Date: 8/7/23	Time: 10 am-2 pm (outdoor activities) and 6:30-7 pm (concert)
Event Ends	Date: 8/7/23	Time: 7 pm
Breakdown	Date: 8/8/23	Time: 10 am
Rain Date		

Anticipated Attendance: 500 - see note

Admission Fee (if any): TBD

**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.

*I spoke with Captain Krass on 6/12/23 and he does not feel street closures are necessary.*

**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/mcdotsha/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:

*Tent ← event organizer is aware the city does not have a tent that we offer as a city service as of 6-28-23*

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.

*Alcohol will be sold only within the tent itself during the concert on Saturday night. We will check IDs as people arrive and issue wrist tags. Alcohol will be sold through a licensed caterer such as MacGregors, so they will provide trained servers. We will post volunteer inspectors at the entrance to the tent and one on each open side of the tent to ensure that no beverage containers are taken outside the tent. I discussed the arrangements with Captain Krass and he felt the audience size would be small enough that there would not be a need to post officers on-site; instead, they will do patrols. But if the City wants to handle it differently, we will work with the HdG Police to comply with whatever the City feels is needed.*

**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 John Krass Badge # 7761

Date Contacted: 6/12/23

**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.

*We have a first aid kit within the Keeper's House and our volunteers are aware of this. We have a landline phone in the Gift Shop and our on-site supervisor also always has her cell phone handy in case we need to call 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: National Lighthouse Day

Print Name of Event Sponsor The Friends of Concord Point Lighthouse

Title Executive Director

Phone 410-939-3213

Email director@concordpointlighthouse.org

Signature *Carl Aky* Date ~~6/12/12~~ ~~6/9/23~~ 6/12/23 \*

Received by *Kiley Ernest* City Official \_\_\_\_\_ Date \_\_\_\_\_

\* resent w/ added information *FA*



INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
31 HOPKINS PLAZA  
BALTIMORE, MD 21201

DEPARTMENT OF THE TREASURY

Date: 1/16/84

THE FRIENDS OF CONCORD POINT  
LIGHTHOUSE, INCORPORATED  
C/O ELSIE K. STACKHOUSE  
P.O. BOX 212  
HAVRE DE GRACE, MD 21078

Employer Identification Number:  
52-1657913

Case Number:  
526051068

Contact Person:  
EP/ED CUSTOMER SERVICE UNIT

Contact Telephone Number:  
(410) 962-6058

Accounting Period Ending:  
December 31

Form 990 Required:  
Yes

Addendum Applies:  
Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was excused of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

Letter 947 (00/00)

THE FRIENDS OF CONCORD POINT

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts limit. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.



THE FRIENDS OF CONCORD POINT

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script that reads "Paul R. Huntington".

District Director

Enclosure(s):  
Addendum  
State Attorney General (MO)

