

**THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND
AGENDA**

May 18, 2021

6:00 PM Call to Order/Pledge of Allegiance/Moment of Silence

Kent County Government Operations, Dial 1-872-239-8359 and enter Conference ID 746 777 153#

Consent Items

#1 - Regular Session Minutes, May 11, 2021

#2 - Liquor Minutes, May 11, 2021

#3 - Public Hearing Minutes, May 11, 2021

#4 - Closed Session Minutes, May 11, 2021

County Attorney

Thomas N. Yeager, County Attorney

Consider for a Vote, Third Reading Code Home Rule Bill No. 7-2021 Farm Breweries
In The Agricultural Zoning District

Thomas N. Yeager, County Attorney

Public Hearing Code Home Rule Bill 8-2021 Chapter 172 Agricultural Advisory
Commission

Legislative Session

Bill Mackey, Director, Planning, Housing, and Zoning

Consider for a Vote, Third Reading Code Home Rule Bill No. 7-2021 Farm Breweries
In The Agricultural Zoning District

Public Hearing

Bill Mackey, Director, Planning, Housing, and Zoning

Code Home Rule Bill 8-2021 Chapter 172 Agricultural Advisory Commission

Departmental Appointments

Bill Mackey, Director, Planning, Housing, and Zoning

Community Development Block Grant Amendment

Jamie Williams, Director, Economic & Tourism Development

Maryland Relief Act 2021 Grants

Jamie Williams, Director, Economic & Tourism Development

American Rescue Plan Agreement

Myra Butler, Director, Parks and Recreation

2022 Land Preservation Parks and Recreation Program

Human Resources Director

Commissioners Office

Alcoholic Beverage and Tobacco Inspector Vacancy
Human Resources
Human Resources Specialist Vacancy

County Administrator

Maryland Department of Housing and Community Development
2021 Annual Housing Bond Allocation
Gail Webb Owings, Executive Director, Eastern Shore Heritage, Inc.
Stories of the Chesapeake Heritage Area
Letter of Support

Letters for Signature

Environmental Operations Division
Public Landings and Facilities Board
Request for Waiver of Interest and Penalty Fees
Written Request From a Property Owner

Public Comment/Media Review Dial 1-872-239-8359 and enter Conference ID 746 777 153#

Procedures for Public Comment

Contingency Fund

Contingency and Use of Fund Balance Report

(Meetings are conducted in Open Session unless otherwise indicated. All or part of County Commissioners' meetings can be held in closed session under the authority of the MD Open Meetings Law by vote of the Commissioners. Breaks are at the call of the President. Please note that times listed for specific items on the agenda are only estimates, and that the order of agenda items may change as time dictates or allows. Meetings are subject to audio and video recordings.)



**#1 - Regular Session Minutes, May 11, 2021
5/18/2021
County Commissioners Meeting**

ATTACHMENTS:

Description



**#2 - Liquor Minutes, May 11, 2021
5/18/2021
County Commissioners Meeting**

ATTACHMENTS:
Description



**#3 - Public Hearing Minutes, May 11, 2021
5/18/2021
County Commissioners Meeting**

ATTACHMENTS:

Description



**#4 - Closed Session Minutes, May 11, 2021
5/18/2021
County Commissioners Meeting**

ATTACHMENTS:

Description



Thomas N. Yeager, County Attorney
5/18/2021
County Commissioners Meeting

Item Summary:

Consider for a Vote, Third Reading Code Home Rule Bill No. 7-2021 Farm Breweries In The Agricultural Zoning District

ATTACHMENTS:

Description



Thomas N. Yeager, County Attorney
5/18/2021
County Commissioners Meeting

Item Summary:

Public Hearing Code Home Rule Bill 8-2021 Chapter 172 Agricultural Advisory Commission

ATTACHMENTS:

Description

Procedures for Testifying In-Person and Live Call-In

BOARD OF COUNTY COMMISSIONERS OF KENT COUNTY PROCEDURES FOR TESTIFYING

It is our desire that everyone who wishes to contribute to this democratic process be given a fair and uninterrupted opportunity to be heard. To ensure equal opportunity for individual input for the topic under discussion, certain rules must be followed by all persons who are to testify.

Hearings are open to the public, and public comment is encouraged. The rules to govern our hearings are few but are intended to guide our proceedings. The hope is that each person testifying will be self-governed, thereby contributing to fairness for all.

The Chair will remind anyone who testifies when he/she has violated the rules of the proceeding.

- Rule 1:** Anyone who wishes to testify must identify themselves.
- Rule 2:** Each person testifying will have three minutes for his/her remarks.
- Rule 3:** The Chair will maintain order via voice commands.
- Rule 4:** Stick to the issues at hand.

In-Person comments will be taken first, then live call-in comments will be taken in the order in which they were received. The County Clerk will acknowledge each caller and announce the last 4 digits of the phone number that was used to call in with. The Clerk will also ask to have the caller unmute their phone allowing them to testify at that time. All written comments will be read into record by a County Staff member immediately after all calls have been taken.

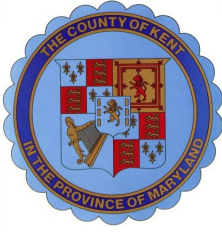
Written comments will be accepted until Friday, May 21, 2021 at 12:00 p.m. by the following methods:

By email:

kentcounty@kentgov.org

By letter:

The County Commissioners of Kent County
400 High Street
Chestertown, MD 21620



Bill Mackey, Director, Planning, Housing, and Zoning
5/18/2021
County Commissioners Meeting

Item Summary:

Code Home Rule Bill 7-2021 would amend Chapter 222, Zoning, of the County Code of Kent County, Maryland, also known as the Kent County Land Use Ordinance to allow a "Farm Brewery, as defined by the State of Maryland" as a permitted use by right in the Agricultural Zoning District.

On May 11, 2021, the Board of County Commissioners held a public hearing. There were no comments received.

On February 4, 2021, the Kent County Planning Commission conducted a public hearing and reviewed the proposed amendment to Article V, Section 1.2 of the Kent County Land Use Ordinance by adding subsection 7.5, farm breweries as defined by the State of Maryland.

The Planning Commission voted unanimously to send a favorable recommendation to the Board of County Commissioners finding the following:

- The public need of the amendment is to allow for the development of small, locally owned business which will create jobs, support tourism, and economic development.
- Was recommended by Staff and the Agricultural Advisory Commission.
- Complies with the Comprehensive Plan and the Land Use Ordinance.
- The property and zoning district are suited for this use.

On January 13, 2021, the Agriculture Advisory Commission forwarded a favorable recommendation to the Kent County Planning Commission.

The letters from both the Agriculture Advisory Commission and the Planning Commission are attached.

ATTACHMENTS:

Description

Code Home Rule Bill No. 7-2021 Farm Breweries In The Agricultural Zoning District DRAFT Legislation

Testimony in support of Farm Breweries

Code Home Rule Bill No. 7-2021 Farm Breweries In The Agricultural Zoning District Public Hearing Notice

KATE Comments for Farm Breweries

Excerpt from Md Annotated Code re Farm Breweries

Staff report to PC re proposed Farm Breweries in AZD

Letter from PC re proposed Farm Breweries in AZD

Letter from AAC to PC re proposed Farm Breweries in AZD

Application submitted for Text Change

THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

April 20, 2021
Legislative Session Day

Legislative Session Day
April 20, 2021

CODE HOME RULE
BILL NO. 7-2021

INTRODUCED BY: P. Thomas Mason, President of the Board of County Commissioners for Kent County, Maryland.

AN ACT to amend Article V, *District Regulations*, Section 1, *Agricultural Zoning District*, Section 1.2 *Permitted Principal Uses and Structures of the Kent County Land Use Ordinance*, by adding a new § 7.5 in order to allow a “Farm Brewery, as defined by the State of Maryland” as a permitted use by right in the Agricultural Zoning District.

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

P. Thomas Mason, President

INTRODUCED, read first time, April 20, 2021, ordered posted and public hearing scheduled, May 11, 2021, at 10:00 a.m. in the County Commissioners Hearing Room, R. Clayton Mitchell, Jr., Kent County Government Center, 400 High Street, Chestertown, Maryland.

By order of:

Sondra M. Blackiston, Clerk

PUBLIC HEARING

HAVING been posted and notice of time and place of hearing and copies having been made available to the public and the press, a public hearing was held on May 11, 2021. Reported favorably [with] [without] amendments; read a second time and ordered to be considered on May 18, 2021, a legislative session day.

BILL NO. 7-2021

1

CAPITALS & BOLD INDICATES MATTER ADDED TO EXISTING LAW.

~~Strike through~~ indicates matter deleted from existing law.

**A BILL ENTITLED CHR 7-2021 FARM BREWERIES IN THE AGRICULTURAL
ZONING DISTRICT**

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND that the Kent County Land Use Ordinance is hereby amended as follows:

ARTICLE V.

DISTRICT REGULATIONS

SECTION 1. AGRICULTURAL ZONING DISTRICT

...

1.2 PERMITTED PRINCIPAL USES AND STRUCTURES

A *building* or land may be used only for the following purposes:

1. *Agriculture*, including horticulture, hydroponics, general farming, orchards, groves, or nurseries for growing or propagation of plants, trees, and shrubs.

...

7. *Erosion and flood control structures.*

7.5 FARM BREWERY, AS DEFINED BY THE STATE OF MARYLAND.

8. Greenhouses, wholesale or retail.

...

BE IT FURTHER ENACTED by the County Commissioners of Kent County that this Act shall take effect on the _____ day of _____.

Read Third Time _____

PASSED this _____ day of _____, 2021.

Failed of Passage _____

By order of:

Sondra M. Blackiston, Clerk

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

(SEAL)

P. Thomas Mason, President

Ronald H. Fithian, Member

Robert N. Jacob, Jr., Member

ORDERED a fair summary thereof of the entire bill shall be published in at least one newspaper of general circulation in the County, not less than three times at weekly intervals within a four-week period.

BILL NO. 7-2021

CAPITALS & BOLD INDICATES MATTER ADDED TO EXISTING LAW.

~~Strike through~~ indicates matter deleted from existing law.

May 13, 2021

Kent County Commissioners
400 High St.,
Chestertown, MD 21620

Commissioners:

This letter of support for Code Home Rule Bill No. 7-2021, Farm Breweries In The Agricultural Zoning District, is sent on behalf of the Bay Area Association of Realtors (BAAR).

BAAR's goals include strengthening property rights and supporting policies which promote robust economic growth that can lead to increased residential and commercial real estate activity in Kent County. Expanding the permitted uses for agriculturally zoned land to include the ability to operate a farm brewery fits squarely within these goals.

On January 13, 2021 the Kent County Agricultural Advisory Commission voted to recommend that the County Planning Commission recommend approval of the zoning text amendment. The Agricultural Commission, in its letter to the Planning Commission, determined that the proposal is consistent with the Comprehensive Plan's vision for the County, especially in its determination that agriculture is the keystone to the County's economy, and that as this text amendment supports development of agri-business and tourism, allowing farm breweries in the AZD honors the County's rural heritage while simultaneously promoting its future.

The County Planning Department's January 25, 2021 Preliminary Staff Report echoed a similar sentiment in its recommendation to the Planning Commission to recommend approval of the text amendment to this body. Specifically, the Staff Report found that the proposed text amendment is consistent with the County's Comprehensive Plan's strategies to:

- Promote the development of small, locally owned businesses.
- Recruit new businesses which are compatible with the County's environmental resources.
- Encourage the development of farm-based business including agri-tourism.
- Promote and expand facilities, services, and activities that support natural resource-based economic development.
- Support programs and initiatives to maintain the economic viability of agriculture.
- Encourage more young people to live and work in Kent County.

The Staff Report further explained that "the public need for this text amendment is to allow for the development of small, locally owned businesses, to encourage the development of farm-

based business including agri-tourism, and to support initiatives to maintain the economic viability of agriculture.”

Consistent with the findings of the Agricultural Advisory Commission and the Preliminary Staff Report, the County Planning Commission, at its February 4, 2021 meeting, voted unanimously to recommend approval of the farm brewery text amendment to this body, the County Commissioners. In that meeting’s minutes the commissioners speak positively of the proposal, determining the text amendment would provide opportunities for farmers to have another source of income, as well as boost tourism in the County. At the public hearing before the vote there were no comments against the proposed text amendment.

BAAR wholeheartedly concurs with the findings and recommendations described above. Specifically, BAAR is encouraged that the text amendment could spur local business development, increase employment opportunities, and ultimately help grow the County’s population and tax base, which has decreased in recent years to below 20,000.

For the foregoing reasons, BAAR is in strong support of Code Home Rule Bill 7-2021, and hopes that the County Commissioners vote to enact the text amendment, allowing farm breweries as a permitted principal use in the County’s agricultural zoning district.

Sincerely,

/s/

Wick Dudley, Esq.
Local Government Affairs Director
Bay Area Association of Realtors
410-490-1793
Wick1dudley@gmail.com

The County Commissioners of Kent County

P. THOMAS MASON
PRESIDENT
CHESTERTOWN, MD

RONALD H. FITHIAN
MEMBER
ROCK HALL, MD

ROBERT N. JACOB, JR.
MEMBER
WORTON, MD

R. Clayton Mitchell, Jr.
Kent County Government Center
400 High Street
Chestertown, Maryland 21620
TELEPHONE 410-778-4600
E-MAIL kentcounty@kentgov.org
www.kentcounty.com

SHELLEY L. HELLER
COUNTY ADMINISTRATOR

THOMAS N. YEAGER
COUNTY ATTORNEY

April 20, 2021
Legislative Session Day

Legislative Session Day
April 20, 2021

CODE HOME RULE **BILL NO. 7-2021**

INTRODUCED BY: P. Thomas Mason, President of the Board of County Commissioners for Kent County, Maryland.

AN ACT to amend Article V, *District Regulations*, Section 1, *Agricultural Zoning District*, Section 1.2 *Permitted Principal Uses and Structures of the Kent County Land Use Ordinance*, by adding a new § 7.5 in order to allow a "Farm Brewery, as defined by the State of Maryland" as a permitted use by right in the Agricultural Zoning District.

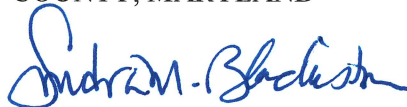
A public hearing will be held on May 11, 2021, at 10:00 a.m. in the Commissioners' Hearing Room, R. Clayton Mitchell, Jr., Kent County Government Center, 400 High Street, Chestertown, Maryland. In response to the State of Emergency, and in lieu of public appearance, the meeting will be held remotely, via video teleconference and viewable on the County website at www.kentcounty.com/government. Hearings are open to the public and written comments will be accepted until noon on May 14, 2021.

Public comments can be submitted prior to hearing by the following methods: email kentcounty@kentgov.org, letters sent to The County Commissioners of Kent County, 400 High Street, Chestertown, MD 21620, and by phone during public comment using the call-in option 1-872-239-8359 Conference ID 508 966 657 then press #.

A complete copy of the proposed legislative bill is available on the County's website at www.kentcounty.com/commissioners/draft-legislation or by calling 410-778-4600 and press 4.

By order of:

THE COUNTY COMMISSIONERS OF KENT
COUNTY, MARYLAND



Sondra M. Blackiston
Clerk

PUBLISH: KCN 04/22/21, 04/29/21



Memo

To: Commissioners Mason, Fithian, and Jacob

From: Sondra M. Blackiston, Clerk/KATE Manager

cc: Shelley L. Heller, County Administrator
Thomas N. Yeager, County Attorney
William Mackey, Director, Planning, Housing, and Zoning
J. Terry Ober, Inspector

Date: April 14, 2021

Re: Kent County Alcoholic Beverage Licensure Process

Alcoholic Beverages Division I. General Provisions of the Annotated Code of Maryland defines (4) "brewery" Manufacturer's Licenses:

- Class 5 brewery license
- Class 6 pub-brewery license
- Class 7 micro-brewery license
- Class 8 farm brewery license

Staff supports the proposed amendment to the Kent County Land Use Ordinance relative to a Farm Brewery with the following comments:

A Class 8 Farm Brewery is permitted by the State and the scope of the license is defined in Title 2 State-Issued Permits and Licenses, Manufacturer's Licenses (attached for reference). The proposed business must meet all local zoning laws, regulations, or ordinances in accordance with the County's Land Use Ordinance to successfully apply for State-Issued Permits and Licenses.

A Code Home Rule Bill to amend the Agricultural Zoning District would achieve zoning compliance however, Kent County does not have the jurisdictional power or authority to issue a local alcoholic beverage license to a Farm Brewery. This would require a legislative action through the General Assembly to update Kent County's Alcoholic Beverage Regulations.

Kent County has previously enacted two Code Home Rule bills amending the Land Use Ordinance to allow Microbrewery as defined by the State:

CHR 4-2013 Commercial District

CHR 5-2020 Crossroads Commercial District

Currently, Alcoholic Beverages Division II. Title 24 Kent County of the Annotated Code of Maryland allows for County licensing variations to (2) manufacturer's licenses:

Class 6 Pub-Brewery can apply for a Kent County Class B beer, wine, and liquor license for use on the premise of a restaurant: pub-brewery shall be located immediately adjacent to the restaurant.

Class 7 Micro-brewery can apply for a Kent County Class D license (bar i.e. under 21 prohibited) as well as a Class B license.

Md. ALCOHOLIC BEVERAGES Code Ann. § 2-210

Statutes current through legislation effective November 6, 2020

- [MD - Annotated Code of Maryland](#)
- [ALCOHOLIC BEVERAGES](#)
- [DIVISION I. GENERAL PROVISIONS AFFECTING MULTIPLE JURISDICTIONS](#)
- [TITLE 2. STATE-ISSUED PERMITS AND LICENSES](#)
- [SUBTITLE 2. MANUFACTURER'S LICENSES](#)

Notice

 This section has more than one version with varying effective dates. To view a complete list of the versions of this section see Table of Contents.

§ 2-210. **Class 8 farm** brewery license (Reference change effective January 1, 2021.)

(a) Established. -- There is a **Class 8 farm** brewery license.

(b) Scope of authorization -- In general. --

(1) Subject to paragraph (2) of this subsection, a license holder may sell and deliver beer manufactured in a facility on the licensed **farm** or in a facility other than one on the licensed **farm** to:

- (i)** a wholesaler licensed to sell and deliver beer in the State; or
- (ii)** a person in another state authorized to acquire beer.

(2) The beer to be sold and delivered under paragraph (1) of this subsection shall be manufactured with an ingredient from a Maryland agricultural product, including hops, grain, and fruit, produced on the licensed **farm**.

(c) Scope of authorization -- Specific acts. -- A license holder may:

(1)

(i) sell beer produced by the license holder for on-premises consumption;

(ii) in an amount not exceeding 6 fluid ounces per brand, provide samples of beer that the license holder produces to a consumer:

- 1. at no charge; or
- 2. for a fee;

(iii) sell or serve:

- 1. bread and other baked goods;
- 2. chili;
- 3. chocolate;
- 4. crackers;
- 5. cured meat;
- 6. fruits (whole and cut);
- 7. hard and soft cheese (whole and cut);
- 8. salads and vegetables (whole and cut);

9. ice cream;
10. jam;
11. jelly;
12. vinegar;
13. pizza;
14. prepackaged sandwiches and other prepackaged foods ready to be eaten;
15. soup; and
16. condiments; and

(iv) subject to subsection (e)(2) of this section, sell or serve any food if the license holder is licensed to operate a food establishment under Title 21, Subtitle 3 of the Health - General Article;

(2) store, in a segregated area approved by the Comptroller, beer produced by the license holder for sale and delivery to a wholesaler licensed in the State or a person outside the State authorized to acquire the beer;

(3) brew, bottle, or contract for not more than 15,000 barrels of beer each calendar year;

(4) contract with the holder of a **Class 2** rectifying license, a **Class 5** brewery license, or a **Class 7** micro-brewery license to brew and bottle beer from ingredients produced on the licensed **farm**;

(5) import, export, and transport its beer in accordance with this section;

(6) store, brew, and bottle beer in a facility listed on a permit issued to the license holder in accordance with § 2-113 of this title, for sale and delivery to a wholesaler licensed in the State or a person outside the State authorized to acquire the beer, or shipment back to the licensed **farm**, if:

(i) the license holder does not serve or sell beer at the warehouse; and

(ii) the Comptroller has full access at all times to the warehouse to enforce this article; and

(7) enter into a temporary delivery agreement with a distributor only for delivery of beer to a beer festival or a wine and beer festival, and the return of any unused beer, if:

(i) the festival is in a sales territory for which the license holder does not have a franchise with a distributor under the Beer Franchise Fair Dealing Act in Title 5, Subtitle 1 of this article; and

(ii) the temporary delivery agreement is in writing.

(d) Limitation on brewery location. --

(1) A **Class 8 farm** brewery may be located only at the place stated on the license.

(2) The place listed on the license shall be in compliance with § 1-405(b) of this article.

(e) Preemption of local law; gross receipts ratio requirements. --

(1) Except as provided in paragraph (2) of this subsection and notwithstanding any local law, a license holder may exercise the privileges of a **Class 8 farm** brewery license.

(2) A license holder who sells foods under subsection (c)(1)(iv) of this section shall meet the same ratio of gross receipts between food and alcoholic beverages sales as a holder of a **Class D** beer and wine license or an equivalent license in the jurisdiction, as the local licensing board determines.

(f) Hours of operation. -- Subject to subsections (i) and (j) of this section, a license holder at the location listed on the license may exercise the privileges of the license each day from 10 a.m. to 10 p.m.

(g) Days of operation. -- Except as provided in Division II of this article, a **Class 8 farm** brewery license allows the license holder to operate 7 days a week.

(h) Section not to limit application of Health - General Article. -- Nothing in this section limits the application of relevant provisions of Title 21 of the Health - General Article, and regulations adopted under that title, to a license holder.

(i) Multibrewery activity. --

(1) A license holder may sponsor a multibrewery activity at the location issued on the license that:

(i) includes the products of other Maryland breweries; and

(ii) provides for the sale of beer by the glass for on-premises consumption only.

(2) In a segregated area approved by the Comptroller at the location listed on the license, a license holder may store the products of other Maryland breweries for the multibrewery activity.

(3) The multibrewery activity:

(i) may be held from 10 a.m. to 10 p.m. each day; and

(ii) may not exceed 3 consecutive days.

(j) Brewery promotional event permit. --

(1) The Comptroller may issue a brewery promotional event permit to a license holder.

(2) At least 15 days before holding a planned promotional event, the license holder shall obtain a permit from the Comptroller by filing a notice of the promotional event on the form that the Comptroller provides.

(3) The permit authorizes the license holder to conduct at the location listed on the license a promotional event at which the license holder may:

(i) provide samples of not more than 6 fluid ounces per brand to consumers; and

(ii) sell beer produced by the license holder to persons who participate in the event.

(4) The beer at the event shall be sold by the glass and for on-premises consumption only.

(5) The license holder may not be issued more than 12 permits in a calendar year.

(6) A single promotional event:

(i) may be held from 10 a.m. to 10 p.m. each day; and

(ii) may not exceed 3 consecutive days.

(7) The permit fee is \$ 25 per event.

(k) Fee. -- The annual license fee is \$ 200.

(l) Reports on total beer production. --

(1) On or before October 1 each year, the Comptroller shall report to the Senate Education, Health, and Environmental Affairs Committee and the House Economic Matters Committee, in accordance with § 2-1257 of the State Government Article, the total beer production of each **Class 8** license holder in the preceding fiscal year, identified by jurisdiction and license holder.

(2) Each holder of a **Class 8** license shall report to the Comptroller the information needed to prepare the annual report required under this subsection.

(3) The Comptroller shall include the information reported under this subsection in the annual report submitted under § 1-316 of this article.

History

PRELIMINARY STAFF REPORT

TO: Kent County Planning Commission
SUBJECT: Zoning Text Amendment – Farm Breweries in Agricultural Zoning District
DATE: January 25, 2021

DESCRIPTION OF PROPOSAL

The applicants, James and Shirley Alexander, propose to amend Article V, Section 1.2, Agricultural Zoning District, Permitted Principal Uses and Structures, by adding 7.5, farm breweries as defined by the State of Maryland. This amendment would allow license holders to brew, bottle, store, and sell not more than 15,000 barrels of beer each calendar year. Farm brewery is defined in Maryland Alcohol Article §2-210. License holders may sell beer and certain foods for on-premise consumption. The beer brewed under this type of license must be manufactured with an ingredient from a Maryland agricultural product, including hops, grain, and fruit, produced on the licensed farm.

Staff is also recommending that the bill be amended to require site plan review:

Farm breweries are subject to site plan review by the Planning Commission or where applicable the Planning Director.

APPLICABLE LAW

Article XII, Section 6 of the *Kent County Land Use Ordinance* establishes the standards for the review and approval of a zoning text amendment as follows.

1. The County Commissioners may amend, supplement, or change the boundaries of the districts or the regulations of this Ordinance. Any amendment may be initiated by a resolution of the County Commissioners, the motion of the Planning Commission, or petition of any property owner using forms specified by the Planning Commission.

2. The application for an amendment to the text of the Ordinance shall, at a minimum, state in particular the article section, and paragraph sought to be amended. The application shall contain the language of the proposed amendment and shall recite the reasons for the proposed change in text.

4. Before taking any action on any proposed amendment, supplement, or change, the County Commissioners shall submit the proposal to the Planning Commission for review and recommendation. The Planning Commission may hold a hearing on any proposed amendment, supplement, or change before submitting its recommendation to the County Commissioners.

The Planning Commission may request any pertinent data and information as it deems necessary. In its recommendation, the Planning Commission shall address:

- a) The public need for the proposed amendment; and
- b) The extent to which the proposed amendment complies with or deviates from the Comprehensive Plan and the Critical Area Law.
- c) When reviewing an amendment to the zoning map, the Planning Commission shall address the suitability of the property in question for the uses permitted under the proposed zoning. The Planning Commission shall not recommend the adoption of the amendment unless it finds that the adoption of the amendment is in the public interest and not solely for the interest of the applicant. Failure of the Planning Commission to report to the County Commissioners within 60 days after its first meeting after the proposal was referred to them, shall be deemed approval.

COMPREHENSIVE PLAN

The proposed text amendment is consistent with the Kent County Comprehensive Plan's strategies to:

- Promote the development of small, locally owned businesses.
- Recruit new businesses which are compatible with the County's environmental resources.
- Encourage the development of farm-based business including agri-tourism.
- Promote and expand facilities, services, and activities that support natural resource-based economic development.
- Support programs and initiatives to maintain the economic viability of agriculture.
- Encourage more young people to live and work in Kent County.

STAFF COMMENTS

The Kent County Agriculture Advisory Commission met on January 13th and voted to make a favorable recommendation of this proposal. Their letter is included in your packet.

The Planning Commission will consider the public need for the amendment and consistency with the Comprehensive Plan and Land Use Ordinance.

The public need for this text amendment is to allow for the development of small, locally owned businesses, to encourage the development of farm-based business including agri-tourism, and to support initiatives to maintain the economic viability of agriculture. This use may also provide farmers with additional income.

Under State law, a farm brewery has limits on the amount of beer that can be produced each year, the number of events that may be held, as well as the types of food and the amount of product that can be sold for consumption on premises. According to staff's research, eight other jurisdictions permit farm breweries.

Staff recommends sending a favorable recommendation to the Kent County Commissioners.



Department of Planning,
Housing, and Zoning
400 High Street, Suite 130
Chestertown, MD 21620
410-778-7423 (voice/relay)
planning@kentgov.org

February 4, 2021

The Honorable P. Thomas Mason, President
County Commissioners of Kent County
400 High Street
Chestertown, MD 21620

Re: Zoning Text Amendment – Farm Breweries in the Agricultural Zoning District

Dear Mr. Mason:

At its February 4, 2021 meeting, The Kent County Planning Commission reviewed the proposed amendment to the *Kent County Land Use Ordinance* adding subsection 7.5 to Article V, Section 1.2 to allow farm breweries as defined by the State of Maryland. The Agricultural Advisory Commission met on January 13th and voted unanimously to recommend approval of the Zoning Text Amendment.

Following a lengthy discussion and consideration of testimony, the Planning Commission voted unanimously to send a favorable recommendation based on the following finds:

- The public need of the amendment is to allow for the development of small, locally owned business which will create jobs, support tourism, and economic development.
- Was recommended by Staff and the Agricultural Advisory Commission.
- Complies with the Comprehensive Plan and the Land Use Ordinance.
- The property and zoning district are suited for this use.

If you have any questions or concerns in this regard, kindly contact staff in the Department of Planning, Housing, and Zoning.

Sincerely,
Kent County Planning Commission

Kim Kohl
Chairman





Kent County Agricultural Advisory Commission
Department of Planning, Housing, and Zoning
400 High Street, Suite 130
Chestertown, MD 21620
410-778-7423 (voice/relay)

14 January 2021

Kim Kohl, Chair
Kent County Planning Commission
400 High Street
Chestertown, MD 21620

RE: Zoning Text Amendment - Agricultural Zoning District (AZD)
Permitted Use- Farm Brewery has defined by the State of Maryland

Dear Ms. Kohl:

The Kent County Agricultural Advisory Commission has reviewed the proposed amendment to the *Kent County Land Use Ordinance* District Regulations, Agricultural Zoning District [Article V, Section 1.2] by adding subsection 7.5, Farm Breweries as defined by the State of Maryland. The members voted to recommend approval of proposed amendment based on the following:

- In its Vision, the Comprehensive Plan recognizes that agriculture is the keystone to Kent County's heritage and its future. Agriculture is the linchpin that buttresses the County's economy, culture, history, and everyday experiences. The Plan further outlines goals and strategies which support existing businesses; seeks to retain and promote existing businesses and assist in their growth; encourages the development of farm-based business including agri-tourism; and promotes and supports the agricultural industry and secure its future in the County.

If you have any questions or concerns in this regard, kindly contact our staff in the Department of Planning, Housing, and Zoning.

Sincerely,

Jennifer Debnam

Jennifer Debnam
Chair

JAD/rwt

**APPLICATION FOR TEXT AMENDMENT TO THE
KENT COUNTY LAND USE ORDINANCE
KENT COUNTY, MARYLAND**

Kent County Department of Planning, Housing and Zoning
Kent County Government Center
400 High Street • Chestertown, MD 21620
410-778-7475 (phone) • 410-810-2932 (fax)

Pursuant to Article XII, "Administrative Procedures" Section 6, "Amendments", of the Kent County Land Use Ordinance, I/We James and Shirley Alexander

Applicant's Name

of 13501 Alexander Rd Galena, md 21635-1930 302-367-4543
Address Telephone Number

hereby petition the Kent County Commissioners to amend the Land Use Ordinance of Kent County, Maryland, as follows: Update Article II Section 4.3.1B Class 8 Farm Brewery as Defined by the State of Maryland.

The purpose of the proposed amendment is to permit: the operation of a Class 8 Farm Brewery at 13501 Alexander Rd Galena, md 21635. This is a plan to promote Craft beer tourism and economic development in Kent County.

James Roy Alexander
Applicant's Signature

11-17-2020
Date

Please Note: The application for an amendment to the text of this Ordinance shall, at a minimum state in particular, the Article, Section, and paragraph sought to be amended. The application shall contain the language of the proposed amendment.

Instructions: The Land Use Ordinance requires that five (5) copies for Zoning Text Amendment be submitted to the Executive Assistant to the County Commissioners accompanied by \$500.00 filing fee, payable to the County Commissioners of Kent County.

DEPARTMENT OF
PLANNING, HOUSING & ZONING
RECEIVED 12/15/2020

For Office Use Only:

File Number 20-47
Date Filed 12/17/20
Date Referred to Planning Commission _____
Date Recommend. Rec'd from Plan. Comm. _____
County Comm. Public Hearing Date _____
County Commissioners Action _____
Date of Action _____
Property Posted _____

BAYBILLY BREWING CO.

Baybilly LLC.

13051 Alexander Rd, Galena, MD 21635

Proposed Amendment to the Kent County Land Use Ordinance for Article II Section 4 Rural Residential Zoning District

I, James Alexander respectfully request the amendments to the land use ordinance listed in the attached application. This request is being made to allow farm breweries to exist on farms across Kent County. I have been in contact with a farm brewer in another county and with brewers from other counties in Maryland. The intent of this is to add to the growing industry of craft brewing tourism in the state and bring that tourism to Kent County.

There are currently over 100 craft breweries in the state of Maryland which ranks it 22nd in the nation. On the eastern shore there are currently thirteen breweries. These breweries broken down by county are 4 in Cecil, 1 in Dorchester, 4 in Queen Anne's, 2 in Wicomico, and 2 in Worcester. There is currently one in Kent county awaiting approval. There are currently 14 farm breweries in the state of Maryland of which 1 is on the eastern shore in Queen Anne's County.

The craft beer industry has brought in over 600 million dollars of revenue to the state (2019). It has created over 6000 jobs. These numbers are actually small compared to neighboring states like Delaware and Pennsylvania with over a billion dollars in sales and over 8000 jobs. There is plenty of room for Maryland to grow in this industry. Opening craft brewery tourism in the county would allow this growth.

Farm breweries have a lot of advantages over a brew pub. Farm breweries are typically family friendly venues. They tend to attract people of all age groups drinkers and nondrinkers. This is due to the various events a farm setting allows. This setting allows not only the brewery but also space for local artisans and farmers to set up booths to sell their wares. Such as a farmers market or craft show. It also allows for events like fall fests, corn mazes, music, playgrounds etc. The craft beer is just a catalyst to bring individuals together to enjoy many of the merchandise available from individuals throughout the county.

Not only will it benefit artisans and crafters throughout the county to be able to sell their things but it will also support the local restaurants in the area. The brewery will not supply food. There will be food trucks available at times but mainly the food will come from local restaurants by takeout. Menus from the restaurants will be provided. Patrons will be able to place orders with the local restaurants and have delivery or there will be a runner to pick up their orders.

For the proposed brewery at the Alexander Farm located at 13501 Alexander Road, Galena will not need any structures built to support the brewery and tasting room. The structures are already present. There will need to be slight renovations made which are mainly cosmetic. The plan is to have a tasting room inside, a brew house, and outside area for tastings and any special events.



Bill Mackey, Director, Planning, Housing, and Zoning
5/18/2021
County Commissioners Meeting

Item Summary:

Code Home Rule Bill 8-2021 would amend Chapter 172, Agriculture Advisory Commission, of the County Code of Kent County, Maryland, by amending the text to change the appointment requirements, revise the process for filling vacancies, clarify the functions of the Commission and its required reporting, and identify procedures related to recusal, quorum, and the efficacy of voting in different scenarios.

Staff recommends approval.

ATTACHMENTS:

Description

Advertisement for CHR 8-2021 for Public Hearing

Code Home Rule Bill No. 8-2021 Agricultural Advisory Commission DRAFT Legislation

The County Commissioners of Kent County

P. THOMAS MASON
PRESIDENT
CHESTERTOWN, MD

RONALD H. FITHIAN
MEMBER
ROCK HALL, MD

ROBERT N. JACOB, JR.
MEMBER
WORTON, MD

R. Clayton Mitchell, Jr.
Kent County Government Center
400 High Street
Chestertown, Maryland 21620
TELEPHONE 410-778-4600
E-MAIL kentcounty@kentgov.org
www.kentcounty.com

SHELLEY L. HELLER
COUNTY ADMINISTRATOR

THOMAS N. YEAGER
COUNTY ATTORNEY

May 4, 2021
Legislative Session Day

Legislative Session Day
May 4, 2021

CODE HOME RULE **BILL NO. 8-2021**

INTRODUCED BY: P. Thomas Mason, President of the Board of County Commissioners for Kent County, Maryland.

AN ACT to amend Chapter 172, Agriculture Advisory Commission, of the Code of Public Laws of Kent County, Maryland, by amending the text to change the appointment requirements, revise the process for filling vacancies, clarify the functions of the Commission and its required reporting, and identify procedures related to recusal, quorum, and the efficacy of voting in different scenarios.

A public hearing will be held on May 18, 2021, at 6:00 p.m. in the Commissioners' Hearing Room, R. Clayton Mitchell, Jr., Kent County Government Center, 400 High Street, Chestertown, Maryland. The hearing is open to the public, and public comment is encouraged. The County offers four (4) options for the public to provide input in the public hearing process. Written comments will be accepted until noon on May 21, 2021. Comments will be read by County staff during public testimony.

Public comments can be submitted prior to hearing by the following methods: email kentcounty@kentgov.org, letters sent to The County Commissioners of Kent County, 400 High Street, Chestertown, MD 21620, and by phone during public comment using the call-in option 1-872-239-8359 Conference ID 746 777 153 then press #.

A complete copy of the proposed legislative bill is available on the County's website at www.kentcounty.com/commissioners/draft-legislation or by calling 410-778-4600 and press 4.

By order of:

THE COUNTY COMMISSIONERS OF KENT
COUNTY, MARYLAND



Sondra M. Blackiston
Clerk

PUBLISH: KCN 05/13/21



THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

**May 4, 2021
Legislative Session Day**

**Legislative Session Day
May 4, 2021**

**CODE HOME RULE
BILL NO. 8-2021**

INTRODUCED BY: P. Thomas Mason, President of the Board of County Commissioners for Kent County, Maryland.

AN ACT to amend Chapter 172, Agriculture Advisory Commission, of the Code of Public Laws of Kent County, Maryland, by amending the text to change the appointment requirements, revise the process for filling vacancies, clarify the functions of the Commission and its required reporting, and identify procedures related to recusal, quorum, and the efficacy of voting in different scenarios.

**THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND**

P. Thomas Mason, President

INTRODUCED, read first time, May 4, 2021, ordered posted and public hearing scheduled May 18, 2021, at 6:00 p.m. in the County Commissioners Hearing Room, R. Clayton Mitchell, Jr., Kent County Government Center, 400 High Street, Chestertown, Maryland.

By order of:

Sondra M. Blackiston, Clerk

PUBLIC HEARING

HAVING been posted and notice of time and place of hearing and copies having been made available to the public and the press, a public hearing was held on May 4, 2021. Reported favorably [with] [without] amendments; read a second time and ordered to be considered on June 1, 2021, a legislative session day.

BILL NO. 8-2021

CAPITALS AND BOLD INDICATE MATTER ADDED TO EXISTING LAW.

~~Strike through~~ indicates matter deleted from existing law.

A BILL ENTITLED CHR 8-2021 AGRICULTURAL ADVISORY COMMISSION

NOW, THEREFORE, BE IT ENACTED BY THE COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND that Part III, Land Use Legislation, Chapter 172 the Code of Public Laws of Kent County is hereby amended as follows:

CHAPTER 172

AGRICULTURE ADVISORY COMMISSION

§ 172-1 Appointments; residency requirements; vacancies; term.

A. The Board of County Commissioners of Kent County shall appoint a seven-member commission which shall be known as the "Kent County Agriculture Advisory Commission" and which ~~shall~~ **MAY** consist of ~~a representativeS from each election district~~ **VARIOUS TYPES OF FARMS (FARMING SECTORS) AND FARM-SUPPORTIVE BUSINESSES** of Kent County. All persons appointed must be residents of Kent County and ~~must be actively engaged in an agriculture pursuit~~ **IN A BUSINESS THAT SUPPORTS FARMS, FARMING, OR THE AGRICULTURAL SECTOR IN GENERAL, AT THE DISCRETION OF THE BOARD.** ~~The Commission may be selected from a list containing at least two (2) names of persons living in each election district prepared by the existing Kent County Agriculture Advisory Committee.~~

B. If any vacancy occurs for any cause during the term of any Commission member, the Board of County Commissioners, with regard to those persons in agriculture, may fill the vacancy ~~from a list of at least two (2) names supplied by the Commission from the election district where the former Commission member lived.~~ The Board of County Commissioners shall have full power to remove any member of the Commission for incompetency or for improper conduct or for an inexcusable nonattendance of meetings, by satisfactory evidence being presented to it of such condition. The term of each member shall be three (3) years or until ~~his~~ **A** successor takes office; ~~except the respective terms of the members just appointed shall be on a staggered basis, with some members being appointed for one (1) year, some two (2) years and some three (3) years, AS~~ **NEEDED FOR STAGGERING.** ~~No member shall serve more than two (2) consecutive terms.~~

§ 172-2 Chairman; records to be kept.

A. The Commission shall elect a Chairman from one (1) of its members and create and fill such other offices as it may determine. The term of the chairman shall be one (1) year with eligibility for reelection.

B. The Commission shall ~~hold a minimum of nine (9) meetings per year;~~ shall adopt rules for the transaction of business and shall keep records of its resolutions, transactions, findings, and determinations. Each record shall be a public record. The Board of County Commissioners shall determine from year to year what, if any, expenses and/or salaries shall be paid the Commission members, and what, if any, budget shall be set.

§ 172-3 Function of Commission.

A. It shall be the function of the Commission to provide advice to the Planning Commission of Kent County and to the Board of County Commissioners concerning any proposals and zoning changes coming before them affecting agriculture in Kent County. In this regard, the Planning ~~Administrator~~ **DEPARTMENT** shall notify the Commission of all such proposals, plans and changes, except those applications for permitted uses, within **APPROXIMATELY** fifteen (15) days of receipt of **REQUESTS AND** applicationS ~~for such proposals, plans and changes; and t.~~ The Commission shall render its advice in writing to the appropriate body within ~~thirty (30) days of notification~~ **A REASONABLE TIMEFRAME.**

B. Additionally, the Commission shall recommend proposed changes or programs for improving the Comprehensive Plan, the Zoning Ordinance for Kent County, the Subdivision Ordinance for Kent County, zoning district changes and any other changes and programs which will improve and promote agriculture in Kent County. All such recommendations shall be made in writing to the Planning Commission and the Board of County Commissioners.

§ 172-4 Report; review of Commission.

The Commission shall ~~annually~~ prepare, adopt, and file a report with the Board of County Commissioners **WHEN REQUESTED**. The ~~annual~~ report shall be available for public inspection. The Commission shall be subject to review by the Board of County Commissioners and the decisions of the Commission shall be subject to review by the Board of County Commissioners, which shall be the final authority.

§ 172-5 Quorum.

A majority of all the members appointed to the Commission shall constitute a quorum at any regular or special meeting of the Commission. **IF ANY MEMBERS RECUSE THEMSELVES FOR SPECIFIC ITEMS AND/OR VOTES, THE REMAINING MEMBERS SHALL BE CONSIDERED A VALID QUORUM FOR THE PURPOSES OF CONDUCTING BUSINESS ON SAID ITEMS AND/OR VOTES. IN THE EVENT THAT ONLY ONE MEMBER IS AVAILABLE TO VOTE ON AN ITEM, THIS CAN BE CONSIDERED A VALID VOTE BY THE COMMISSION, AS LONG AS A QUORUM OF MEMBERS ARE PRESENT AT THE MEETING. THE COMMISSION SHALL ONLY MEET AS NEEDED.**

BE IT FURTHER ENACTED by the County Commissioners of Kent County that this Act shall take effect on the _____ day of _____.

Read Third Time _____

PASSED this _____ day of _____

Failed of Passage _____

By order of:

Sondra M. Blackiston, Clerk

THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND

P. Thomas Mason, President

Ronald H. Fithian, Member

Robert N. Jacob, Jr., Member

ORDERED a fair summary thereof of the entire bill shall be published in at least one newspaper of general circulation in the County, not less than three times at weekly intervals within a four-week period.

BILL NO. 8-2021

CAPITALS AND BOLD INDICATE MATTER ADDED TO EXISTING LAW.

~~Strike through~~ indicates matter deleted from existing law.



Bill Mackey, Director, Planning, Housing, and Zoning
5/18/2021
County Commissioners Meeting

Item Summary:

In July 2020, the County Commissioners of Kent County, Maryland received approval from the Maryland Department of Housing and Community Development (DHCD) for \$84,246.39 for emergency rental assistance through the federal Community Development Block Grant (CDBG) Program. To date, the Maryland Rural Development Corporation (MRDC), the approved sub-recipient of the CDBG funding, has been unable to distribute any funds due to the constraints imposed by the CDBG requirements.

In May 2021, the County Commissioners received approval from DHCD for \$1,332,475 for the U.S. Treasury Department's Emergency Rental Assistance Program (ERAP). The requirements for distribution are less constraining and the MRDC, as the sub-recipient, expects to distribute these monies quickly. In order to assist the MRDC to distribute the ERAP funds, the CDBG funds are proposed to be repurposed to provide for additional staffing to assist with ERAP.