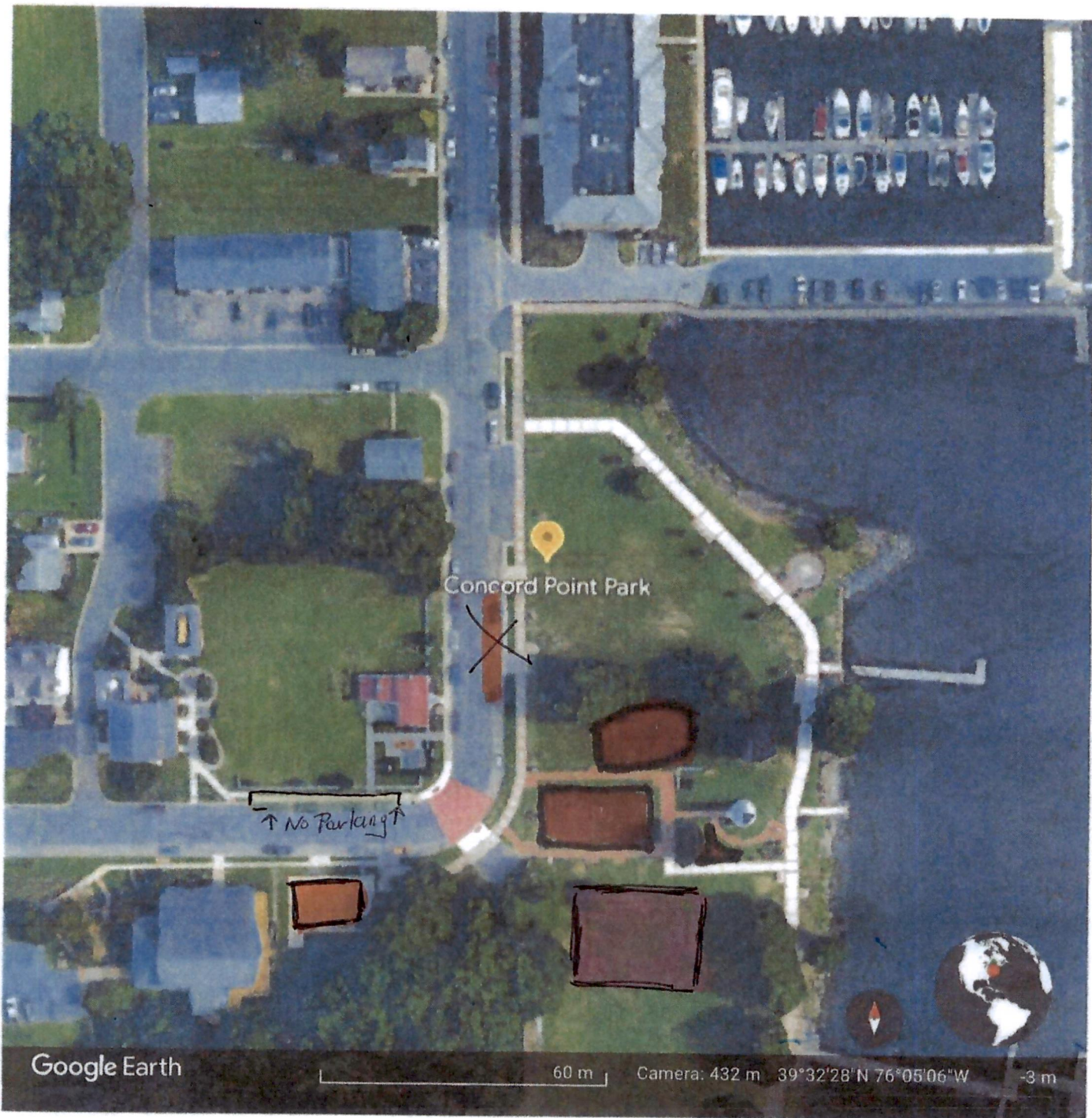






**NATIONAL LIGHTHOUSE WEEKEND – 2023 – SCHEDULE (as of 6/26/23)**


Thursday, 8/3	Friday, 8/4	Saturday, 8/5	Sunday, 8/6	Monday, 8/7
		LH/KHM open 10-2 10-11 Storytime for kids (aim for HCPL to present)	LH/KHM open 1-5 1-3 Ariel on hand at LH/KHM either as mermaid or as princess	LH/KHM open 10-2 10-2 Boat tours to view <b>CPL &amp;</b> Fishing Battery from <b>water</b> provided by HdG Marina (ticketed event for a fee)
		12-2: Face-painting @ LH 2 food trucks @ Maritime Museum pad Free snow cones	2-4 Free ice cream @ Maritime Museum pad And 1 or 2 food trucks also at the pad	10-11 Storytime for <b>kids</b> (potentially by Sue Capp <b>if she</b> is available)
		<i>Tentative:</i> 1-2 pm brief performance by concert band	2-4 or 3-5 Music by a solo or duo performer (folk – traditional) set up near CPL	11-12 Magician/balloon sculpture for kids (in the <b>tent</b> )
		Associated event: The Chesapeake Mermaid will be at Maritime 1-3 (mention in publicity, as possible)		11-1 Artist on hand to <b>draw</b> caricatures of folks – @ <b>CPL</b>
7-8:30 pm: Shank Lecture Mark Gallihue History & Overview of Poole's Island Lighthouse (at Opera House)	<i>No FCPL events planned, but include regular HdG First Friday in our publicity materials</i>	6-8 Free concert (maritime music – HdG Arts Collective will handle logistics)  To be held in tent w/in CPP Cash bar & appetizers (see location shown on map)		12-2 2 food trucks @ Maritime Museum pad Free snow cones <i>Tentative:</i> Music by a solo or duo performer (folk – traditional) set up near <b>CPL</b>
				6:30-7:00 pm Free concert by Sweet Adelines (in front of CPL)




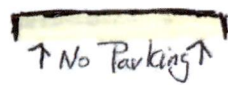


 1 or 2 food trucks ~~either on Concord St~~ <sup>on</sup> concrete pad by Maritime Museum

  Tent for concert on Saturday evening - possible covered cash bar + food

 Mix of activities: mermaid, face painting, caricatures, balloon sculpture

 electricity needed for tent/concert (renting tent from Ches. RentAll)

 No Parking Signs: <sup>on Lafayette St from</sup> ~~Corner of Lafayette + Concord to end of fencing by Keeper's House~~  
 (ie - almost to where the Public Restrooms are located)  
 only on north side of street



## SPECIAL EVENTS WORK SHEET

<b>Event:</b>	National Lighthouse Day	<b>Tracking ID:</b> 1011 22 0001
<b>Dates:</b>	8/4-8/7	
<b>Time of set up:</b>	8/4 1:00PM- 8/5 10:00AM	
<b>Take down time:</b>	8/7 2:00pm-5:00pm	
<b>Time of actual event:</b>	8/5 10 am - 8/7 2 pm	
<b>Location:</b>	Concord Point Park & Lighthouse/Keeper Grounds	

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

**Notes**

This event will be handled by patrol units on duty.

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
<b>DPW</b>	3	12		\$61.62	12	\$739.44

**Notes**

3-day event: Custodian to clean and stock public restrooms. DPW to deliver extra recycling containers day before. (Sponsor to arrange for trash contractor, fencing for alcohol sales.) **Completed: 6.26.23 Revised with new application: 6.28.23**

<b>Grand Total</b>	<b>3</b>	<b>12</b>	<b>0</b>	<b>\$61.62</b>	<b>12</b>	<b>\$739.44</b>
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REVISION 1/10/2020

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

# CITY COUNCIL

## READ FILE COVER SHEET

Subject: **Special Event - Yoga on the Green**

September 6, 2023

Date: **6/28/2023**

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

Purpose:

- FYI  
 **Read and Comment as Needed**  
 **Action Required by July 17, 2023**  
 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: Not voted on at 7/3/23 meeting as planned due to the lack of a quorum.



**EVENT APPLICATION CHECKLIST**

Office Use Only  
Date Received 6-20-23  
Tracking # 1045 23 1050

EVENT NAME: Yoga on the Green

Sponsor Organization: Havre de Grace Green Team | Heirloom Victory Garden Project

Business Address: 408 North Union Avenue

On-Site Contact Person: Ennise Bloom

Contact Information Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Back-Up On-Site Contact Person: Linnea Tober

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 # 46-2503914 (attach non-profit status documentation to application)

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

**We are partnering with Haven HdG to conduct the Yoga Session | 130 Market Street, Havre de Grace, MD 21078**

**Event Category:**

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

Gentle Yoga exercise class session and tour of the Heirloom Victory Garden

\* 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: 15 minutes 9/6/23 <sup>CR2</sup> Begin Time: \_\_\_\_\_  
 Event Starts Date: Wednesday, 9-6-23 Time: \_\_\_\_\_  
 Event Ends Date: Wednesday, 9-6-23 Time: \_\_\_\_\_  
 Breakdown Date: 15 minutes 9/6/23 <sup>CR2</sup> End Time: \_\_\_\_\_  
 Rain Date Date: Wednesday, 9-13-23 Is timeframe the same?  Yes  No