In order to repurpose the CDBG funds, a comment period is required. The attached newspaper advertisement is scheduled in the *Kent County News* on Thursday, May 20, 2021 (attached).

Staff recommends approval.

ATTACHMENTS:

Description

Required CDBG-related advertisement for comment

CDBG Citizen Participation Plan

NOTICE OF SUBSTANTIAL AMENDMENT

The County Commissioners of Kent County have determined that it is necessary to revise the approved use(s) under the grant awarded by the Maryland Community Development Block Grant (CDBG) Program for a rental assistance program due to the coronavirus. As other sources have been identified for this use, the CDBG funding can be used for other needs in conformance with program regulations.

In accordance with our CDBG Citizen Participation Plan, we are seeking public comment on our plan to divert funding from rental assistance activities to the following activities:

1. Support of ERAP award - Benefit to LMI – Limited Clientele - Housing - Rental Assistance – 123 Households - \$84,246.39

Written comment will be accepted until May 25, 2021, via email at wmackey@kentgov.org and neoma@eleventhhousesolutions.com or delivered to Kent County, 400 High Street, Chestertown MD 21620. Contact William A. Mackey at 410-778-7423, ext. 9 for additional information.

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CITIZEN PARTICIPATION PLAN

The Board of County Commissioners of Kent County, Maryland has adopted this Citizen Participation Plan to meet the citizen participation requirements of 24 CFR 570.486 and 24 CFR 91.115(e). Regulations require that each unit of general local government receiving or expecting to receive Maryland Community Development Block Grant Funds:

- Furnish citizens with information related to the availability of CDBG funding including the amount the State makes available under each state fiscal year, the eligible CDBG activities, and the eligible uses of CDBG funds;
- Provide for and encourage citizen participation, particularly by low- and moderate-income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
- Ensure that citizens will be given reasonable and timely access to local meetings, information and records relating to the unit of general local government's proposed and actual use of CDBG funds;
- Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with procedures developed by the State. Such assistance need not include providing funds to such groups;
- Provide for a minimum of two public hearings, each at a different stage of the project, for the purpose of obtaining citizen's views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. Public hearings to cover community and economic development and housing needs must be held before submission of an application to the State. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
- Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the State and, for grants already made, activities which are proposed to be added, deleted, or substantially changed from the unit of general local government's application to the State. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the State;
- Provide citizens with the County's Residential Anti-Displacement and Relocation Assistance Plan, if proposed applications to be submitted will likely result in displacement of persons or businesses from their homes or businesses;
- Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days, where practicable.

CDBG funded activities may serve beneficiaries outside the jurisdiction of the unit of general local government that receives the grant, provided the unit of general local government determines that the activity is meeting its needs in accordance with section 106(d)(2)(D) of the Act.

**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CITIZEN PARTICIPATION PLAN**

PROVISION OF INFORMATION, PUBLIC HEARINGS AND COMMENTS

The Department of Planning, Housing, and Zoning will provide reasonable access to records and information on the proposed and actual use of CDBG funds during regular business hours of 8:30 a.m. – 4:30 p.m. at the following location: 400 High Street; Chestertown, Maryland 21620. Where possible, the Department will provide copies of documents or access to copying services to citizens or groups requesting information at their own expense.

Information will be furnished to citizens through public notice in the *Kent County News*, a newspaper of general circulation. Kent County may also provide additional information to its citizens about the CDBG Program through articles in local newspapers, newsletters or community bulletins, flyers distributed door to door or at presentations made at community meetings.

Kent County will hold at least one public hearing to receive input by citizens on the housing and community and economic development needs of the jurisdiction and to discuss the development of proposed activities. This hearing will be held in conjunction with a regularly scheduled meeting of the elected public officials prior to submission of an application for CDBG funds.

If the MD CDBG Program funds the activity, a second hearing on program performance must be held at some point during the grant period after the activity has been initiated.

The MD CDBG Program requires that notice of a public hearing be published in a newspaper of general local circulation no less than five (5) days in advance of the hearing. Hearings will be held at times and locations convenient to actual or potential beneficiaries and at locations accessible to the disabled. Documentary evidence that the required notices are published, and public hearings are held in accordance with the plan will be maintained. Copies of the actual notices and/or affidavits shall be a part of the files, in addition to minutes of the hearings. Written minutes of the hearing and an attendance roster will be maintained by the County Clerk at the following location: 400 High Street; Chestertown, Maryland 21620.

If necessary, the County Clerk will make arrangements for a translator when it is expected that non-English speaking persons will participate. Similarly, a signer shall be provided for a deaf or mute participant. If special accommodations are necessary, however, requests should be made to the County Commissioners' Office at (410) 778-4600 (voice/relay). At least three business days advance notice is requested.

Kent County, Maryland will provide citizens an opportunity to comment on the proposed activities in an application to the State. Written comments may be sent to:

The Board of County Commissioners of Kent County, Maryland
Kent County Maryland
400 High Street
Chestertown MD 21620

TECHNICAL ASSISTANCE

When requested to provide technical assistance to groups representative of persons of low and moderate income, the Department of Planning, Housing, and Zoning will assist if possible. Files shall document meetings between the group and the local government. If staff capacity to assist

**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CITIZEN PARTICIPATION PLAN**

does not exist, the Department of Planning, Housing, and Zoning may offer a referral to the State or to a consultant who can provide the necessary expertise.

COMPLAINTS AND GRIEVANCES

Citizens who wish to submit a complaint or grievance may do so by calling or writing:

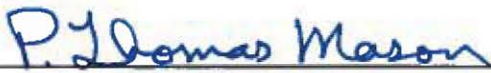
William A. Mackey, AICP, Director
Department of Planning, Housing, and Zoning
Kent County Maryland
400 High Street
Chestertown MD 21620
410-778-7473 (voice/relay)

The Department of Planning, Housing, and Zoning shall make reasonable efforts to provide a response in writing to written complaints or grievances within 15 working days.

AMENDMENTS TO APPLICATIONS OR GRANTS

Kent County, Maryland will provide citizens notice of, and opportunity to comment on, substantial changes to grants already made, including changes in the purpose, scope, location or beneficiaries. This can be achieved through public notice describing the change and establishing a comment period or through public hearing.

This Citizen Participation Plan is hereby adopted by the Board of County Commissioners of Kent County, Maryland on June 9, 2020. It is effective for a five-year period until June 8, 2025.



President P. Thomas Mason
The County Commissioners of Kent County, Maryland



Sondra M. Blackiston
Clerk



Jamie Williams, Director, Economic & Tourism Development
5/18/2021
County Commissioners Meeting

Item Summary:

Maryland Relief Act 2021 Grants

ATTACHMENTS:

Description

Lodging Relief Grant Program

Restaurant Relief Grant Program

Online Sales/Telework Grant Program

KENT COUNTY, MARYLAND

MARYLAND RELIEF ACT – ACCOMMODATIONS GRANT

The County Commissioners of Kent County, Maryland recognize the distressing economic impact COVID-19 continues to have on businesses. The Maryland Relief Act of 2021 provided funding for Accommodations and will be dispersed through the County Economic and Tourism Development Department.

TERMS AND CONDITIONS

Grants up to \$2000.

1. Be primarily engaged in activities that, in accordance with the North American Industrial Classification System, would be included in Code 721110 (Hotels (except Casino Hotels) and Motels) or Code 721191 (Bed-and-Breakfast Inns); and if a part of a franchise with multiple locations of businesses, are owned by a Maryland franchisee.
2. Be in good standing with the State of Maryland.
3. Demonstrate a need for assistance.
4. Be open to the public for the provision of accommodations.
5. Be a provider of an accommodation subject to and has remitted lodging tax to Kent County in 2020

Use of funds:

- Normal operating costs, such as rent, payroll, job training, taxes, debt service, or similar costs
- Purchase of PPE, sanitization services, or other COVID-19 related costs
- Expenses incurred between March 1, 2020 – June 30, 2021

Information required to complete the application:

- Federal Tax ID # (EIN)
- Contact Information
- Business mailing and physical address
- Number of employees
- Completed W-9 and Demographic Forms

Once the applicants are verified and approved, pending funding availability, the applicant will receive the grant check. Applications will be processed within 15 business days of receipt.

Grantees agrees to report back on the use of funds, no later than June 30, 2021. Expenses submitted for previous COVID relief programs are not permitted, no 'double dipping'.

The funds will be administered under the direction of the Kent County Department of Economic and Tourism Development. For more information contact econdev@kentgov.org or 410-810-2168. Visit <https://www.kentcounty.com/business/business-support/incentives/grants> to complete the application.

KENT COUNTY, MARYLAND

MARYLAND RECOVERY ACT – RESTAURANTS RELIEF GRANT

The County Commissioners of Kent County, Maryland recognize the distressing economic impact COVID-19 continues to have on businesses. The Maryland Relief Act of 2021 provided funding for Restaurants that will be dispersed through the County Economic and Tourism Development Department.

GENERAL TERMS AND CONDITIONS

Grants for Kent County restaurants, up to \$5,000

The business must be primarily engaged in activities that, in accordance with the North American Industrial Classification System, would be included in Code 722320 (Caterers), Code 7224 (Drinking Places (Alcoholic Beverages)), or Code 7225 (Restaurants and Other Eating Places).

Business must be physically located in Kent County, be in good standing with the State of Maryland and Kent County, and demonstrate a need for assistance.

Use of funds include:

- Working capital, such as rent, payroll, and job training
- Purchase of equipment and services to expand outdoor dining, such as tents, heaters, warmers, and carts
- Infrastructure improvements, such as HVAC system upgrades
- Technology to support carryout and delivery
- Purchase of PPE and disposable food containers and utensils
- Sanitization services
- Any other COVID-19 related expenses
- Expenses incurred between March 1, 2020 – June 30, 2021

Information required to complete the application:

- Federal Tax ID # (EIN)
- Contact Information
- Business mailing and physical address
- Completed W-9 & Demographics Form (Optional)
- Applicant's Economic Status Information
- Documentation/Explanation to Demonstrate the Need for Assistance
- Applicable NAICS Codes

Once the applicants are verified and approved, pending funding availability, the applicant will receive the grant check. Applications will be processed within 15 business days of receipt.

Grantees agree to report back on the use of funds, no later than June 30, 2021. Expenses submitted for previous COVID relief programs are not permitted, no 'double dipping'.

The funds will be administered under the direction of the Kent County Economic Development Department. For more information contact econdev@kentgov.org or 410-810-2168. Visit <https://www.kentcounty.com/business/business-support/incentives/grants> to complete the application.

KENT COUNTY, MARYLAND

MARYLAND RELIEF ACT – ONLINE SALES OR TELEWORK GRANT

The County Commissioners of Kent County, Maryland recognize the distressing economic impact COVID-19 continues to have on businesses. The Maryland Relief Act of 2021 provided funding for Online Sales and Telework to assist businesses in setting up an online sales framework and offering employees telework opportunities and will be dispersed through the County Economic and Tourism Development Department.

TERMS AND CONDITIONS

Grants for Kent County businesses up to \$500

To be eligible for a grant under the Program, the applicant must:

- Have been established prior to March 9, 2020;
- Be registered and in good standing with Maryland SDAT;
- Currently be in operation;
- Have a physical location within Kent County; and
- Not have more than 20 total employees excluding the owner

Use of funds include:

- Expenses incurred to establish or expand online sales or
- Expenses to provide telework
- Expenses incurred between March 1, 2020 – June 30, 2021

Information required to complete the application:

- Federal Tax ID # (EIN)
- Contact Information
- Business mailing and physical address
- Number of employees
- Completed W-9 & Demographic Forms
- Documentation/Explanation to Demonstrate Need for Assistance

Once the applicants are verified and approved, pending funding availability, the applicant will receive the grant check. Applications will be processed within 15 business days of receipt.

Grantees agrees to report back on the use of funds, no later than June 30, 2021. Expenses submitted for previous COVID relief programs are not permitted, no 'double-dipping'.

Businesses who have not received prior funding from MEDAAF, or the COVID-19 Small Business Emergency Loan or Grant Program will be given priority. Those who have received previous funding are still eligible to apply.

The funds will be administered under the direction of the Kent County Department of Economic and Tourism Development. For more information contact econddev@kentgov.org or 410-810-2168. Visit <https://www.kentcounty.com/grants> to complete the application.



Jamie Williams, Director, Economic & Tourism Development
5/18/2021
County Commissioners Meeting

Item Summary:

American Rescue Plan Agreement

ATTACHMENTS:

Description

Final Program Requirements

Award Amounts

DHCD Application

Grant Overview

05.18.21 American Rescue Plan - Nonprofits Local Government Program Grant Agreement, By and Between Department of Housing and Community Development (DHCD) and County Commissioners of Kent County

Maryland Department of Housing and Community Development
FY21 MARYLAND RECOVERY NOW: *Nonprofits-Local Government*

*DHCD received \$20 million in Maryland Recovery Now Funds via SB496. Funds will be distributed to local governments to make grant awards to local nonprofits. Grant awards will be made to the agency (**the Grantee**), identified by each jurisdiction, that will then make awards to local nonprofits. The Grantee may use up to 10% of their awarded funds for administrative costs related to the management of their local grant program.*

LOCAL GRANT PROGRAM REQUIREMENTS:

The Grantee's local nonprofit grant program shall meet the following requirements:

- Local grant program (LGP) shall prioritize making awards to nonprofit organizations that have not already received an award from the NORI program DHCD administered in 2020.
- Any nonprofit organization with a physical location/address in the county is eligible to apply to the Grantee's LGP.
- Grantee shall announce the availability of funds/application round opening date for a minimum of 10 business days prior to accepting applications.
- Grantee shall require LGP nonprofit applicants to provide information on the need for funding. The need for funding does not have to directly relate to the economic impacts of COVID. However, DHCD recommends that the LGP application format used by the Grantee request information from the applicant as to the COVID relief the nonprofit may have received to date. This information may help the Grantee weigh the relative needs of its applicant pool.
- LGP shall allow for eligible uses of awarded funds to include reimbursable expenses for the period March 1, 2020 through December 31, 2021 as long as those expenses have not already been supported by COVID relief or other funding.
- Grantee shall complete and submit to DHCD the *Awardee and Local Nonprofit Grant Program Information* document in order to provide DHCD with information for their existing or planned LGP, including but not limited to: (1) Program Guidelines for LGP and Eligible Uses of Funds (2) Criteria by which awards would be determined (3) Summary of Process for Determining Awards and estimated timeline for notifying nonprofits of awards and distribution of funds.
- Grantee shall distribute awarded funds to nonprofits no later than September 1, 2021 and the nonprofit shall use those funds no later than December 31, 2021.
- Grantee shall submit a Final Report to DHCD that will require, but not be limited to, information on the nonprofit grants awarded from the LGP. Required information about the Grantee's nonprofit awardees shall include the nonprofit's name, address, number of employees at time of application, award amount and the use of the awarded funds.

Maryland Department of Housing and Community Development
Maryland Recovery Now: Nonprofits-Local Government
Award Distribution - March 18, 2021

LOCAL GOVERNMENT	Population estimates, July 1, 2019, (V2019)	Percent of Total Population	AWARD AMOUNT
Allegany County	70,416	1.16	\$232,947
Anne Arundel County	579,234	9.58	\$1,916,191
Baltimore City	593,490	9.82	\$1,963,352
Baltimore County	827,370	13.69	\$2,737,062
Calvert County	92,525	1.53	\$306,086
Caroline County	33,406	0.55	\$110,512
Carroll County	168,447	2.79	\$557,247
Cecil County	102,855	1.70	\$340,259
Charles County	163,257	2.70	\$540,078
Dorchester County	31,929	0.53	\$105,626
Frederick County	259,547	4.29	\$858,620
Garrett County	29,014	0.48	\$95,983
Harford County	255,441	4.23	\$845,036
Howard County	325,690	5.39	\$1,077,430
Kent County	19,422	0.32	\$64,251
Montgomery County	1,050,688	17.38	\$3,475,831
Prince George's County	909,327	15.04	\$3,008,188
Queen Anne's County	50,381	0.83	\$166,668
Somerset County	25,616	0.42	\$84,742
St. Mary's County	113,510	1.88	\$375,508
Talbot County	37,181	0.62	\$123,000
Washington County	151,049	2.50	\$499,692
Wicomico County	103,609	1.71	\$342,754
Worcester County	52,276	0.86	\$172,937
TOTALS	6,045,680	100	\$20,000,000

MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
FY21 MARYLAND RECOVERY NOW: NONPROFIT-LOCAL GOVERNMENTS
Awardee and Local Nonprofit Grant Program Information

AWARDEE INFORMATION:

Legal Name of Organization: County Commissioners of Kent County, Maryland

Street Address: 400 High Street

City, State, Zip: Chestertown, MD 21620

County: Kent

Federal ID Number: 52-6000974

CONTACT INFORMATION: *Please provide information for the person who will be the primary contact for the management of the awarded funds.*

Name: Jamie Williams

Title: Director, Economic & Tourism Development

Email: jwilliams@kentgov.org

Cell Phone/Best Number to Contact: 410-810-2168

LOCAL NONPROFIT GRANT PROGRAM INFORMATION:

1) Will you be utilizing up to 10% of your awarded funds for administrative costs related to managing your local grant program?

☒ Yes ☐ No ☐ Undecided

NOTE: *It is acceptable to select "Undecided" if you are not sure yet whether you will have administrative costs related to the management of your local grant program.*

2) Please provide the dates you will announce the availability of your local nonprofit grant program, the date your application round will open, the date the application round will close and the date that you will announce the awards to the nonprofits.

NOTE: *You are required to announce the availability of funds and date application will open a minimum of 10 days prior to your application round opening.*

A) Date of Announcement of Application Opening/Availability of Funds: May 10, 2021

B) Date Application Round will Open: May 24, 2021

C) Date Application Round will Close: May 31, 2021

D) Date Awards will be Announced: June 25, 2021

3) Outreach and Notification:

A) Please provide the website link where nonprofits will be able to access your application when it is available: www.kentcounty.com/grants and we will be utilizing forms builder for the applications process <https://form.123formbuilder.com/5859819/form> we are still developing the application.

B) Briefly explain how you will make the program availability and application known to eligible nonprofit applicants.

We will promote on social media, Facebook, Instagram, Twitter, and LinkedIn as well and send emails to our business organizations, the Chamber of Commerce, Kent Cultural Alliance, and municipalities to share with members. Announcements will include posts for coming soon, now open, and closing soon. We will promote on our local radio station WCTR on Friday, April 7th, 2021 at 10:30 am.

MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
FY21 MARYLAND RECOVERY NOW: NONPROFIT-LOCAL GOVERNMENTS
Awardee and Local Nonprofit Grant Program Information

4) Program Design:

A) Program Description: Describe the guidelines and requirements for your local grant program. This should include, but is not limited to:

- Eligibility of applicants that can apply
- Eligible uses of funds
- Grant award minimums or maximums if any
- Information and/or documentation will intend to ask applicants to provide in order to determine need for funding.

See Attached – 05.06.21 MD Recovery Now Nonprofit Grant Overview

B) Evaluation Criteria and Process: Describe the criteria that will be used to determine an application is eligible for funding and how award amounts would be determined. Summarize your process for reviewing and evaluating applications.

We will review applications and required documents for completeness and accuracy. We will verify addresses for physical location within Kent County. We will verify good standing with Kent County through our Office of Finance.

We will cross reference the list provided from the NORI program DHCD administered in 2020 as well as our local programs. Priority will be given to qualified organizations that have not been funded previously.

Grant awards and amounts will be determined by the number of qualified applications received.

C) Grant Announcements and Monitoring: Describe how nonprofits will be notified of awards, how you will distribute the funds to awardees and how you will have the nonprofit report on the use of awarded funds at the end of the expenditure period.

We will notify applicants via email and phone calls. County staff will provide a list of grantees and award amounts to the Eastern Shore Entrepreneurship Center (ESEC) to issue checks and 1099s at the end of the year. Checks will be delivered by County staff and grantee agreements will be obtained (**see attached: 05.06.21 Grantee Agreement Nonprofits**). We will follow up to obtain a use of funds forms by December 31, 2021 (**see attached: Use of Funds December 31st NONPROFITS**). We will utilize Hubspot software to track the grant applications, grant awardees, and compliance with the grant requirements.

NOTE: *You are required to distribute funds to the nonprofits no later than September 1 and the nonprofit must use those funds no later than December 31.*

KENT COUNTY, MARYLAND
DHCD FY21 MARYLAND RECOVERY NOW:
NONPROFITS LOCAL GOVERNMENT GRANT

The County Commissioners of Kent County, Maryland will administer the Nonprofits Local Government Grant Program. The program will provide grants to eligible Kent County nonprofits organizations to offset adverse economic impacts resulting from COVID. The funds are provided through the State of Maryland Department of Housing and Community Development (DHCD), Maryland Recovery Now Funds via SB496. Grant awards will be determined by the final number of eligible applicants.

Priority will be given to applicants that have **NOT** received an award from the NORI program DHCD administered in 2020 or previous County programs.

TERMS AND CONDITIONS

1. Be an eligible nonprofit and maintains a physical address in Kent County.
2. Be in good standing with the State of Maryland and Kent County.
3. Demonstrate a need for assistance.

Use of funds:

- Working capital, such as rent, payroll, job training, or similar costs
- Other operating costs used for the purpose of fulfilling the mission of the organization
- Expenses incurred between March 1, 2020 – December 31, 2021

Funds may NOT be used for:

- Activities that promote a religious doctrine
- Payment of debts or legal settlements
- Political or partisan purposes
- Funding to public schools and/or public agencies

Information required to complete the application:

- Fully completed application
- Completed W-9
- Form 990 from 2019 or 2020 tax filing or other official documentation verifying IRS Nonprofit designation

Once the applicants are verified and approved, pending funding availability, the applicant will receive the grant check. Applications will be processed within 15 business days of receipt.

Grantees agrees to report back on the use of funds, no later than December 31, 2021.

Expenses submitted for previous COVID relief programs are not permitted, no 'double dipping'.

The funds will be administered under the direction of the Kent County Department of Economic and Tourism Development. For more information contact econdev@kentgov.org or 410-810-2168. Visit <https://www.kentcounty.com/grants> to complete the application.

AMERICAN RESCUE PLAN: NONPROFITS-LOCAL GOVERNMENT PROGRAM GRANT AGREEMENT

This American Rescue Plan: Nonprofits-Local Government Program Grant Agreement (this "**Agreement**") entered into as of the Effective Date (as hereinafter defined), by and between the DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT, a principal department of the State of Maryland ("**DHCD**") and COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND (the "**Grantee**").

RECITALS

WHEREAS, Grantee has provided to DHCD an Awardee and Local Nonprofit Grant Program Information Form, dated April 16, 2021 (the "**Application**") to apply for a grant under the American Rescue Plan: Nonprofits-Local Government Program (the "**Program**"), as administered by DHCD pursuant to the State of Maryland's (the "**State**") Recovery for the Economy, Livelihoods, Industries, Entrepreneurs, and Families (RELIEF) Act (2021 Md. Laws Ch. 39) and any regulations promulgated thereunder (together, the "**Act**"). The purpose of the Program is to distribute funds to local governments to provide grants to nonprofit organizations (the "**Subgrantees**") that can demonstrate need, with priority given to Subgrantees that have not received assistance through the Maryland Nonprofit Recovery Initiative (NORI), funded by federal funds allocated to DHCD pursuant to the Coronavirus Aid, Relief, and Economic Security (CARES) Act (Public Law No: 116-136).

WHEREAS, in reliance upon the representations and certifications contained in the Application, DHCD has approved an award of funds to the Grantee, to be expended by the Grantee in accordance with the requirements and provisions of this Agreement, the Program, DHCD's Program Policy Guide, as amended from time to time (the "**Guide**"), and the Act.

IN CONSIDERATION of the mutual promises and covenants contained in this Agreement, DHCD and Grantee agree as follows:

1. Specific Purpose. The purpose of this Agreement is to provide the Grantee with financial assistance to provide grants to eligible Subgrantees through Grantee's local nonprofit grant program (the "**Project**"), in accordance with Section 3.

2. Grant Amount.

DHCD agrees to provide Grantee with a grant from the Program in a total amount not to exceed Sixty-Four Thousand Two Hundred Fifty-One and 00/100 Dollars (\$64,251) (the "**Grant**").

3. Project Requirements.

(a) Eligible Subgrantees are entities that, at the time of the award by Grantee: (i) are in compliance with the Maryland Solicitations Act, including any required registration with the Maryland Office of the Secretary of State and are, and shall remain, in compliance with all requirements of that registration; (ii) are classified as a tax-exempt organization by the Internal Revenue Service and such classification has not been adversely modified, limited, or revoked; (iii) have not substantially changed the facts and circumstances which form the basis of the Subgrantee's tax-exempt letter as represented to the Internal Revenue Service; (iv) are duly organized and validly existing under the laws of the State, and qualified to do business in the State; and (v) maintain at least one physical address within Grantee's jurisdiction.

(b) Grantee shall announce the availability of funds/application round opening date for a minimum of 10 business days prior to accepting applications.

(c) Grantee shall require applicants to provide information on their need for funding. The need for funding does not have to directly relate to the economic impacts of COVID. However, DHCD recommends that the application used by the Grantee request information from the applicant regarding the COVID relief the applicant has received to date. This information may help the Grantee weigh the relative needs of its applicant pool.

(d) Grantee shall prioritize making awards to Subgrantees that have not previously received an award from the Maryland Nonprofit Recovery Initiative (NORI) program administered by DHCD in 2020.

(e) Eligible uses of awarded funds may include reimbursement of expenses related to the coronavirus pandemic for the period March 1, 2020 through December 31, 2021 unless those expenses have already been reimbursed by State or federal funds provided to the Subgrantee as relief related to the coronavirus pandemic or other funding.

(f) Grantee shall distribute all Grant funds to Subgrantees on or prior to September 1, 2021 (the “**Grant Expenditure Date**”).

(g) Subgrantees shall expend their awards on or prior to December 31, 2021 (the “**Subgrantee Expenditure Date**”).

(h) Grantee may use up to 10% of the Grant funds for administrative costs it incurs related to the management of the Project.

4. Expenditure of the Grant. Grantee agrees to use the Grant funds only for the Project. Grantee shall use the Grant in accordance with the provisions of the Act, the Guide, and this Agreement.

5. Disbursement of the Grant.

(a) Execution of this Agreement constitutes a request by Grantee for disbursement of the Grant in accordance with the terms of this Agreement.

(b) All disbursements of the Grant are subject to the availability of State funds for the Program.

(c) DHCD reserves the right not to disburse all or any portion of the Grant if DHCD determines, in its sole discretion, that: (i) Grantee is in default under this Agreement; or (ii) the Project is not performing to the satisfaction of DHCD.

(d) Grantee shall promptly return to DHCD any Grant funds that are not (i) disbursed by the Grantee to eligible Subgrantees on or prior to the Grant Expenditure Date; (ii) expended by any

Subgrantee on or prior to the Subgrantee Expenditure Date; or (iii) used as reimbursement for eligible administrative costs.

6. Default and Remedies.

(a) A default shall consist of a breach of any covenant, agreement, term or certification in this Agreement, including a determination by DHCD that (i) the Grantee has expended all or any portion of the Grant for purposes other than as set forth herein; or (ii) the Grantee is not completing the Project to the satisfaction of DHCD.

(b) Upon the occurrence of default, DHCD in its sole discretion may:

(i) Withhold payment to Grantee;

(ii) Demand immediate repayment from Grantee of amounts previously disbursed;

and

(iii) Terminate this Agreement.

(c) In addition to the rights and remedies contained in this Agreement, DHCD may at any time proceed to protect and enforce all rights available to DHCD by suit in equity, action at law, or by any other appropriate proceedings, all of which rights and remedies shall survive termination of this Agreement. Furthermore, no failure or delay of DHCD to exercise any right, power, or remedy consequent upon a default shall constitute a waiver of any such term, condition, covenant, certification, or agreement, or preclude DHCD from exercising any such right, power, or remedy at any later time or times.

7. General Requirements of Records, Inspection, and Reports.

(a) Records and Inspection. Grantee shall maintain accurate financial records in a form acceptable to DHCD of all transactions relating to the receipt and expenditure of the Grant. Grantee shall maintain and shall make the financial records, books, accounts, other relevant records, administrative offices and personnel, whether full-time, part-time, consultants or volunteers, available to DHCD during reasonable work hours upon request during the term of this Agreement and for a period of not less than 5 years following termination of this Agreement.

(b) Final Report. Within 30 days after Grantee's final disbursement of the Grant funds, Grantee shall submit to DHCD a final report (the "**Final Report**") in the manner and form determined by DHCD. The Final Report shall include, but may not be limited to, a description of the progress made in fulfilling the purposes of the Grant, any problems encountered in fulfilling these purposes, any other relevant factors related to the Grant, as determined by DHCD, and identification of the Subgrantees, including their names, addresses, number of employees on the date the Subgrantee submitted its application to Grantee, award amounts, and the uses of the awarded funds.

(c) Additional Reporting As Needed. Grantee shall provide any additional reports or information reasonably required by DHCD or the State.

8. Assistance from DHCD. In carrying out the Project, Grantee agrees to accept assistance from DHCD or DHCD's designee if DHCD deems it necessary.

9. Grantee's Certifications. Grantee certifies to DHCD that:

(a) Grantee is (i) a local government or a nonprofit organization that has been given written authorization to accept the Grant and operate the Project on behalf of a local government; (ii) duly organized and validly existing under the laws of the State; (iii) qualified to do business in the State; and (iv) has all requisite power and authority to enter into and carry out the transactions contemplated by this Agreement.

(b) This Agreement has been duly authorized, executed and delivered by the Grantee in such manner and form as to comply with all applicable laws to make this Agreement the valid and legally binding act and agreement of Grantee.

(c) (i) A conflict of interest occurs when an employee, director, officer, board member, volunteer, or elected official (each, an “**Interested Person**”), who has a direct or indirect interest in the Grant or receives any benefit from the Grant, is involved in the selection, award or administration of the Grant;

(ii) If the use of any of the Grant funds could lead to a conflict of interest, any Interested Person must disclose his or her interest to the Grantee and, in connection with the proposed use giving rise to the conflict of interest, not participate in any aspect of the decision-making process regarding how the Grant funds will be allocated or expended, including discussion and debate as well as actual voting; and

(iii) Grantee shall establish and follow a written conflict of interest policy that, at a minimum, must include the requirement set forth in Section 9(c)(ii).

(d) The representations, statements and other matters contained in the Application are and remain true and complete in all material respects.

(e) If applicable, Grantee has obtained, or has reasonable assurances, that it will obtain, all federal, State and local government approvals, permits and reviews which may be required to accomplish the Project.

(f) Grantee is not affiliated with or controlled by a for-profit organization.

(g) Grantee will comply with all applicable federal, State, and local laws, and all regulations, ordinances, and all terms and conditions established by DHCD or the State with respect to the operation or performance of the Project.

(h) Grantee shall not use, and shall not permit Subgrantees to use, the Grant funds to engage in political or legislative activities in violation of I.R.C. §501(c)(3).

(i) Grantee has complied or shall comply with all special conditions, as set forth on Exhibit A, which may be imposed by DHCD.

(j) Grantee is not subject to any current or pending bankruptcy proceeding, criminal investigation, or civil investigation by any federal, State, or local government agency for alleged violation of laws of regulations enforced by such agencies.

10. Nondiscrimination and Drug and Alcohol Free Workplace.

(a) Grantee may not discriminate against and hereby certifies that it prohibits discrimination against and will not discriminate against any person on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical or mental disability, or age in any aspect of its projects, programs or activities.

(b) Grantee shall comply with applicable federal, State, and local laws regarding discrimination and equal opportunity in employment, housing, and credit practices, including:

(i) Titles VI and VII of the Civil Rights Act of 1964, as amended, to the end that no person shall experience employment discrimination or be excluded from participation in, or be denied the benefits of, any program or activity for which Grantee receives financial or technical assistance from DHCD, on the grounds of race, color, or national original;

(ii) Title VIII of the Civil Rights Act of 1968, as amended, to the end that no person shall be denied fair housing;

(iii) Title 20 of the State Government Article, Annotated Code of Maryland, as amended, which establishes the Maryland Commission on Civil Rights and prohibits discrimination in employment and residential housing practices;

(iv) DHCD's Minority Business Enterprise Program, as amended;

(v) The Governor's Executive Order 01.01.1989.18 relating to Drug and Alcohol Free Workplaces, and any DHCD or State regulations adopted or to be adopted to carry out the requirements of that Order;

(vi) The Fair Housing Amendments Act of 1988, as amended, to the end that it shall be unlawful to discriminate based on race, color, religion, sex, handicap, familial status, or national origin, in connection with rental, sales or financing of residential real property (as those terms are defined in the Fair Housing Amendments Act);

(vii) The Americans with Disabilities Act of 1990, as amended;

(viii) State of Maryland Governor's Code of Fair Employment Practices (as set forth in Executive Order 01.01.2007.16);

(ix) The Secretary's Policy Statement on Equal Opportunity, to the end that DHCD shall not knowingly approve grants of financial or technical assistance to recipients who are engaged in discriminatory employment practices; and

(x) All other related applicable federal and State laws, regulations, and rules.

11. Fair Practices Certification.

- (a) Grantee certifies that it prohibits discrimination on the basis of:
 - (i) Political or religious opinion or affiliation, marital status, color, race, sex, age, creed or national origin; or
 - (ii) The physical or mental disability of a qualified individual with a disability.
- (b) Grantee agrees that it will not engage in the forms of discrimination set forth in this Agreement or prohibited by law.
- (c) Upon the request of DHCD, Grantee shall submit to DHCD information relating to its operations, with regard to political or religious opinion or affiliation, marital status, physical or mental disability, race, color, creed, sex, age, or national origin on a form to be prescribed by DHCD.

12. Indemnification.

- (a) Except in the event of DHCD's negligence or willful misconduct or the negligence or willful misconduct of DHCD's officers, agents, employees, successors and assigns, Grantee (i) releases DHCD, its agents, employees, and the Program from, (ii) agrees that DHCD, its agents, employees and the Program shall not have any liability for, and (iii) agrees to protect, indemnify and save harmless DHCD, its agents, employees and the Program from and against any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature, including a reasonable attorney's fee, incurred by, or asserted or imposed against, DHCD, its agents, employees, or the Program, as a result of or in connection with the Project. All money expended by DHCD, its agents, employees, or the Program as a result of such liabilities, suits, actions, claims, demands, losses, expenses or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall constitute an indebtedness of Grantee and shall be immediately and without notice due and payable by Grantee to DHCD.
- (b) If Grantee is a local government, the indemnification and release set forth herein applies only to the extent permitted by the laws of the State, and is subject to appropriations as well as the notice requirements and damages limitations stated in the Local Government Tort Claims Act, Md. Code Ann., Cts. & Jud. Proc. § 5-301, et seq. (2013 Repl. Vol.) (the "LGTC") and Md. Code Ann., Cts. & Jud. Proc. §§5-509 and 5-5A-02 (2013 Repl. Vol.), all as amended from time to time.

13. Notice Regarding Disclosure of Information Relating to the Project. DHCD intends to make available to the public certain information regarding the Project and the Grantee. In addition, DHCD may be required to disclose information about the Project to the Board of Public Works and the Maryland General Assembly and may desire to disclose such information to other State officials or their staff, local government officials or their staff, and other lenders and funding sources. DHCD is also required to disclose information in response to a request for information made pursuant to §4-101 *et seq.* of the Public Information Act of the General Provisions Article, Annotated Code of Maryland (the "PIA"). Information that may be disclosed to any of the foregoing, including the public, may include, among other things, the name of the Grantee; the name, location, and description of the Project; the date and amount of financial assistance awarded by DHCD; the terms of the financial assistance; use of funds; information contained in the Application; a copy of the Application; and the sources, amounts and terms of other funding used to complete the Project, including capital contributions from the Grantee. Certain information may be exempt from disclosure under the PIA. Requests for disclosure of information

made pursuant to the PIA are evaluated on an individual basis by DHCD. If Grantee believes that any of the information it has provided to DHCD is exempt from disclosure, Grantee should attach a statement to this Agreement describing the information it believes to be exempt from disclosure and provide an explanation therefor. DHCD cannot guarantee non-disclosure of such information but may consider Grantee's statement when responding to a request made pursuant to the PIA.

14. Notices. All notices, requests, approvals and consents of any kind made pursuant to this Agreement shall be in writing. Any such communication, unless otherwise specified, shall be deemed effective as of the date it is mailed, postage prepaid, addressed as follows:

(a) Communications to DHCD shall be mailed to:

Department of Housing and Community Development
2 North Charles Street, Suite 450
Baltimore, Maryland 21201
Attn: Amy Seitz, Director, Community Access and Partnership

(b) Communication to Grantee shall be mailed to:

County Commissioners of Kent County, Maryland
400 High Street
Chestertown, Maryland 21620

Attn: Jamie Williams, Director, Economic & Tourism Development

15. Amendment. This Agreement or any part hereof, may be amended from time to time only by a written instrument executed by both of the parties.

16. Assignment. No right, benefit or advantage inuring to the Grantee and no burden imposed on Grantee under this Agreement may be assigned without the prior written approval of DHCD.

17. Governing Law. This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State without regard to conflict of laws provisions.

18. Effective Date. This Agreement is effective as of the date of its execution by DHCD (the "**Effective Date**").

19. Execution. This Agreement and any amendments thereto may be executed in one or more counterparts, each of which will be deemed to be an original copy of this Agreement or amendment and all of which, when taken together, will be deemed to constitute one and the same agreement. The exchange of copies of this Agreement or amendment and of signature pages by facsimile or by electronic transmission shall constitute effective execution and delivery of this Agreement or amendment as to the parties and may be used in lieu of the original Agreement or amendment for all purposes. Signatures of the parties transmitted by facsimile or electronic transmission shall be deemed to be their original signatures for all purposes.

20. **CONFESSION OF JUDGMENT.** IF THE PRINCIPAL AMOUNT OF THIS AGREEMENT, ANY INSTALLMENT OF INTEREST OR PRINCIPAL, OR ANY OTHER PAYMENT DUE UNDER THIS AGREEMENT IS NOT PAID WHEN DUE, WHETHER BY MATURITY, ACCELERATION OR OTHERWISE, EACH OBLIGOR WHO SIGNS THIS INSTRUMENT HEREBY AUTHORIZES AND EMPOWERS ANY ATTORNEY OR CLERK OF ANY COURT OF RECORD IN THE UNITED STATES OR ELSEWHERE TO APPEAR FOR AND, WITH OR WITHOUT DECLARATION FILED, CONFESS JUDGMENT AGAINST IT AND IN FAVOR OF THE HOLDER OF THIS AGREEMENT, AT ANY TIME, WITHOUT A PRIOR HEARING, AND IN THE AMOUNT OF THE OUTSTANDING PRINCIPAL BALANCE OF THIS AGREEMENT, ALL ACCRUED AND UNPAID INTEREST, OUTSTANDING FEES AND LATE CHARGES, AND ALL OTHER AMOUNTS PAYABLE TO THE HOLDER UNDER THE TERMS OF THIS AGREEMENT, INCLUDING COSTS OF SUIT AND REASONABLE ATTORNEYS' FEES INCURRED AS A RESULT OF, RELATED TO, OR IN CONNECTION WITH ANY DEFAULT UNDER THE AGREEMENT AND ANY EFFORTS TO COLLECT ANY AMOUNT DUE UNDER THE AGREEMENT OR ANY JUDGMENTS ENTERED THEREON. THE AUTHORITY AND POWER TO APPEAR FOR AND ENTER JUDGMENT AGAINST ANY OBLIGOR ON THIS AGREEMENT SHALL NOT BE EXHAUSTED BY ONE OR MORE EXERCISES THEREOF OR BY ANY IMPERFECT EXERCISE THEREOF; SUCH AUTHORITY MAY BE EXERCISED ON ONE OR MORE OCCASIONS OR FROM TIME TO TIME IN THE SAME OR DIFFERENT JURISDICTION AS OFTEN AS HOLDER SHALL DEEM NECESSARY AND DESIRABLE, FOR ALL OF WHICH THIS AGREEMENT SHALL BE SUFFICIENT WARRANT; IF ENFORCEMENT OF THIS AGREEMENT RESULTS IN HOLDER OBTAINING A MONEY JUDGMENT AGAINST ANY OBLIGOR ON THIS AGREEMENT, HOLDER'S RIGHT TO APPEAR AND CONFESS JUDGMENT FOR AMOUNTS DUE, INCLUDING THE PAYMENT AND REIMBURSEMENT OF ATTORNEYS' FEES AND COSTS ARISING AFTER THE ENTRY OF JUDGMENT (INCLUDING WITHOUT LIMITATION ATTORNEYS' FEES AND COSTS INCURRED TO COLLECT THE JUDGMENT OR LIQUIDATE AND COLLECT ANY COLLATERAL PLEDGED IN CONNECTION WITH THIS AGREEMENT OR ANY OF THE OTHER GRANT DOCUMENTS) SHALL NOT BE EXTINGUISHED BY OR MERGED INTO ANY SUCH JUDGMENT BUT SHALL SURVIVE THE JUDGMENT AS A CLAIM AGAINST ANY SUCH OBLIGOR AND ANY SUCH COLLATERAL.

EACH OBLIGOR ON THIS AGREEMENT HEREBY WAIVES AND RELEASES, TO THE EXTENT PERMITTED BY APPLICABLE LAW, ALL PROCEDURAL ERRORS AND ALL RIGHTS OF EXEMPTION, APPEAL, STAY OF EXECUTION, INQUISITION, AND EXTENSION UPON ANY LEVY ON REAL ESTATE OR PERSONAL PROPERTY TO WHICH SUCH OBLIGOR MAY OTHERWISE BE ENTITLED UNDER THE LAWS OF THE UNITED STATES OF AMERICA OR OF ANY STATE OR POSSESSION OF THE UNITED STATES OF AMERICA NOW IN FORCE AND WHICH MAY HEREINAFTER BE ENACTED.

THIS SECTION 20 SHALL NOT APPLY TO GRANTEEES THAT ARE LOCAL GOVERNMENTS.

{REMAINDER OF PAGE LEFT INTENTIONALLY BLANK}

IN WITNESS WHEREOF, the parties hereto have executed this document with the specific intention of creating a document under seal.

WITNESS/ATTEST: COUNTY COMMISSIONERS OF KENT COUNTY, MARYLAND

Lacey J. Cox

By: P. Thomas Mason (SEAL)
Name: P. Thomas Mason
Title: President

DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT

By: _____ (SEAL)
_____, Assistant Secretary
Division of Neighborhood Revitalization

Effective Date

Approved for form
and legal sufficiency

Assistant Attorney General

Exhibit A - Special Conditions

EXHIBIT A

AMERICAN RESCUE PLAN: NONPROFITS-LOCAL GOVERNMENT PROGRAM

SPECIAL CONDITIONS

NONE



Myra Butler, Director, Parks and Recreation
5/18/2021
County Commissioners Meeting

Item Summary:

2022 Land Preservation Parks and Recreation Program

ATTACHMENTS:

Description

Shore Strategies LPPRP Proposal - Recommended for Award

Urban Research and Development Corporation 2022 LPPRP Proposal

Green Play LPPRP Proposal - Submitted Late



Shore Strategies

25718 Caroline Street
Greensboro, MD 21639
410-200-8651
kat@shorestrategies.community

2022 LPPRP

June 1, 2021 - June 30, 2022*

Overview & Introduction

Shore Strategies LLC, proposes to work with Kent County Parks & Recreation to develop the 2022 Land Preservation Parks & Recreation Plan (LPPRP) which meets all the requirements as set forth in the Guidelines provided by the Maryland Department of Natural Resources and Maryland Department of Planning.

Shore Strategies LLC is a small independent consulting firm located on Maryland's Eastern Shore that specializes in supporting community development in rural counties and municipalities. Shore Strategies was founded in 2019 by Kat Stork Blaher who has more than 20 years of experience in nonprofit and public management. Kat has led the development of a wide variety of community plans including production of the 2017 Caroline County Land Preservation Parks & Recreation Plan. Kat is passionate about creating sustainable rural communities by building partnerships that create collective impact in communities on Maryland's Eastern Shore and beyond. In addition to the 2017 LPPRP, Kat has also recently completed the 2020 Maryland Rural Development Corporation Needs Assessment and the 2021-2024 Caroline County Community Assessment for Caroline Human Services Council, Inc.