*using the space from 6:00PM - 8:00PM  
setup + breakdown minimal (15 mins)*

If no, include new times: \_\_\_\_\_

**Location:** (see attached map)

- Millard E. Tydings Memorial Park (352 Commerce Street)
- Concord Point Park (701 Concord Street)
- McLhinney Park (811 N. Adams Street)
- Veteran's Park (418 Concord Street)
- Community Pavilion (tent) at Frank J. Hutchins Memorial Park (100 Congress Avenue) \$250 fee per day (no amplified sound)
- David Craig Park (553 N. Union Avenue)
- K-9 Cody Dog Park (100 Lagaret Lane)
- Other location (explain)

**The Moore Family Homestead between the main house and the cottage house on the lawn ONLY.**

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

Anticipated Attendance: 20-25

Admission Fee (if any): \$20pp

**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:

The participants will bring their own yoga mats.  
50% of the proceeds will be donated to the HdG Green Team, earmarked for the Heirloom Victory Garden project at the Moore Family Homestead.

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.

**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.

We have a standard first aid in the boathouse storage area.

**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: Yoga on the Green

Print Name of Event Sponsor HdG Green Team

Title President

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature Carol A. Zimmerman Date 6/15/2023

Received by Kelley Ernest Date 6/16/23  
City Official Date





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/15/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Bradley Atlantic, LLC 209 E Jarrettsville Rd Forest Hill MD 21050		<b>CONTACT NAME:</b> lisag@bradleyatlantic.com <b>PHONE (A/C, No, Ext):</b> (410)692-8921 <b>E-MAIL ADDRESS:</b> lisag@bradleyatlantic.com <b>FAX (A/C, No):</b> (866)693-9190	
<b>INSURED</b> Havre De Grace Green Team Ltd 408 N Union Ave Havre De Grace MD 21078-2827		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A :</b> ERIE INSURANCE EXCHANGE <b>INSURER B :</b> <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>	<b>NAIC #</b> 26271

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

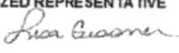
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Q32-0102146	08/01/2022	08/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The certificate holder is added as additional insured for any claims arising from Green Team operations on city land including Todd Park Food Forest, Seneca Avenue and Old Reservoir Community Gardens, Heirloom Victory Garden at Moore Family Homestead, and the Apiary on Seneca Avenue.

**CERTIFICATE HOLDER****CANCELLATION**

City of Havre de Grace 711 Pennington Street Havre de Grace MD 21078	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	---

Fax: Email:

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ACORD 25 (2016/03)

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INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 10 2014

HAVRE DE GRACE GREEN TEAM LTD  
408 N UNION AVE  
HAVRE DE GRACE, MD 21078

Employer Identification Number:  
46-2503914  
DLN:  
17053350336043  
Contact Person: ID# 95217  
MARK BRECKNER  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
April 15, 2013  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

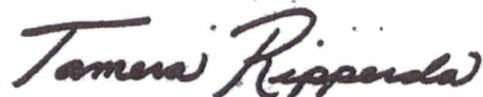
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://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,