Relationships play a key role in the development of goal setting and planning for communities. Kat has an approachable and enthusiastic style that elicits positive connections among the various groups in the community and throughout plan/project development. She has a keen understanding of the unique characteristics, strengths and challenges faced by rural public, private and nonprofit entities.

Scope of Services

Shore Strategies LLC will prepare the 2022 LPPRP with an Executive Summary and four chapters. The major components will include:

Plan Introduction & Framework for Plan

(Chapter 1)

- Background information and process for preparing the plan including the community engagement
- Description of physical characteristics of Kent County and representative County Maps/illustrations
- History and Demographics of Kent County and its municipalities

Recreation, Parks & Open Space Analysis, Goals, and Recommendations

(Chapter 2)

- State and Local goals and policies for recreation services, parks and open space at the state, county and municipal levels
- A summary and analysis of recreation programs offered by the Department of Parks & Recreation
- A summary and analysis of facilities and recreation land provided by Kent Parks & Recreation and by the municipalities in the county as well as an inventory of all recreation and open space land in the county.
- Level of Service analysis of both park equity and proximity using the Maryland DNR tools. This will include analysis based on the LPPRP Guidelines from the Department of Natural Resources
- Results of community engagement to include: stakeholder Discovery Calls, Focus Groups, on-line Community Survey
- Results of worksessions with municipalities to determine municipal goals and their relation to the overall county goals.
- Review other relevant county and municipal efforts related to tourism, preservation, and economic benefits and their correlation to access to parks, recreation, and open spaces in Kent County
- Assist the Parks & Recreation department leadership with the development of county-wide recreation goals and a 10-year capital improvement program with preliminary costs estimates.

Natural Resources Land Conservation Analysis and Recommendations (Chapter 3)

- Update information and maps for natural resource land conservation and preservation. In particular local, state and federal protected lands.
- Compare State goals for natural resource land conservation with County goals , including progress made since 2017 LPPRP.
- Review policies related to natural resource protection land acquisition, utilizing DNR mapping tools.

Agricultural Land Preservation Analysis & Recommendations

(Chapter 4) (The RFP notes that the County may omit this chapter if the County decides to submit as an independent report)

- Goals & Objectives in comparison with State Goals
- Current programs
- Designated preservation areas
- Easement Acquisition Programs & requirements for participation

Community Engagement

A key component of a comprehensive LPPRP is the engagement of the community in the assessment of what is available in parks, recreation and open spaces. Shore Strategies proposes to facilitate a comprehensive community engagement process that includes the following;

- One-on-One Stakeholder Discovery Calls (10)
- Community Focus Groups (3-5)*
- On-line Community Survey
- Municipal Planning Sessions/Meetings

*Intentional efforts will be made to engage marginalized communities that do not typically engage in general focus groups and on-line surveys. This includes African-American residents and residents for whom English is not their first language.

Plan Feedback

Input from County Boards including the Recreation Advisory Board, the Planning Commission and the County Commissioners will be sought throughout the process. Shore Strategies will provide presentations of the draft plan as follows:

- Presentation to the public

- Presentation to the Recreation Advisory Board
- Presentation to the Planning Commission
- Presentation to the County Commissioners
- On-line posting

Plan Distribution (Draft & Final Adopted Plan)

The final plan will be publicly available as follows:

PDF of draft made available for upload

PDF of Final adopted plan made available for upload

Printed copies of draft plan (15)

Printed and bound copies of the final adopted plan (25)

Coordination with Kent County Planning to submit the mapping and inventory to the State Department of Natural Resources and Department of Planning

Proposed Schedule

Deliverable	Deadline
Contract Finalization	6/15/2021
Create Engagement Calendar w/key public dates	6/30/2021
Discovery Calls	7/31/2021
Web based survey	
Web-based survey completed	7/31/21
Focus Meetings Held	5/15/21
Inventory Updated	5/31/21
Interest Group Focus Groups	7/15/2021
Proximity & Equity Analysis Complete	8/15/2021
Contractor Delivers Chapters 1 & 2	8/31/2021
County Returns Changes to Chapters 1 & 2	9/15/2021
County Completes Chapter 4	8/31/2021
Contractor Delivers Chapter 3	8/16/2021
Contractor Delivers Corrections to Chapter 4	8/16/21
Contractor Delivers Corrections to Chapters 1 & 2	10/01/2021
County Returns Changes to Chapter 3 to	8/31/21

Contractor	
Contractor Returns Final Draft for last review by County Staff	10/15/2021
Full Final Draft Delivered for Adv Board & Planning Commission,	11/01/2021
Any changes from Adv. Board & Planning submitted	11/15/21
Final Draft Submitted to State	12/15/21
County Receives State Review	3/1/22
Contractor & County Complete State Revisions	4/1/2021
Plan Submitted to Planning Commissioner	4/15/22
Final Plan Submitted to Commissioners for amendment to Comp Plan	5/15/2022
Final Plan Public Event	6/15/2022

Project Cost

Community Engagement Process)	\$9,975
P&R Goal Setting Sessions	\$2,375
Draft Plan Intro & Chapter 2	\$7,125
Draft Plan Chapter 3	\$2,375
Draft Plan Chapter 4	\$2,375
Level of Service Analysis, Inventory	\$4,750
Final Draft Production and Adoption	\$4,750
Total	\$33,725

* If Kent County submits Chapter 4 independently of the LPPRP, this line item would not be charged and the total project cost will be \$31,350.

Contract Payment Terms

Shore Strategies LLC will invoice by the 10th of each month for the percentage of each line item completed the previous month.

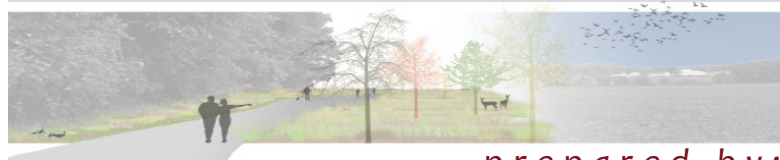
Proposal to Prepare the:

Kent County, Maryland

Land Preservation, Parks and Recreation Plan



MAY 2021

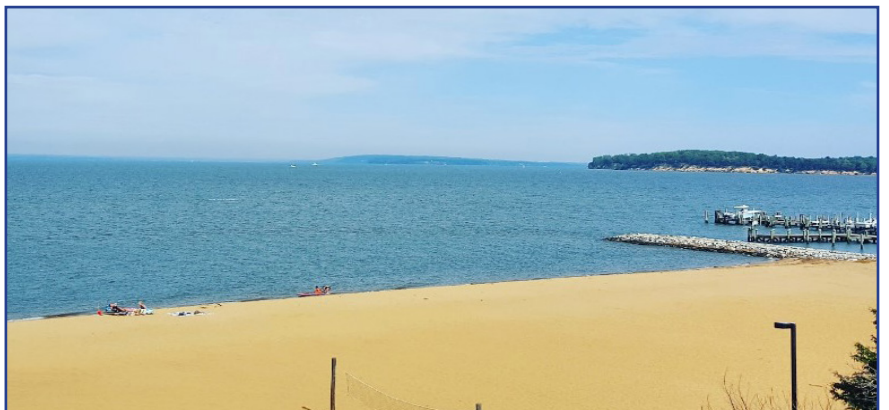


prepared by:
urban research & development corporation
bethlehem, pennsylvania

SCENES FROM
Kent County, Maryland



SCENES FROM
Kent County, Maryland





Urban Research & Development Corporation

81 Highland Ave., Suite 120 • Bethlehem, Pennsylvania 18017 • 610-865-0701 • www.urdc.com

May 5, 2021

Ms. Myra Butler, Parks & Recreation Director, Kent County
11041 Worton Rd.
Worton MD 21678

Dear Kent County Officials:

URDC is pleased to submit our proposal to work closely with the Department of Recreation and Parks and other officials to prepare the 2022 Kent County Land Preservation Parks and Recreation Plan (LPPRP). We will prepare a plan that will involve extensive local public engagement, while also fully complying with the Maryland Guidelines for the 2022 LPPRP Program.

URDC will work closely with the County's Parks & Recreation Department, Public Works Department, including Parks & Ground Maintenance and Public Landings, Planning & Zoning staff, Tourism & Economic Development staff, the Parks & Recreation Advisory Board, the municipal officials, elected officials, community members, and key stakeholders and partners.

URDC prepared six LPPR Plans or Plan Updates for Wicomico County, as well as the site master plan for Naylor Mill Park, and Wicomico's Rural Legacy plan in 1997. We prepared a Pedestrian and Bicycling Master Plan for the City of Salisbury and surrounding areas of Wicomico County.

URDC has completed land preservation, parks, and recreation plans over the years for Caroline, Garrett, Harford, Howard, Prince George's, Queen Anne's, Somerset and Worcester Counties. We have also prepared other plans in Maryland, including:

- Comprehensive Plan for the City of Frostburg
- Parks, Recreation, and Open Space Plan for the City of Gaithersburg
- Garrett County Comprehensive Plan

We look forward to the opportunity to discuss our qualifications and suggested approach with Kent County officials.

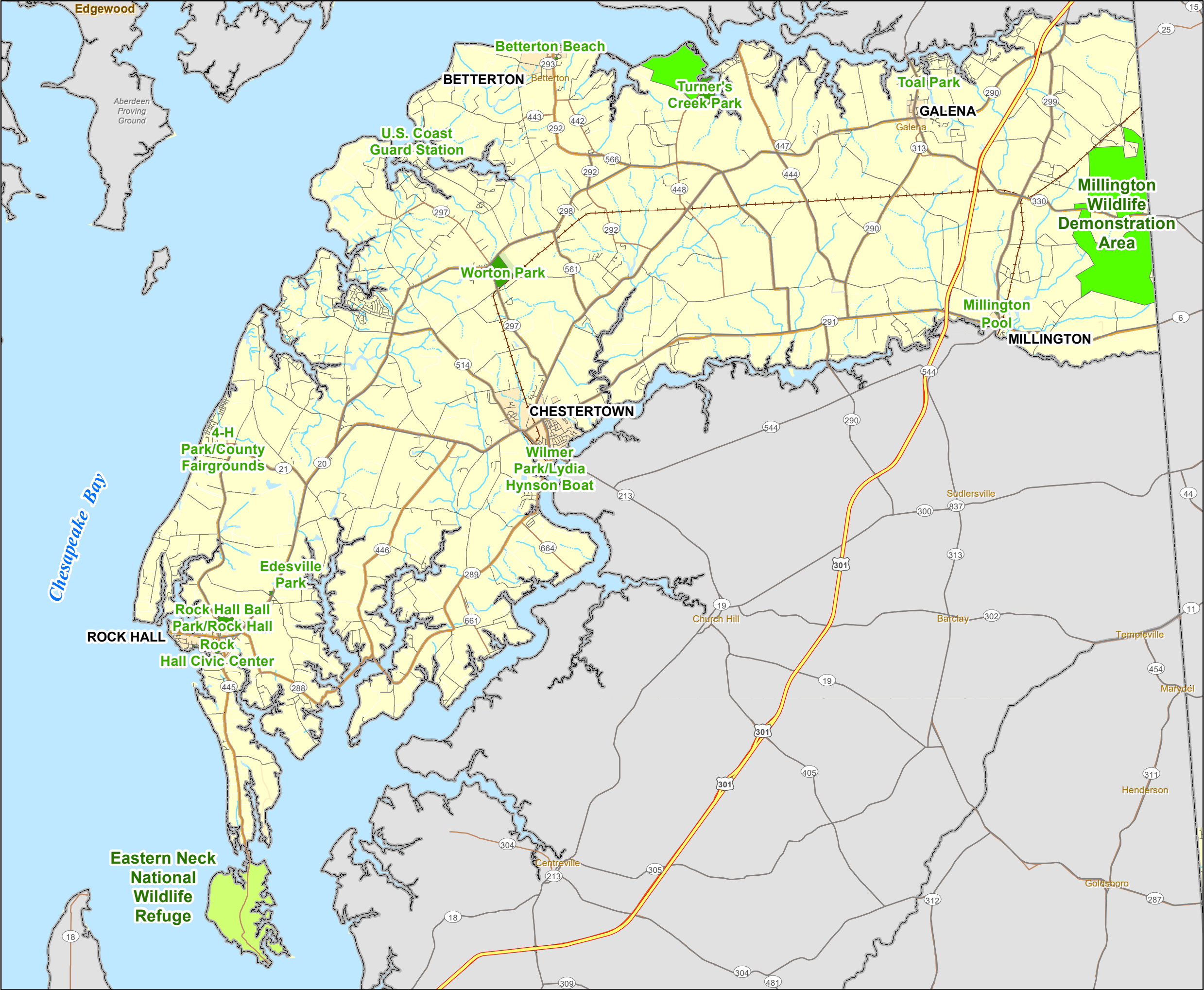
Sincerely,

URBAN RESEARCH AND DEVELOPMENT CORPORATION

Charlie Schmehl, Vice-President

CONTENTS

Map of County Parks and Resource Areas	1
Introduction	2
Scope of Services	2
Proposed Schedule	8
Staffing	9
Fees	14
References	15
Representative Projects	16



**Kent County
MARYLAND**

**PARKS AND
RESOURCE AREAS**

-  County Park
-  Federally Owned
-  State Owned

May 2021

SOURCE OF BASE MAP INFORMATION:
ESRI, Google and URDC.



Urban Research & Development Corporation
81 Highland Ave. Suite 120 Bethlehem, Pa. 18017 610-865-0701

Introduction

URDC is a firm of registered landscape architects, a certified parks and recreation professional, and community planners. We have served municipalities in Maryland, Pennsylvania and Delaware since 1968. We emphasize quality client-centered work that results in cost-effective and sustainable recreation and conservation improvements for communities.

URDC's guiding principle is that we are serving as adjunct staff for the County residents, and work under the policy direction of the County officials. Our main missions include to inform and educate the public, to guide the process, and to present alternatives and recommendations that are built upon what has worked well in similar communities. We emphasize practical recommendations that allow many actions to be undertaken over many years, in a way that fulfills a long-term vision.

Scope of Services

URDC will prepare the 2022 LPPRP with an Executive Summary, and four chapters as described below. The Plan will also be based upon the current goals and objectives of the Department of Recreation and Parks. The following text describes the major components of this project:

Chapter I - Plan Introduction and Framework for the Plan.

URDC will concisely describe the purposes of the Plan, the process for preparing the Plan, and the LPPRP's relationship to the County's Comprehensive Planning process (including the General Development Plan, Small Area Plans, and functional master plans). This chapter will discuss the public participation process that was instituted to develop the Plan, including the survey, focus group discussions, internet outreach, and public meetings.

This chapter will also include background information and mapping on existing conditions and trends, to provide a solid foundation for the recommendations of the Plan. These elements will include:

- A description of physical characteristics of Kent County, including its setting within the surrounding region, the types of land cover, the natural resource features, the public parks, and recreation facilities. Maps in this chapter will make full use of information available through the Office of Planning & Zoning's GIS Coordinator and State GIS sources.
- Analysis of Kent County demographic data, including current population, growth projections, economic information and minority populations.
- A description of the County's Recreation Planning Areas, the County's General Development Plan, and related plans. The RFP states that "The Office of Planning and Zoning will assist with this data and the County will provide all maps (see 2017 LPPRP)." URDC will described current land uses throughout different portions of the County, and will describe current development policies, as well as land preservation programs. This Chapter will also discuss the correlation between the State's Planning Visions and the planning policies of the LPPRP.
- URDC will describe major accomplishments, signature events, programs and facilities of the Department of Recreation and Parks, and describe major challenges going forward.

- URDC will summarize the major recommendations of the previous LPPRP for review by County officials and the public, to help determine which provisions need revision.
- URDC will explain the environmental, economic and health benefits of maintaining and enhancing parks and recreation systems, including both active recreation and natural resource-based recreation.

Chapter II - Recreation, Parks, and Open Space Analysis and Recommendations.

URDC will update this Chapter, based upon Chapter III of the 2017 LPPRP, to include the following:

- A description of state and local goals and policies for recreation services and natural resource protection within the County and the major incorporated municipalities within Kent County (based upon Appendix A1 of the State's Draft Guidelines).
- A description of the organizational structure of the Department of Recreation and Parks.
- A summary of recreation programs offered by the Department of Recreation and Parks.
- Operational and capital funding by the County
- An updated recreation land and facility inventory
- Discussion of types of facilities currently provided by the County.

URDC will also conduct a Level of Service Analysis to address park proximity and park equity modeling, using the Maryland DNR tools. This element of Chapter II will include county data models by the county, and state data models provided by the State Department of Natural Resources. This analysis will be based upon page 9 and Appendices D and E of the State Guidelines.

URDC will prepare a draft survey for the County's approval. URDC will tabulate the results, and report them in a report. If URDC is asked to administer the survey, we will use www.surveymonkey.com . Some paper copies of the survey can also be printed for persons who do not have internet access.

URDC will prepare a demand and needs analysis for parks and recreation facilities. This analysis will take into account an online citizen survey.

The needs analysis will also take into account input received through public meetings, through key person interviews, through focus groups, through the proximity analysis and the park equity analysis.

URDC will also take full advantage of any other surveys that have been conducted, such as state recreation surveys and any surveys conducted as part of the County's Comprehensive Plan and Land Use Code Update. URDC will review results of the latest Maryland Land Preservation and Recreation Plan public survey for the surrounding region.

URDC will provide recommendations for additional recreation lands and facilities for the entire county and based upon planning areas within Kent County.

- A 10-year capital improvement program with preliminary cost estimates (The RFP states that “the County will strongly assist with this item”)
- With support of the County, URDC will develop county-wide recreation goals, including numeric acreage goals. An acreage goal table will be developed to include type of facility, acres required, and acres acquired to date (see page 11 of the Guidelines)
- With support of the County, URDC will present a table that indicates how the County plans to address its acreage goals (see page 12 of the Guidelines)
- With support of the County, URDC will coordinate with the Towns to present an overview of their programs and facilities and report their current plans for new or enhanced programs and facilities. References can be made to any current municipal planning documents and the town's capital improvement program for recreation and park facilities and coordination with the County system.

Chapter III - Natural Resources Land Conservation Analysis and Recommendations.

URDC will provide coordination with the Department of Recreation and Parks and the Office of Planning and Zoning to update the County's land conservation goals and objectives, and to recommend any changes in the program. URDC will also provide coordination with the Department's Watershed Protection and Restoration Program to discuss their role in natural resource protection, and their partnership with the Department of Recreation and Parks. This chapter will include the following:

- Chapter Overview
- Introduction and overview of County efforts to conserve natural resources
- Existing opportunities for residents to "connect with nature". This will include information about state forests providing recreational opportunities, with consideration of the following website: <https://dnr.maryland.gov/forests/pages/mdforests.aspx>. The State's Children in Nature Program will also be described.
- General Development Plan vision and goals – URDC will coordinate the Plan with the County Office of Planning and Zoning to obtain the current Comprehensive Plan recommendations for integrating natural resource conservation with land use policies. The Comprehensive Plan included the following:
 - Designated growth areas
 - Designated conservation areas
 - Watershed Management & Nutrient Reduction
 - A policy of maintaining agriculture and forestry as the dominant land uses
- The State goals for natural resource land conservation will be compared with County goals, as provided in Appendix A2 of the Draft State Guidelines.
- URDC will discuss County implementation programs and progress made since the 2017 LPPRP.
- URDC will describe protected natural resource lands, including local, state, and federal protected lands, based upon maps and inventory provided by the County.
- Policies for property evaluation for possible acquisition for natural resource protection will be described. This will include the following factors:
 - DNR data on climate change and sea level rise
 - DNR's Coastal Atlas
 - DNR's Merlin and Biodiversity Network
 - DNR Targeted Ecological Areas
- URDC will describe ordinances and programs that protect lands, and highlight deficiencies and

provide recommendations for revisions. This will include ordinances addressing floodplains, erosion and sediment control, storm water, zoning, and land subdivision.

- URDC will describe Land Trusts that serve the County, including the focus of each land trust, and lands under easement. The County will assist URDC with reaching out to obtain current data.
- URDC will provide an overview of the Watershed Protection and Restoration Program.
- URDC will summarize the County's Capital Budget and funding for natural resource conservation
- URDC will describe other regulatory and management programs
- URDC will describe the potential for additional ecotourism and resource-based recreation
- URDC will compile information on the typical economic impact of parks and recreation, and related tourism.
- URDC will describe the County's use of resource data and inventories.

Chapter IV - Agricultural Land Preservation Analysis and Recommendations.

The LPPRP Team members and the County's Agricultural Preservation Administrator in consultation with URDC will update the County's agricultural preservation goals and objectives, describe acreages of preserved land, and will describe the current status of the program. This will include:

- Chapter Overview
- Program Introduction and Overview
- Goals and objectives including General Development Plan recommendations
- Compatibility with State Goals – Appendix A3 of the Draft Guidelines
- Current implementation program
- Discussion on designated preservation areas (with mapping by the County)
- Easement acquisition funding programs
- Fund sources and requirements for participation
- Support for farming by others

NOTE: The County RFP states that the County may potentially omit this chapter from the LPPRP draft, and instead submit data as an independent report with the required appendices as requested in the LPPRP guidelines.

Action Program

We propose to include an Action Program, which will summarize all of the major recommendations of the Plan in a table format. This format is designed to be able to be reviewed each year to determine the pace of implementation. The table would identify the entities that should have the primary responsibility to carry out each recommendation. Each recommendation should also be assigned a time frame, such as 1 to 3 years, 4 to 7 years, 8 to 10 years, or continuous. Priority recommendations should also be highlighted.

Appendices

The LPPRP will include the following appendices:

- County Recreation and Open Space Inventory – data will be provided and formatted by the

Department of Recreation and Parks for data and policy analysis in the required chapters and for inclusion in the final document.

- Compilation of Public Comments from public meetings, plan review comments, and the community survey
- Recreational Facilities Needs Analysis Tables, following State standards.

URDC will update the information in the 2017 LPPRP for the 2022 LPPRP, based on the State's Draft Guidelines, public input and the current goals and objectives of the County administration and the Department of Recreation and Parks.

Public Engagement

URDC proposes an extensive public involvement program. While some in-person events are likely to still be limited because of Covid, there still will be plentiful opportunities for public input. We need the feedback, ideas and suggestions of residents to craft the best plan possible.