Director, Exempt Organizations

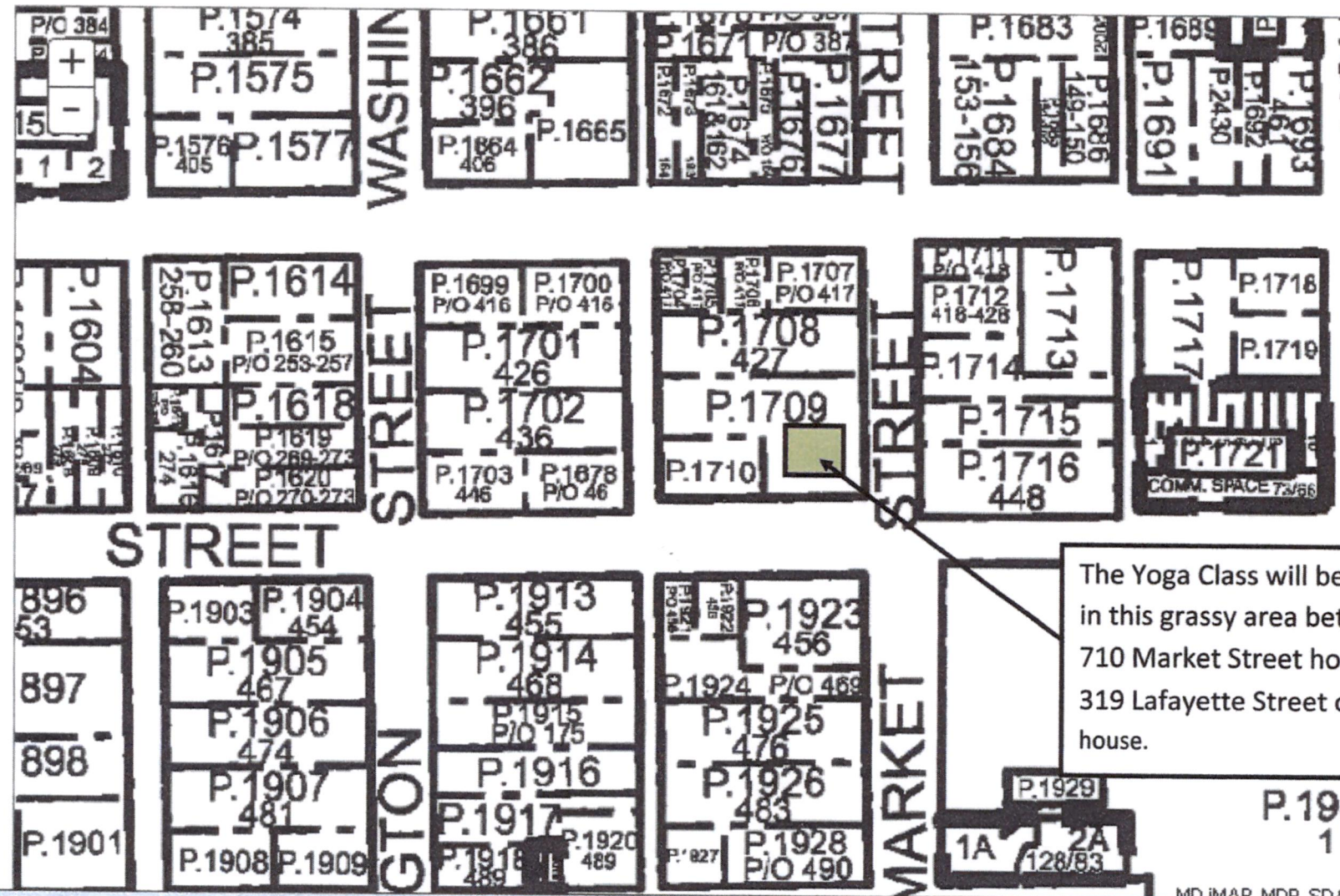
Letter 947



**Harford County**

NEW 30

District: **06** Account Number: **012469**



## SPECIAL EVENTS WORK SHEET

Event:	Yoga on the Green	Tracking ID 1095 23 0050
Dates:	09/06/2023	
Time of set up:	"set up" is mostly just people arriving and putting down their yoga mats...Event organizer said they need the space from 6-8 and setup and breakdown are minimal.	
Take down time:		
Time of actual event:	6:00PM-8:00PM	
Location:	Moore Family Homestead (between the main house & the cottage house on the lawn ONLY)	

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

**Notes**

No requests for services. (Completed: 6/27/23)

	Number of personnel	Regular Pay (Hours)	Overtime Pay Hours*	FULLY Loaded Wage**	Estimated Hours	Total Estimated Cost
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**DPW**

**Notes**

No requests for services. (Completed: 6.27.23)

	0	0	0	\$0.00	0	\$0.00
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**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)