Interactive Mapping

We propose to use an online mapping tool to encourage residents to highlight problems and opportunities regarding parks and recreation. This allows persons to note, for example, a location where they feel there is a need for a new boat access ramp, or where there is a need for a new playground. We propose using the Wikimapping tool for Kent County. URDC will work with the Wikimapping staff to set up the maps and program. There is a \$250 fee to set up the application, which URDC will fund out of our public engagement budget for this project. We will also provide a written report on the input received through Wikimapping for inclusion in the final report. More information about Wikimapping can be found at:

<https://wikimapping.com/blog/>

Focus Groups - URDC will participate at two focus groups of key community stakeholders, with County staff, to discuss new or expanded initiatives such as:

- Land Preservation and Management of Parks and Recreation Lands
- Water Access
- Trails
- Outdoor Sports and Athletic Facility Deficiencies (Including paved court surfaces)
- Indoor Facilities/ Community Centers
- Recreation Program Initiatives
- Nature Centers

The County may decide to have one of the focus groups be designed to primarily encourage input from the County's African-American community. In most communities, African-American residents are less likely to respond to internet surveys and less likely to attend traditional public meetings than other residents. Therefore, we want to make special efforts to be sure that their concerns are heard.

County Boards Input:

The LPPRP Team will brief the Board of Commissioners and the Planning Commission regarding the LPPRP process and the major draft recommendations. The Commissioners and Planning Commissioners will be encouraged to participate throughout the process.

Web-based survey:

As described previously in this proposal, URDC will draft a proposed public web-based survey for acceptance by the County. URDC will compile the results for inclusion in the 2022 Plan.

Public Review and Public Meetings (as may be adjusted under Covid protocol)

URDC will provide the following presentations:

- Draft Plan Presentation to the public
- Draft Plan Presentation to the Recreation Advisory Board
- Draft Plan Presentation to the Planning Commission
- Final Plan Presentation to the County Commissioners

Web Posting of the Draft Plan and Summary of Comments

In addition to the above public meetings, the draft plan will be posted online for public comment, and URDC will summarize the comments in the form of an appendix. URDC and the County will then work together to address any changes to the Plan resulting from public input.

Web Based Presentations Due to Covid in Lieu of Public Meetings

If public meetings, as shown above, cannot be conducted due to Covid restrictions, URDC will prepare web-based materials to gather public input, and web-based materials to present the draft plan to the public and various boards and Board of County Commissioners.

Summary of Input and Responses

URDC will prepare a summary of public comments, advisory board comments and County Commissioners' comments and prepare responses as needed. URDC will suggest draft revisions to the County to address the input.

Printing and Distribution (Deliverables)

URDC has in-house graphic design services. URDC will provide the following deliverables:

- A PDF copy and 15 copies of all memos, maps and reports for review.
- A PDF and 15 draft copies of the Plan (for Recreation Advisory Board, Planning Commission and County staff
- A PDF and 15 revised draft copies (for County Commissioners and County Administration)
- A PDF and 25 bound copies of the final adopted Plan
- Copies of all mapping in ArcGIS and PDF formats, on a flash drive.

PROPOSED SCHEDULE

Submission to the State

To assure County Commissioner approval of the Plan by the State deadline of July 1, 2022, the draft Plan must be submitted to the State on or before December 31, 2021, with State comments anticipated by March 1, 2022. State comments must be responded to and resolved by April 1, 2022, to allow for Commissioner re-submission in May 2022. This will provide a 45-day window to resolve any issues before the state deadline of July 1, 2022. Note: This timeline is subject to change with approval by the State should an extension be needed for one or more target dates.

Tentative Proposed Timeline/Schedule (Subject to Change by the County):

The following schedule assumes that the County would contract with a consultant in June 2021.

- June-mid-July 2021 URDC and County finalize public engagement plan and draft citizen survey document
- Mid-Late July 2021 County publishes citizen survey to receive public comments
- August-mid-September 2021 – URDC conducts meetings with county agencies and citizen stakeholders for Chapter 2
- Mid-September-early October 2021 – URDC conducts three or four regional meetings for plan development input from citizens. Covid alternative will be virtual meetings, web posting and written comments from the public.
- October 2021 - URDC summarize results of the initial survey responses
- September 2021 - URDC updates and delivers chapters 1 and 2
- September 2021 - County updates and delivers Chapter 4
- September 2021 - URDC updates and delivers chapters 3
- October 2021- County provides comments and changes (within 10 workdays)
- Late October-Early November - URDC completes the draft plan
- Mid-Late November-Early December URDC and the County present the Plan to the public, the Parks & Recreation Advisory Board, Planning Commission and Commissioners and makes any required changes or additions
- Late December 2021-Early January 2022 - URDC provides final draft Plan for the County to submit to Maryland DNR and MDP
- Early March 2022 -The state provides comments to the consultant and County
- Early April 2022 - URDC and Parks & Recreation prepare a response to State comments.
- Late April 2022 - County submits the Plan to Planning Commission
- Early May 2022 - Plan anticipated to be ready for adoption by County Commissioners
- Late May-Early June 2022 - Adopted Plan delivered to the State
- Mid-June 2022 - Plan published
- July 1, 2022 - The State deadline for Plan adoption by the County Commissioners. The anticipated adoption of the Plan in Early May and the actual July 1, 2022 state deadline allows a safety net for any delays in the plan approval process.

Staffing

The URDC team for the LPPRP update will be led by Joanne Conley, with assistance by Robert Kriebel, Len Policelli, Mike Lachman and Conni Jones.

URDC will describe existing land preservation programs in Kent County, including agricultural conservation and forest conservation programs.

- Len Policelli, Registered Landscape Architect and URDC President. Len will provide project oversight throughout the planning process, provide park design input, public meeting organization and preparation, and final report review.
- Joanne Conley, Landscape Architect, Certified Park and Recreation Professional, and Project Manager. Joanne will be the primary contact person for the C o u n t y and committee members for all project related concerns and issues. Joanne will guide the process, create the public survey, write text and graphics, assist with park system evaluations and need assessments, a n d work with committee to prioritize the implementation plan elements.
- Robert Kriebel, Senior Recreation Planner, will be involved in the statistical analysis of needs and compliance with State requirements, based upon his work on LPRPC plans for many other Maryland counties.
- Michael Lachman, Landscape Designer. Mike will assist with public meetings, manage public survey data, assist with recommendations and cost estimates, and provide the final report preparation.
- Conni Jones, GIS Specialist - Computerized mapping/GIS work will be completed by Conni Jones, who completed the GIS work on several previous Maryland LPPRPs over 20 years, as well as multiple countywide Parks and Recreation Plans in Pennsylvania.

The team will be assisted by other URDC staff as needed, such as Charlie Schmehl, who specializes in development regulations and land use planning.

Urban Research & Development Corporation

81 Highland Avenue, Suite 120
Bethlehem, PA 18017
610-865-0701
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lpolicelli@urdc.com



Leonard J. Policelli

Registered Landscape Architect

BACKGROUND:

Mr. Policelli has over 34 years of experience with Urban Research & Development Corporation (URDC). Mr. Policelli is a registered landscape architect in the state of Pennsylvania and has been responsible for a wide variety of land development, site engineering, and project planning. Mr. Policelli has extensive experience in site planning and development specializing in Park Master Plans, Trail & Greenway Plans, and Resort Development. Many of these projects required his expertise in all aspects of project management including the coordination and supervision of various professional disciplines.

RELEVANT PROJECT EXPERIENCE:

Mr. Policelli has been directly responsible for the project management of over 60 landscape architectural and site engineering projects at URDC. Specifically, he has over 20 years of comprehensive experience in Landscape Architecture, Recreation Planning, Park and Open Space Design, and Urban Design. He has been a key participant in all of URDC's major recreation research, land planning and design projects over that time including the more current samples:

- Bolton Facilities Master Plan. Jacobsburg Historical Society, Belfast, PA
- Comprehensive Parks & Pools Study. City of Bethlehem, PA
- Stanley Avenue Park. Fountain Hill, PA Master Plan; Phased Construction Plans
- Laubach and Franko Farm. Salisbury Twsp. Multi Park Master Planning, Conservation
- Monocacy Park & Pool Feasibility Study Master Planning, Phased Construction
- Ironton Rail-Trail. Northampton Co. Construction Plans; Inspection Services
- Lindberg Park & Connections Study. Salisbury Twsp., Planning, Construction
- Stockertown Trail. Northampton Co. Construction Documents & Oversight
- D&L Trail. Northampton & Lehigh Co. Engineering, Construction Oversight

EDUCATION:

Bachelor of Science in Landscape Architecture, Pennsylvania State University

Registered Landscape Architect – Pennsylvania - #1480-E

Continuing Education in native plants, road design, computer aided drafting and design, hydrology, erosion & sedimentation control, and post construction stormwater management.

Urban Research & Development Corporation

81 Highland Ave., Suite 120, Bethlehem, PA 18017

610-865-0701

www.urdc.com, jconley@urdc.com

Joanne H. Conley, CPRP

Landscape Architecture, Certified Parks & Recreation Professional



BACKGROUND:

Ms. Conley has over 35 years of experience covering a wide scope of professional assignments within the field of Landscape Architecture and Recreation Planning. Her experience includes all aspects of: Park Master Planning, Conservation Planning and Design; Trail Network Planning and Design; Site Design and Development; PennDot and NPDES Permitting; Construction Documentation, Bid Management, Construction Management, and Public Participation Methods. Joanne has written grant applications resulting in the award of well over 2 million dollars for URDC clients. The following projects highlight her experience with URDC during the past 15 years:

RELEVANT PROJECT EXPERIENCE:

City of Bethlehem Parks and Pools Study. Recreation departmental operations and maintenance Analysis, facility analysis, capital improvement prioritizing, budgeting and action program, all City parks and open spaces.

Monocacy Park Master Plan and Pool Feasibility Study - City of Bethlehem. Community Park Master Planning, Public engagement, consultant coordination, historic structures and conservation area analysis.

Lindberg Park - Salisbury Township. Master Plan and community connections plan, web survey, design, construction documentation, permitting, bid management, construction management, alternative transportation implementation, grant funding guidance and assistance.

Greer Park Master Plan - Newtown Township. Suburban Neighborhood Park Master Plan, significant habitat and stream restoration, stormwater BMPs, recreation and access improvements, implementation funding.

Wayne Grube Memorial Park - Northampton County. Regional Park, native planting, reforestation planning, soils amendment, landscape specification and construction oversight.

Laubach & Franko Farm Recreation Area Master Plans - Salisbury Township. Worked with DCNR to secure additional funds to combine two park master plans that serve the same population.

Royersford Riverfront Park and Trail - Royersford Borough. Brownfield and riparian buffer design, DEP permitting, rain garden and riparian buffer plant selection and construction oversight.

Bethlehem Area Trail Feasibility Study - City of Bethlehem. Analysis, Planning, Costs, Recommendations,

Pilgrim's Park Trail Feasibility Study - Upper Darby Township. Trail Gap Analysis, Trail Corridor Planning with alternative routes and construction details in urban and rural settings.

Stockertown Rail Trail - Stockertown Borough - Design, Permitting, Construction, Highway Crossing.

EDUCATION, TRAINING, ACCOMPLISHMENTS:

Bachelor of Science in Landscape Architecture, Pennsylvania State University

CPRP, Certified Recreation and Park Professional by the National Recreation and Parks

Association Team Leader, Ecumenical Soup Kitchen

Urban Research & Development Corporation

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Bethlehem, PA 18017 • 610-865-0701
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Robert A. Kriebel, AICP

Senior Parks and Recreation Planner

BACKGROUND:

Mr. Kriebel has been a professional planner in both the public and private sectors for more than 40 years. Since joining URDC in 1987, Mr. Kriebel has specialized in preparing parks, recreation and open space plans, as well as economic development plans.

RELEVANT PROJECT EXPERIENCE:

His projects in parks, recreation, open space, and greenways include the following locations:

- Adams County (PA)
- Beaufort County (SC)
- Carbon County (PA)
- Caroline County (MD)
- Town of Darien (CT)
- Dauphin County (PA)
- Town of East Hampton (NY)
- Garrett County (MD)
- Harford County (MD)
- Kent County (DE)
- Northumberland Co. (PA)
- Queen Anne's County (MD)
- St. Jones River Greenway (Kent Co, DE)
- City of Scranton (PA)
- Wicomico County (MD)

He has also directed economic development studies in the following locations:

- Adams County
- Carbon County
- Chester County Partnership
- Clearfield County
- Monroe County
- Moshannon Valley
- Punxsutawney Area Sullivan County
- Wyoming County

EDUCATION:

B.S. Community Development, Penn State University
Graduate courses, Lehigh University

PROFESSIONAL AFFILIATIONS:

American Institute of Certified Planners (AICP)
American Planning Association
Pennsylvania Planning Association

Urban Research & Development Corporation

81 Highland Avenue, Suite 120
Bethlehem, PA 18017 . 610-865-0701
www.urdc.com . mlachman@urdc.com

Michael Lachman

Landscape Architecture



BACKGROUND:

Michael has over ten years of professional experience covering a wide range of landscape architecture competencies. Mike is working towards the completion of his landscape architectural licensure. At URDC Mike was engaged in setting standards for CAD drawing work, as well as various on-going planning and construction projects. Prior to working at URDC, Mike worked in the high-end residential design-build market sector. The following projects highlight his experience:

RELEVANT PROJECT EXPERIENCE:

Royersford Riverfront Park and Trail - Royersford Borough. Construction documentation of Phases Three and Four of this multi-phased multi-use trail and linear river front park project involving ADA compliance, riparian buffer restoration and plant specification, NPDES permitting, wayfinding sign program design and implementation,

Victory Park - Royersford Borough. Preliminary Master Planning for community parks, grant funding assistance, ADA compliance, inclusive playground, splash pad, stormwater best practices,

Spring City Trail Connections - Spring City Borough. Construction documentation and detail for share the road symbol placement, wayfinding sign placement, pedestrian crosswalk replacement design, grading and detailing for public parking lot, construction observation and management,

Shawnee Planned Residential Development - Shawnee Development Inc. Construction plan preparation, grading, E&S plan and detail, PCSM plan and detail, NPDES Permitting, stormwater calculations,

Doylestown County Club Pool Renovation - Private Doylestown Aquatic Facility. Prior to joining URDC, Mike worked on plan renderings and budgeting for this project

Towns Edge Apartments, a 55+ Community - Private Residential Development, Doylestown Borough. Prior to joining URDC Mike worked on a master plan for the landscape in this development, as well as graphic rendering, 3D modeling and budgeting.

EDUCATION, TRAINING, ACCOMPLISHMENTS:

Bachelor of Science in Landscape Architecture, Penn State University
Landscape Architecture Licensure Testing - successful completion of four sections

Three D Modeling for URDC planning projects

Professional Fees

URDC's professional fees and expenses to complete the tasks in this Scope of Services involve a total of \$50,000, as shown below:

	<u>Task</u>	<u>Fee</u>
1	Plan Introduction and Framework for the Plan	\$3,600
2	Recreation, Parks and Open Space Analysis and Recommendations	\$10,100
3	Natural Resources Land Conservation Analysis and Recommendations	\$7,100
4	Agricultural Land Preservation Analysis and Recommendations	\$4,600
5	Action Program	\$3,900
	Appendices	\$6,200
	Public Engagement, Survey, and Meetings	\$10,300
	Printing, Map Plotting, Final Products and Mileage	\$4,200
TOTAL		\$50,000

URDC will invoice monthly for the percentage of each task completed during the preceding time period.

This Scope of Services includes URDC participation at a maximum total of 15 in-person meetings, hearings and focus groups within Kent County. URDC will also participate at up to 15 additional online meetings. If the County directs URDC to participate at additional meetings, the additional meetings will be invoiced at a cost of \$600 for each additional in-person meeting and \$250 for each additional online meeting.

REFERENCES

➤ **Borough of Royersford – Donna Ziegler Borough Manager 610-948-3737**

The Borough of Royersford is one of our long standing clients. We assist them with grant writing and administration, park and recreation planning, park and trail design, and preparation of construction documents. This work includes timely correspondence and coordination with Borough officials, outside agencies, and contractors.

➤ **Borough of Spring City – Dennis Rittenhouse, Manager 610-948-3660**

The Borough of Spring City is another of our long standing clients. We assist them with grant writing and administration, community and revitalization planning, urban design and streetscape development. This includes timely correspondence and coordination with Borough officials, outside agencies, and contractors.

➤ **Salisbury Township – Cathy Bonaskiewich, Manager 610-797-4000**

URDC has worked with Salisbury Township for over ten years. Over that time we have assisted them with grant writing and administration, park master planning and park construction design, development, bidding, comprehensive planning, and construction oversight of park improvements.



Park and Trail Master Plans, Engineering and Construction Monitoring

URDC has prepared master plans, construction plans and specifications for over 100 parks and many trails in several states. Subject sites have ranged from county and regional facilities, community athletic complexes and nature preserves to neighborhood parks and urban pocket parks. URDC has been instrumental in establishing numerous bikeway and multi-use trails in connection with our park master plan work.

Park, Recreation, Open Space and Greenway Plans, Including Trail Planning

URDC has prepared parks, recreation and open space plans for several large counties in Pennsylvania, Maryland and Delaware. We completed studies for the U.S. Department of Interior and the Maryland Department of Planning. URDC authored the Pennsylvania Department of Community Affairs publication, Recreation Close-to-Home. At the municipal level, we have prepared park, recreation, and open space plans (including several multi-municipal plans) for numerous townships and boroughs in many Pennsylvania counties. Virtually all of these plans feature extensive recommendations on trail corridor delineation, planning, and pre-design.



Urban Research & Development Corporation

Grants & Funding

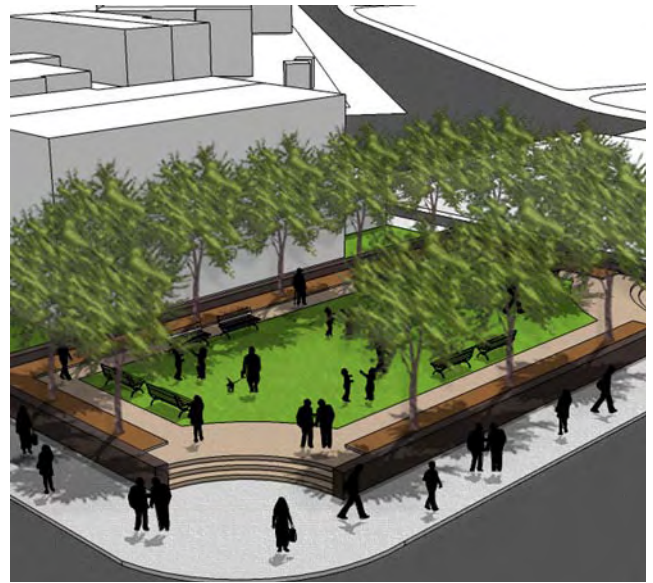
URDC emphasizes implementation. Our firm has obtained numerous federal and state grant funds (including Community and Economic Development, Business / Industrial development grants and loans, Sites in Business, CDBG, Enterprise Zone, Community Conservation, PennVEST, Multi-Modal, and Municipal Assistance among many others) for a variety of community development, recreation, conservation, and private development projects. We have obtained over \$50 million in grants for our client communities.

Graphic Design

URDC's design, engineering, and mapping are done with computer-aided drafting (CAD) and geographical information systems (GIS) software programs. Our software capabilities allow us to convert computer files from all major CAD and GIS programs. We also have the capabilities to produce artistic renderings using Photoshop, SketchUp, and Adobe Illustrator.

Citizen Participation

URDC has extensive experience in citizen participation. Graphics, maps, illustrations, information posters, news releases, public workshops, visioning sessions, questionnaires, community and neighborhood surveys, focus groups, key person/agency interviews and other techniques are used to obtain public input. URDC works closely with clients to review various public participation options that are available for use.





Greenway Plans

URDC has worked closely with the Pennsylvania DCNR and similar agencies in Delaware and Maryland in preparing a variety of regional and municipal greenway plans

Notable Examples

- *Two Rivers Area Greenway Plan* focused on the Delaware and Lehigh Rivers area in Northampton County, PA from the Appalachian Trail to Bucks County. The plan is now being used by Pennsylvania DCNR as a pilot project for multi-agency greenway implementation.

- *Adams County Greenway* is a county wide greenway plan that provides guidance on how Adams County can conserve and enhance natural corridors while planning future trail corridors to tie together parks, communities and other activity hubs.

- *Spring Township Greenway Plan* is a township-wide greenway study URDC conducted for a suburban and semi-rural Berks County municipality.

- *Tulpehocken Greenway Plan* involved municipalities in both Berks County and Lebanon County along the Tulpehocken Creek corridor.

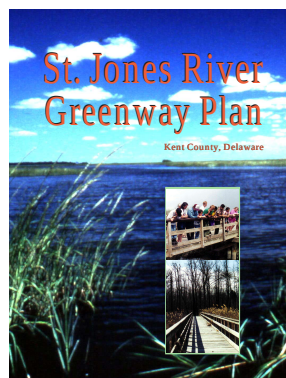
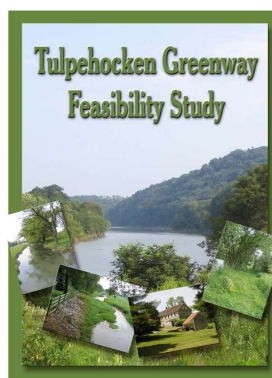
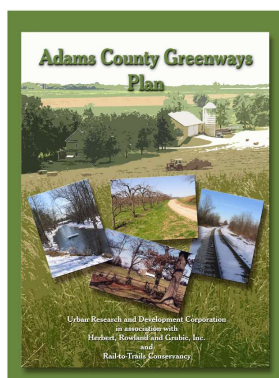
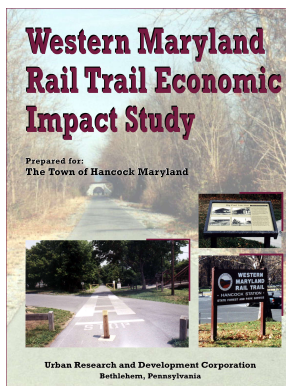
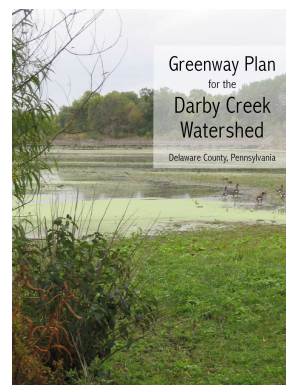
- *Darby Creek Watershed Greenways Plan* is a project where URDC assisted the Delaware County Planning Department

on a greenways plan for the Darby Creek watershed in Delaware County, PA. The complete plan area extended across twenty-six townships and boroughs. URDC prepared a master plan for a three-mile demonstration area within the watershed.

- *Western Maryland Rail Trail Plan* focused on feasibility and market analysis for two separate segments of a trail in western Maryland near the Town of Hancock.

- *St. Jones River Greenway Plan* is a plan for establishing a greenway corridor in Delaware's most populous watershed from Dover to Delaware Bay.

- *Lancaster Inter-Municipal Regional Parks, Recreation and Open Space Plan* - URDC received a PA Planning Association award for this regional plan, which involved planning parks and greenways in a ten-community area.





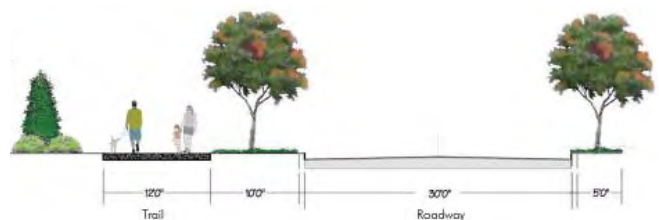
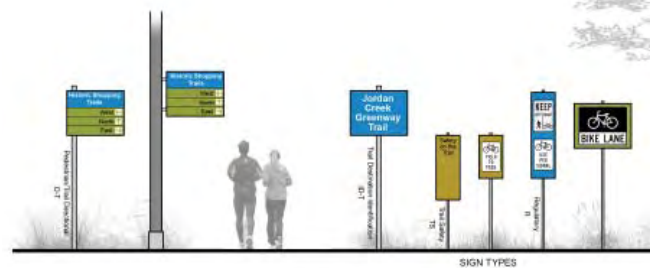
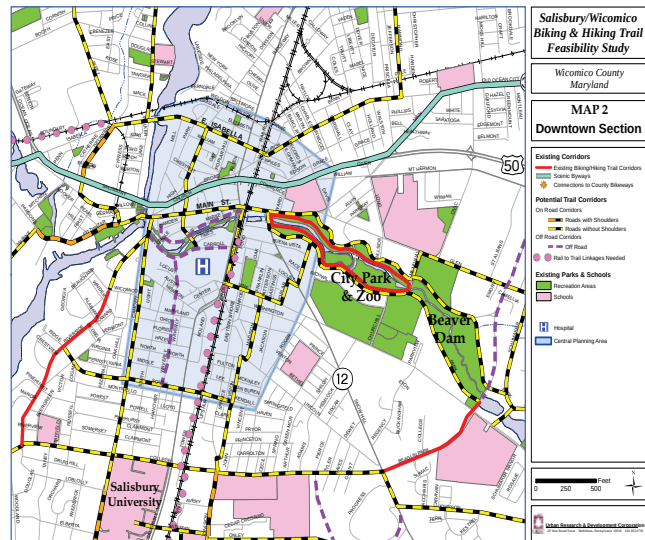
Biking & Hiking Functional Master Plan

Salisbury / Wicomico, MD Metropolitan Area

The Biking & Hiking Functional Master Plan analyzes the potential for developing a network of biking and hiking trails in the Salisbury/Wicomico metropolitan area. Located on the Eastern Shore of Maryland, the study area consisted of creating a future safe biking and pedestrian network throughout the metropolitan area. The plan capitalizes on the urbanized area of Salisbury and the adjacent rural outlying areas of Wicomico County. The proposed network connects the residential neighborhoods to major entities, such as, Salisbury University, Wor-Wic Community College, Wicomico County Visitors Center, Ward Museum of Waterfowl Art, Peninsula Regional Medical Center, major shopping and employment centers, public schools and county parks.

The Plan outlines:

- An overview of existing biking and hiking trails
- A conceptual plan that identifies potential trail corridors
- Recommended guidelines and specifications for designing and constructing different trail types
- An Implementation and Funding section that suggests next steps and funding opportunities for future implementation.





PARKS, RECREATION AND OPEN SPACE PLAN FOR THE 21ST CENTURY

GAITHERSBURG, MARYLAND

URDC worked with Gaithersburg City recreation, staff, the manager, and residents to plan for future recreation needs of the community. Existing parks were evaluated, and additional recreation needs and were assessed. The recreation department operations, programming, maintenance and budget were analyzed as compared to other like communities based on data gathered by the National Recreation and Parks Association (NRPA). Recommendations were formulated and prioritized, followed by a plan for phased capital improvements with estimated costs for development work.



LINDBERG PARK

SALISBURY TOWNSHIP, PENNSYLVANIA

URDC worked with Salisbury Township to develop a Master Plan for this existing suburban 20 Acre park. The Master Plan included looking for a way to connect the park with a regional recreational trail network in the adjacent municipality. The goals for the park, established during the writing of the Master Plan included providing for accessibility throughout the park, renovating 50 year old structures, preserving the existing trees and enhancing wildlife habitat along the wooded perimeter of the park. An existing easement was discovered that allowed the township to proceed with a connection to the adjacent trails network. URDC then wrote a successful development grant for the first phase of work recommended by the plan.

LINDBERG PARK

SALISBURY TOWNSHIP, PENNSYLVANIA

FIRST PHASE OF DEVELOPMENT IMPROVEMENTS

- Pollinator Meadow and Interpretive Sign
- Accessible .75 Mile Perimeter Trail
- Connection Spur to Little Lehigh Greenway Trail Network



SECOND PHASE OF DEVELOPMENT IMPROVEMENTS

- Native Meadow and Groundcover
- Secondary Pathways creating Loop Trails and Access to all remaining recreational facilities



SUSTAINABILITY IMPROVEMENTS

URDC designed the perimeter trail with a pervious pavement comprised of recycled rubber and granite. The product provided infiltration on the site, meeting stormwater requirements so that the land at the park could remain in recreation.

Recipient of: **2015 Trail and Gateway Award**
Schuylkill Highlands Conservation Landscape

ROYERSFORD RIVERFRONT PARK

BOROUGH OF ROYERSFORD, PA

PHASE 1 IMPROVEMENTS



URDC designed Phase 1 improvements to draw visitors onto the riverfront path which links to the First Avenue sidewalk near Main Street. The path passes under a symbolic entrance arch and then winds through the park offering views along the Riverwalk. The path provides access to a circular brick textured sitting area beneath a semi-circular pergola where benches provide a perfect spot to observe the Schuylkill River.



IMPLEMENTATION OF THE MASTER PLAN:

URDC assisted the Borough in obtaining a DCNR matching grant for construction of phase 1 improvements.

We provided all site design services and obtained all permits required for construction.



EXTON PARK MASTER PLAN

WEST WHITELAND TOWNSHIP, PENNSYLVANIA

URDC was retained by the Township to rewrite a Master Site Development Plan for a 280 acre community park. The previous master plan missed the mark concerning what township residents wanted in their community. URDC has implemented extensive public participation to determine what improvements are appropriate for Exton Park and will meet the current needs of residents. URDC partnered with Applied Ecological Services (AES) to meet the goals of the plan which include: strengthen community identity, respect the history of the land, maximize sustainability and protect the unique environment at the park to create a community treasure.

EXTON PARK MASTER PLAN

WEST WHITELAND TOWNSHIP, PENNSYLVANIA

PROCESS

- Steering committee meetings
- Public meetings
- Public surveys
- Key person interviews



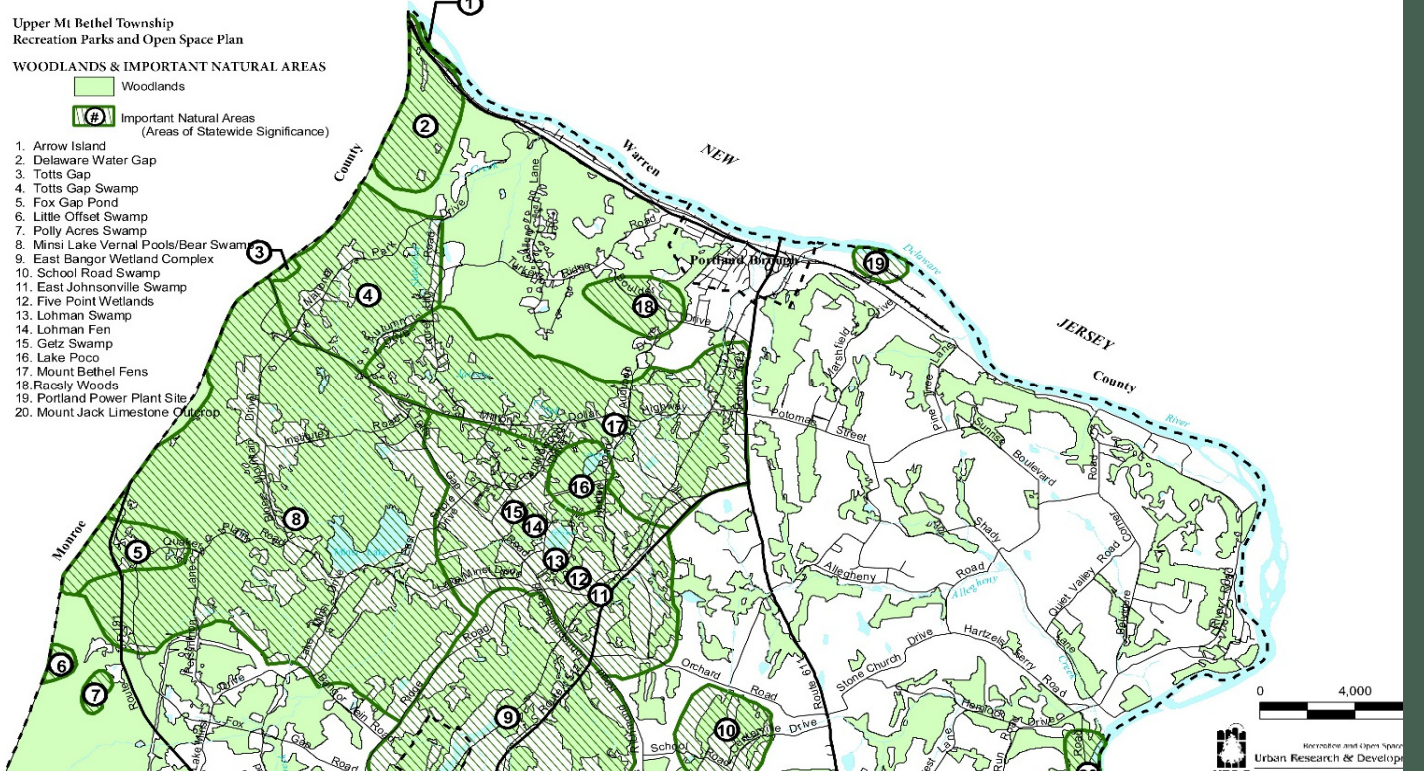
FAVORED CONCEPTS

- primarily a park of passive recreational uses
- incorporate pedestrian trails
- concentrate on environmental preservation
- enhance wildlife habitat
- create forested riparian buffer
- create educational opportunities
- create a community resource
- continue tenant farming of selected areas



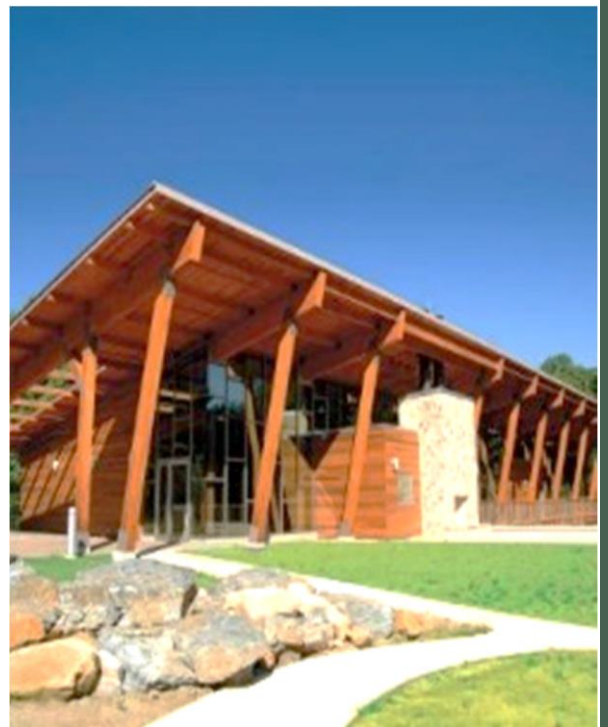
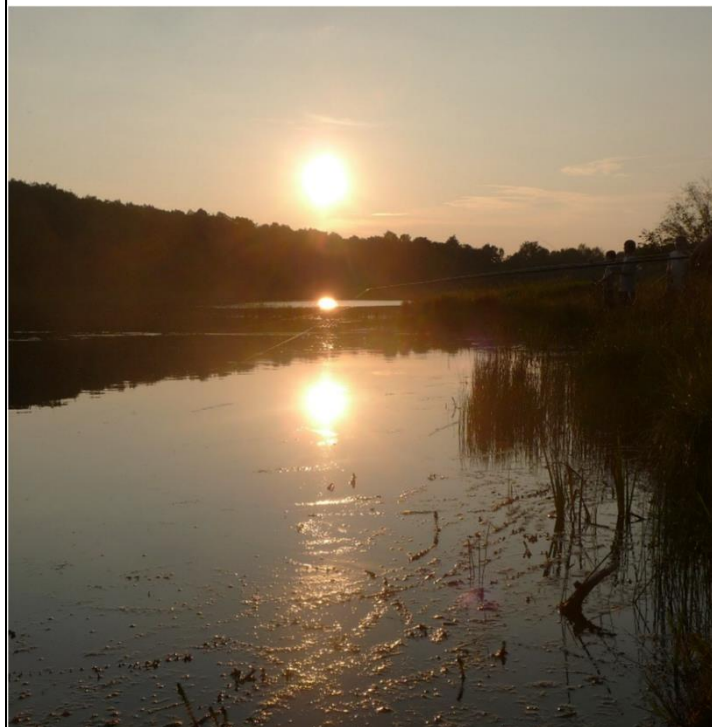
RESPECTING
THE
HISTORICALLY
AGRARIAN
LAND USE.

Exton Park is a parcel of land which contains an environmentally sensitive stream corridor. It is valued as an example of the historically agrarian land use pattern of field and farm, stream and woodland.



UPPER MOUNT BETHEL TOWNSHIP RECREATION, PARK & OPEN SPACE PLAN

Upper Mount Bethel Township, in Northampton County, is a growing rural area whose residents want to preserve agriculture and open spaces. The Township had a few recreation designated lands that were at capacity and had recently acquired a 90 acre parcel that they intended to use to provide recreation services for residents. A goal of this plan was to inventory the Townships critical natural features, to present current and projected demographics, to assess recreation needs of residents, and to describe how the Townships current recreation facilities and programs relate to the region's available facilities and programs. Additional aspects of this plan were to set goals and priorities, and to create a funding strategy for future improvements.



LAND PRESERVATION & RECREATION PLAN

HOWARD COUNTY, MD.

URDC assisted Howard County to evaluate the progress they made since their last comprehensive planning effort. The County's goals were to preserve openspace, to protect local and regional greenways, and sensitive riparian and wetland habitats, and to provide facilities for a broad range of recreation activities based on future anticipated populations and needs. Public participation was a hallmark of the plan, URDC prepared presentations for multiple public and government meetings. Planning was focused in three important areas; expanding recreation services, preserving additional environmental resources, and sustaining agriculture by preserving agricultural lands. The planning work involved updating land use data, mapping the inventory of recreation and open space lands, generating a supply and demand analysis, and creating 15-year land acquisition and capital improvement priorities for Howard County.



TWO RIVERS AREA GREENWAY PLAN

NORTHAMPTON COUNTY, PENNSYLVANIA

URDC prepared the Two Rivers Area Greenway Plan for the Bushkill Creek/ Lehigh River Area. The implementation plan was designed to identify gaps in the trail system throughout the Bushkill Creek watershed and plan a regional trail system in northeastern Northampton County that ultimately links the Delaware River to Blue Mountain. The plan is composed of three elements:

1. **GAPS ANALYSIS**

- ownership
- identify- trails: current, proposed & future,
 - alternate routes
- aerial photography imaging

2. **FEASIBILITY STUDY**

- Profile – potential trail users
- identify - preferred & alternate trail routes
- Mapping – background information:
 - Demographics, natural features, natural areas, recreation, historic/ cultural resources

3. **IMPLEMENTATION STRATEGY**

- Guidelines:
 - Goals, Actions, Timing & Responsible Parties
- Estimated Construction Cost = \$200k - \$400k per mile + land acquisition
 - Identify Funding Sources



BETHLEHEM COMPREHENSIVE PARKS & POOLS STUDY

CITY OF BETHLEHEM, PENNSYLVANIA

URDC worked with the City Recreation Department, staff and residents, to assess the state of the current park system. The study took an in-depth look at existing conditions at each of the City's 40 parks, pools, and open space land. Existing recreation department lands, programming, operations and budget were compared to norms established by the National Recreation and Park Association based on data collected from recreation agencies across the country. The study analyzed the strengths and weakness of the City's Park system and developed priorities within each study area. Recommendations included ways to increase revenues and to decrease costs while enhancing available recreational opportunities. An immediate outcome of the study was the action by the City to begin planning renovations to their largest community pool.



PARK, RECREATION & OPEN SPACE PLAN

TREDYFFRIN TOWNSHIP, PENNSYLVANIA

Tredyffrin Township is the most populous municipality in Chester County which includes a major corporate center and Valley Forge National Historic Park. URDC worked with the Township to create a plan for a Township-wide multi-use trail system, using field reconnaissance and GIS mapping. Parcels of land that would help to preserve additional open space in the Township were identified. A park inventory analysis was created to illuminate facilities that needed to be renovated and where facilities needed to be added. Recreation program offerings were proposed to expand and improve the recreation opportunities in the Township. And a financial analysis was performed to allow the Township to save costs while expanding program offerings.

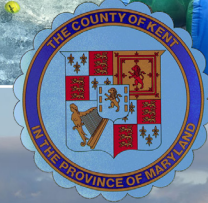


IRONTON RAIL TRAIL MASTER PLAN

LEHIGH COUNTY, PENNSYLVANIA

URDC prepared the Ironton Rail Trail Master Plan for the Ironton Rail Trail Oversight Commission, through a grant funded by DCNR. Goals for the trail route involved connecting neighborhoods and parks. The trail route evolved as a loop trail and a spur trail that will connect to the D&L trail on the Lehigh River. URDC recommended that deteriorating cement kilns be restored as a reminder of the areas industrial heritage. URDC created unique signs for the project using a rail crossing insignia. The Ironton Rail Trail has been nearly completed and is one of the most popular trails in the Lehigh Valley. The Master Plan included mapped trail routes, site analysis, an activities and facilities analysis, with phases and estimated costs to implement the plan.

PROPOSAL FOR PROFESSIONAL PLANNING AND CONSULTING SERVICES



Land Preservation, Parks, and Recreation Plan Update

Kent County, Maryland

Submitted: May 11, 2021

GREENPLAY LLC

*The Leading Edge In Parks, Recreation,
And Open Space Consulting*

TABLE OF CONTENTS

I. Firm Background and Experience 4

II. Proposed Project Team 6

III. Representative Experience 10

IV. Project Understanding and Approach..... 15

V. Proposed Budget 23



May 11, 2021



Ms. Myra Butler
Kent County Parks & Recreation
Clarence A. Hawkins, Sr. Building
11041 Worton Rd.
Worton, MD 21678

Dear Ms. Butler and Selection Committee:

Thank you for inviting GreenPlay to submit a proposal for the Land Preservation, Parks, and Recreation Plan. We know that Kent County appreciate the County's parks, recreation, and natural areas. Your residents recognize the role that these facilities and services play in contributing to their quality of life. In order to maintain your system and to remain eligible for state grants, the time has come to update your Land Preservation, Parks, and Recreation Plan, which was completed in 2017. We are excited to have the opportunity to help you update this plan and guide the County in the next five years of parks and recreation provisions. We have been providing parks and recreation master and strategic plans and related services for agencies in Maryland and around the country since 1999, including the award winning M-NCPPC Montgomery County Vision 2030 and Strategic Plan for parks and recreation services. We have also completed similar projects for the communities of Baltimore City, Calvert County, Charles County, College Park, Greenbelt, Prince George's County, St. Mary's County, and the Maryland Department of Natural Resources.

To help you meet and exceed all of your goals for this plan, we have assembled a comprehensive team to address each of your desired outcomes. This team blends local and technical expertise with GreenPlay's experience and expertise in parks and recreation operations. The team includes:

- **GreenPlay:** Lisa Wolff, CPRP, Tom Diehl, MS, CPRP, and Dave Peterson, RLA
We are Management Planners focusing on project management and coordination, community and stakeholder engagement, inventory and analysis, inventory and level of service analysis, maintenance, financial analysis, preventive health, and development of final recommendations. This project will be led out of our Burlington, NC office, and our Moseley, VA office.

Our record in land preservation, parks, and recreation planning has been outstanding. We look forward to the opportunity to apply our skills to assess your parks, recreation, and open spaces and develop innovative, yet implementable recommendations with you. **I will serve as primary contact person, and my contact information is listed below. If you have any questions related to this proposal, please feel free to contact me at the number listed below. I am authorized to represent GreenPlay. This proposal is valid for 160 days.**

Sincerely,

A handwritten signature in blue ink that reads "Teresa L. Penbrooke".

Teresa Penbrooke, PhD, MAOM, CPRE

CEO and Founding Managing Member

Phone: (303) 870-3884 (direct) | E-mail: TeresaP@GreenPlayLLC.com

I. FIRM BACKGROUND AND EXPERIENCE

Brief Background and Experience

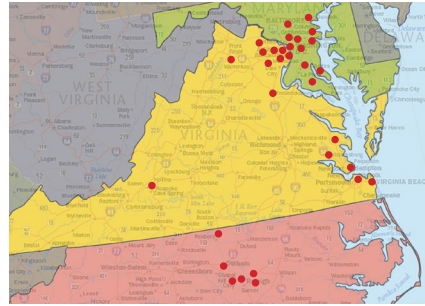
GreenPlay, LLC, was founded in 1999 and is headquartered in Colorado with ten regional offices around the country, including two in Virginia and two in North Carolina. We operate as a **CONSORTIUM OF EXPERTS** specifically to provide management and consulting services for parks, recreation, open space, and related quality of life agencies. We serve as a resource for agencies by organizing teams that are responsive, experienced in the field, and who understand the needs of individual communities. Our firm works nation-wide with 20 employees and over 75 technical consortium affiliates and sub-consultants to complete projects for large and small agencies throughout the nation. GreenPlay has successfully completed nearly **600 projects**, working with local, state, and national government agencies, as well as with private sector organizations.

A Proven Record of Experience and Expertise in Parks and Recreation Planning

This type of projects are not an adjunct service for our firm! This is what we do at GreenPlay, everyday, successfully, for small and large communities of all types, all over the United States. We have a strong national reputation based on many years of experience with staff who will help you to develop a community-specific plan that will be easily implemented, help gain engagement and consensus, and will address the key issues for Kent County.

Relevancy of Similar Work Experience

Our firm has experience that is directly relevant to this project. We have completed similar master planning efforts for several Maryland communities including Calvert County, Charles County, Montgomery County, Prince George's County, St. Mary's County, Greenbelt, and Baltimore as well as the Virginia communities of Gloucester County, Arlington County, Alexandria, and Leesburg, and the National Capital Planning Commission in Washington, D.C. among many others.



40+

*Completed projects
in Virginia, Maryland,
and North Carolina.*

We are very familiar with the region, and we will be able to quickly discern key issues in your community and help you plan to address them in an effective manner.

Experience With Governmental Agencies

Ninety-five percent (95%) of our projects have been performed for public clients. Collectively, the GreenPlay Team offers a comprehensive set of skills built on a foundation of excellent verbal and written communication abilities. Our experience allows us to effectively manage our time while producing plans that are detailed, customized, and implementable.

GreenPlay team members have **direct experience working for parks and recreation departments** across the country as senior level administrators. Having worked as individuals on “your side of the table,” we know how important it is for consultants to be accessible. We also understand the importance of your daily responsibilities.

Management Approach and Philosophy Toward Parks and Recreation Planning

We believe that parks and recreation assets contribute to the quality of life that makes a community a desirable place to work, live, and play. GreenPlay consultants are all passionate about developing plans and documents that work conceptually and are implementable in each individual community.

Our Project Manager is based in Burlington, North Carolina, our Principal-in-Charge is based in Moseley, Virginia. We are easily accessible to your agency.

Our Experience



Over 175 Years of In-House Expertise

Your partners at **GreenPlay** bring many years of experience working with parks, recreation, and related community quality of life agencies. Our team members have diverse backgrounds in parks and recreation administration and management, business consulting, and academics, allowing us to analyze your unique situation from a multitude of perspectives.

From our years of experience and familiarity with many professional services firms in the industry, **GreenPlay** develops consulting teams that consist of top professionals from around the country. We will personally evaluate your situation and determine which of our team specialists will work best for your staff and community to achieve success and meet your expectations in a timely fashion.

**GreenPlay is a 100% Woman-Owned Business
and is WBE, DBE, and SBE Certified**

Our Team of Experts

- Management specialists
- Experienced parks and recreation professionals
- Recreation program administrators
- Information technology experts
- Marketing and community relations specialists
- Media relations experts
- Sponsorship and partnership developers
- Governmental accountants and finance consultants
- Grant writers
- Landscape designers, architects, engineers
- Experts in public process and involvement
- Professionals working with youth, seniors, or special populations
- Public administration experts
- Environmental, conservation, and wildlife resources/management professionals
- Accessibility specialists
- Non-profit development specialists
- Campus recreation programming and operations specialists
- Public art, cultural, and historical resources
- Graphic Designers

II. PROPOSED PROJECT TEAM

KENT COUNTY | PARKS AND RECREATION DEPT. PLANNING AND ZONING DEPT.

GREENPLAY, LLC



Lisa Wolff, MSL, CPRP
Project Manager



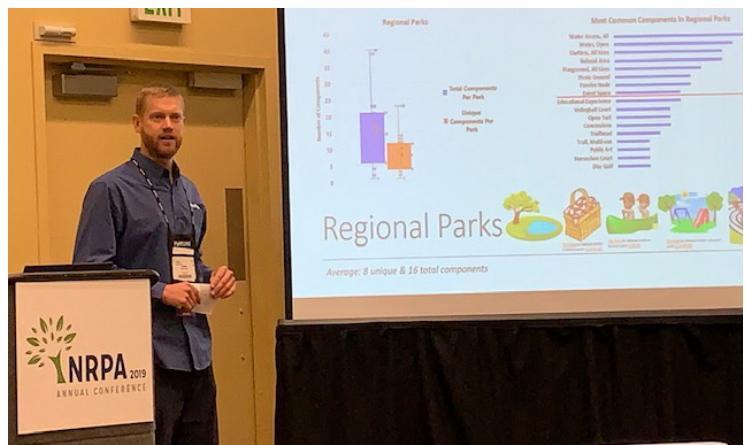
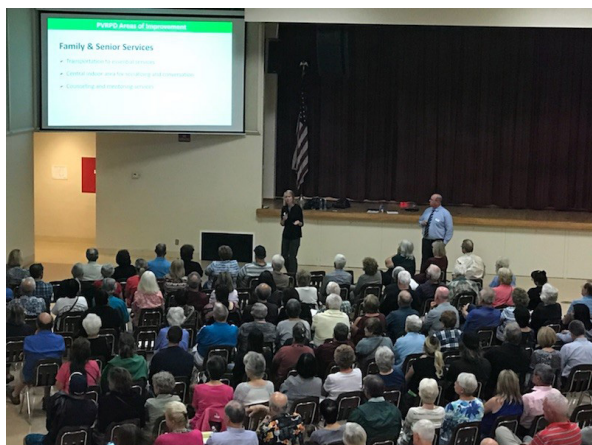
Tom Diehl, MS, CPRP
Principal-in-Charge



Dave Peterson, PLA
Project Consultant

Primary Responsibilities:

- Project Management and Oversight
- Market Assessment
- In-person and Digital Community and Stakeholder Engagement
- Programming, Operations, and Maintenance
- Inventory and Level of Service Analysis
- Visioning and Development of Recommendations
- Successful Development of Final Report





Lisa Wolff, MSL, CPRP, PROJECT MANAGER



EDUCATION

Elon University – B.S. Leisure & Sport Management

Pfeiffer University – Master of Organizational Change & Leadership

UNC School of Government – Municipal Administration

ACCREDITATIONS, AWARDS, AND COMMUNITY

National Recreation & Parks Association

Certified Parks and Recreation Professional, National Recreation & Parks Association (NRPA)

North Carolina Recreation & Parks Association

- President 2012
- 1st Vice President, 2011
- 2nd Vice President, 2010

Past National Recreation & Parks Association (NRPA) Representative

Recipient of the North Carolina Recreation & Parks Association's Meritorious Service Award

State of North Carolina Parks & Recreation Authority Member
Appointed by the North Carolina General Assembly

Former Leisure & Sports Management Search Committee Member - Elon University

North Carolina Recreation & Parks Scholarship Foundation Board

WORK EXPERIENCE

Based in Burlington, NC, Lisa is a Certified Park and Recreation Professional (CPRP) with broad experience in the field of local government, primarily in recreation and parks. Spanning a 30-year career, Lisa's foundation within the profession has developed partnership programs throughout her career in both financial giving and facility development across numerous spectrums. With a strong background in this area, Lisa has fostered projects and sponsorships exceeding \$2 million dollars in funding and additional partnerships.

Recently, Lisa has worked closely to help develop and maintain community-based initiatives that are focused in the area of health and wellness. Her philosophy begins with building and investing in healthy environments within a community to create new conversations for stronger and more viable change for the quality of life!

In addition to the development of strong partnerships, she also focuses on staff organization and development, customer service, planning and programming, trail development, marketing and partnerships, facility operations and overall project management. Her true passion lies in building strategic organizations through innovative and creative leadership and guidance while focusing on internal and external collaboration and communication among all stakeholders.

Lisa has served as President of the North Carolina Recreation & Parks Association (NCRPA) and has been a long-term Senate Appointed Board Member to the North Carolina Parks & Recreation Trust Fund. Her role as Assistant Director of Recreation & Parks with the City of Burlington, NC has included oversight of the programming division including: aquatics, recreation centers, youth programming and specialized recreation services, park maintenance, youth and adult athletics, tennis, athletic turf maintenance, theater, and special events.

KEY CONSULTING, EDUCATION, & LEADERSHIP ROLES

- GreenPlay, LLC, Project Consultant
 - Brookline, MA – Strategic Master Plan Update and Athletic Fields Needs Assessment Survey
 - Groton, CT – Community Recreational Needs Assessment, Feasibility Study, & Engineering Analysis, Pratt Building
 - Iredell County, NC Parks and Recreation Master Plan
 - Lathrop, CA – Parks & Recreation Master Plan
 - Stonecrest, GA – Parks & Recreation Master Plan
- Assistant Director, Burlington Recreation & Parks
- Project Lead & Contact – Burlington, NC Greenways & Bikeways Plan
- Project Lead Quick-Hitter Trail Expansion, Burlington, NC
- Project Lead Paramount Theater & Expansion Plan
- NRPA Directors School, 2017
- North Carolina Tennis Association
- Downtown Corporation Board Member – Burlington NC
- North Carolina Recreation & Parks Scholarship Foundation Board

Her skillset also includes:

- Fostering successful collaboration among teams and communities
- Knowledge of local government administration including Council and Manager format of leadership
- Creating innovative development processes for projects, programs and workforce development
- Developing branding, marketing and multi-media initiatives



Tom Diehl, MS, CPRP, PRINCIPAL, PROJECT CONSULTANT



EDUCATION

Master of Science, Syracuse University, August 1990

Bachelor of Science, Syracuse University, December 1982

SELECT PROFESSIONAL AFFILIATIONS AND DEVELOPMENT

Long time NIRSA and NRPA member

The Grace E. Harris Leadership Institute VCU Leadership Development - October 2013

NIRSA School of Recreational Sports Management - June 1997

Has been CPR/First Aid/AED certified, Certified Pool Operator, Certified Emergency Shelter Operator

Active Shooter Training

Cemetery Superintendent

AREAS OF EXPERTISE

Master/Strategic Planning & Needs Assessments

Feasibility Studies & Operational Programming

Pricing Philosophy

Organizational Structuring

Alternative Funding & Partnerships

Business Planning

Policy Development

Research Studies

Marketing & Public Relations Strategies

Accessibility Assessments

Transition Plans

Cost-Benefit Analysis

Risk Management Evaluation

WORK EXPERIENCE:

Based in Moseley, VA, Tom is a Recreation and Athletics Management Professional with 35 years of experience at both public and private institutions. Tom has concentrated on program and facility enhancement, and his expertise includes strategic and master planning, feasibility studies, capital and operational planning, budgeting, resource management, procurement/contract administration, equipment specifications, construction management and historical renovations. He has extensive experience with recreation and athletics programming, community relations, and special events management. He has successfully overseen capital projects valued up to \$60 million.

REPRESENTATIVE POSITIONS

- Project Consultant/Manager for GreenPlay with a focus on site operational planning and management, along with integration of stakeholder needs into overall systems success.
- Director and Associate Director of Recreational Sports at Virginia Commonwealth University.
- Assistant Athletic Director for Facilities at Marist College
- Intramural Director, Facility Director, HPE Instructor and Lacrosse Coach at Le Moyne College.
- Played Division I Lacrosse at Syracuse University.
- 13 years of experience coaching at the university level, high school coaching experience and experience coaching almost all sports at various youth levels.

REPRESENTATIVE GREENPLAY PROJECTS

- Alexandria, VA – Cost Recovery and Resource Allocation Philosophy
- Barrington, NH – Recreation Needs Assessment and Master Plan
- Bismarck, ND – Facilities Master Plan and Feasibility Study
- Bloomington, IL – Parks and Recreation Master Plan
- Brookline, MA – Athletic Field Master Plan and Strategic Master Plan Update
- Colchester, VT – Needs Assessment and Master Plan
- Colchester, VT – Recreation Impact Fee Study
- College Park, MD – Duvall Field Master Plan/Senior Recreation Needs Assessment
- Dublin, CA – Parks and Recreation Master Plan
- Grover Beach, CA – Senior Center Needs Assessment and Feasibility Study
- Hampton, VA – Parks and Recreation Master Plan
- Harrisonburg, VA – Purcell Park Master Plan
- Hesperia Recreation District, CA – Comprehensive Master Plan
- Lafayette, CO – Operation & Maintenance Study
- Leland, NC – Parks, Recreation, and Open Space Master Plan
- Loudon County, VA – Parks, Recreation, and Community Services Department Organizational Analysis
- Pleasant Valley Recreation & Parks District, CA – Senior & Community Recreation Facilities Needs Assessment
- Phelan Piñon Hills Community Services Dist., CA – Comprehensive Master Plan
- Prospect Heights Park District, IL – Comprehensive Master Plan and Feasibility Study
- Redmond Recreation & Parks District, OR – Recreation Center Feasibility Study
- Santee, CA – Master Plan Update
- Santee, CA – Site and Economic Analysis for Proposed Community Center
- Vancouver, WA – Maintenance and Special Events TCO & Alternative Analysis
- Walnut, CA – Walnut Ranch Park Expansion Project
- Waukesha, WI – Needs Assessment
- Williamsburg, VA – Master Plan
- Wilsonville, OR – Parks and Recreation Master Plan



Dave Peterson, MS, PLA

GRASP® TEAM LEADER
SPECIAL PROJECT CONSULTANT

EDUCATION

M.S., Exercise and Sports
Science, University of Arizona,
Tucson, Arizona

B.S., Landscape Architecture,
Colorado State University, Fort
Collins, Colorado

B.S., Education, University of
Nebraska, Lincoln, Nebraska

CERTIFICATIONS

Registered Landscape Architect
in Colorado (#977), 2012

CLARB Certified Landscape
Architect

WORK EXPERIENCE:

Dave's leadership in the science of parks and recreation planning embraces innovative techniques for incorporating demographics data into GIS analyses and determining needs beyond traditional broad-brush allocation strategies.

Dave started his career in community development and planning but expanded to park and school design. This provided an excellent transition into park and recreation master planning. This variety of experience, as well as his diverse background in education and sports medicine make him a valuable team member.

Dave loves the latest in software and technology and is always looking for the newest computer graphic technique or process to incorporate into his projects. He also enjoys the opportunity to visit hundreds of parks each year as part of GRASP® inventory and assessment. Parks and recreation master planning and comprehensive GIS mapping using composite values methodology incorporates both detailed and broad thinking and therefore is a good match for his skills. Dave is a Registered Landscape Architect in Colorado and is a CLARB Certified Landscape Architect.

REPRESENTATIVE PROJECT EXPERIENCE:

Park & Recreation Master Planning

- Angleton, Texas
- Arlington County, Virginia
- Aurora, Colorado
- Barrington, New Hampshire
- Brookline, Massachusetts
- Bloomington, Illinois
- Cary, North Carolina
- Charleston County, South Carolina
- Cook County Forest Preserve District, River Forest, Illinois
- Commerce City, Colorado
- Corvallis, Oregon
- Denver, Colorado
- Desert Recreation District, Indio, California
- El Paso County, Colorado
- Encinitas, California
- Farmington, New Mexico
- Glendale, Arizona
- Greater Vallejo Recreation District, California
- Green Valley Ranch Metro District, Denver, Colorado
- Hampton, Virginia
- Hamilton County, Tennessee
- Henderson, Nevada
- Lakewood, Colorado
- Lathrop, California
- Littleton, Colorado
- Louisville, Colorado
- North Clackamas District, Oregon City, Oregon
- Palm Springs, California
- Pearland, Texas

- Perris, California
- Plainfield Park District, Plainfield, Illinois
- Post Falls, Idaho
- Sandpoint, Idaho
- Springfield Park District, Springfield, Illinois
- Stafford County, Virginia
- Stonecrest, Georgia
- Tualatin Hills Park and Recreation District, Beaverton, Oregon
- Tulsa, Oklahoma
- Valdez, Alaska
- Valleywide Recreation District, California
- Victorville, California
- Wake Forest, North Carolina
- Wheat Ridge, Colorado
- Wilsonville, Oregon
- Windsor, Colorado

Healthy Communities Planning

- Arlington Heights Park District, Arlington Heights, Illinois
- Liberty, Missouri
- South Bend, Indiana

Statewide Comprehensive Outdoor Recreation Plan (SCORP)

- Maryland Department of Natural Resources
- State of New Mexico

Parks Asset Inventory & Assessment

- City and County of Denver, Colorado

III. REPRESENTATIVE EXPERIENCE

CALVERT COUNTY, MARYLAND LAND PRESERVATION, PARKS, AND RECREATION PLAN UPDATE

Reference:

Rachel O'Shea, Rural Planner
County Services Plaza, 3rd Floor
150 Main St., Prince Frederick, MD 20678
(410) 535-1600, ex. 2489 | osheard@co.cal.md.us

Project: This update of the Calvert County Land Preservation, Parks, and Recreation Plan for 2017 serves two primary functions. It allows the County to remain eligible to participate in Maryland's Program Open Space, and it provides key information, goals, and achievable recommendations to guide the County's management and enhancement of its system of public parks, open spaces, and preserved lands for the next five years. To meet these objectives, the GreenPlay team conducted an inventory and level of service analysis involving parks, recreation, and open space assets, along with cultural resources. Our team worked with various County departments to conduct a public input process that would include a broad range of citizens and stakeholders. As the county is primarily rural with a large agricultural component, recommendations were developed to help preserve a balance between conservation and other land uses.



**MARYLAND NATIONAL CAPITAL PARK
AND PLANNING COMMISSION,
RIVERDALE, MARYLAND
WALKER MILL MASTER PLAN**

Reference:

Amol Deshpande, Principal
LSG Landscape Architecture
1775 Greensboro Station Place, Ste. 110
Tyson's, VA 22101
(703) 821-2045 | adeshpande@lsginc.com

Project: This is a current project that GreenPlay is working on in conjunction with LSG Landscape Architecture. The plan will establish a comprehensive vision for Walker Mill Regional Park by developing a blueprint that balances competing demands on the park's resources, and responsibly guide development through the next 20-25 years. The blueprint will be generated from an analysis of information collected through multiple and varying civic engagement tools, and evaluation of existing site conditions, and a robust level of service assessments. A set of guiding principles will also be established with community members and key stakeholders to guide the planning process.

The south side of the Walker Mill Regional Park has undergone a multimillion-dollar renovation over the past 10 years as a result of a 2004 planning effort. Due to changes in the market and county needs since the plan's conception, the concepts and original recommendations envisioned for Walker Mill Regional Park north are now no longer feasible. The master park development plan will identify the limitations of the parks' existing assets and opportunities for new investments. This holistic planning approach will define steps to allocate the proper resources for both conservation and development and prioritize improvements for future generations.



**MARYLAND NATIONAL CAPITAL PARK
AND PLANNING COMMISSION,
MONTGOMERY COUNTY, MARYLAND
STRATEGIC AND 2030 BUSINESS PLAN**

Reference:

John Nissel, Deputy Director of Operations
1109 Spring St.
Silver Springs, MD 20910-4002
(301) 670-8009
John.Nissel@montgomeryparks.org

Project: Through a comprehensive countywide planning process, this project crafted a vision for the future of the parks and recreation system in Montgomery County, Maryland through 2030. The GreenPlay team worked with two agencies – the Maryland-National Capital Park and Planning Commission, Department of Parks, and the Montgomery County Department of Recreation to strategically assess current facilities and services and plan for future needs. The project encompassed many components including an inventory and analysis of facilities and programs, a community survey, expansive community outreach, a core services assessment, and development of a resource allocation and cost recovery philosophy and policy. Project elements included a 2030 Framework Plan, a 10-Year Strategic Plan, and an Implementation Plan. *Team members included Design Concepts, Lardner-Klein, RRC Associates, and Justice and Sustainability Associates.*

(Winner of the 2012 Award for an Outstanding Regional or Comprehensive Plan by the National Capital Area Chapter of the American Planning Association and the 2013 Project Excellence Award from the Society of Recreation Professionals)



Montgomery County
RECREATION
DEPARTMENT

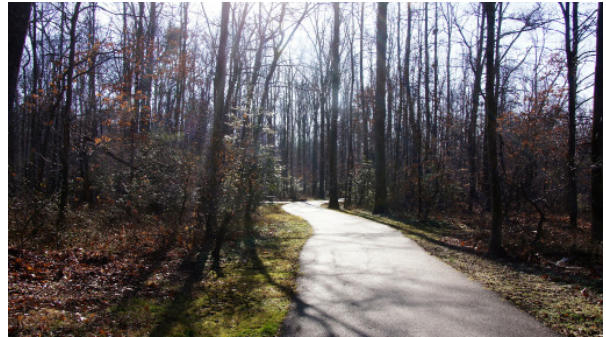
Vision 2030

**MARYLAND NATIONAL CAPITAL PARK AND
PLANNING COMMISSION,
PRINCE GEORGE’S COUNTY, MARYLAND
2010 AND BEYOND VOLUMES 1-3**

Reference:

John Henderson, Research & Evaluation Manager
Prince George’s County Dept. of Parks & Recreation
6600 Kenilworth Ave.
Riverdale, MD 20737
(301) 864-6957 | john.henderson@pgparks.com

Project: Our team was retained by the Commission to evaluate and create strategies for this agency. M-NCPPC Prince George’s County services 500 square miles with approximately 800,000 residents in urban, suburban, and rural areas of the County. This complex and detailed project involved an all-encompassing public and key stakeholder engagement, GRASP® Level of Service analysis, and the creation of detailed strategic master and action plans, with recommendations leading to a shared enhanced vision for the quality of life services through 2040. *Team members included Justice and Sustainability Associates, Design Concepts, and RRC Associates.*



Parks & Recreation
2010 AND BEYOND

GREENBELT, MARYLAND RECREATION AND PARK FACILITIES MASTER PLAN

Reference:

Joe McNeal, Assist. Director of Recreation, Operations
25 Crescent Road
Greenbelt, MD 20770
(301) 397-2200 | jmcneal@greenbeltmd.gov

Project: GreenPlay worked with the City of Greenbelt to develop a Recreation and Parks Facilities Master Plan that included a needs analysis and assessment of city recreation and park facilities. The resulting plan created a roadmap for ensuring an appropriate balance of facilities and amenities throughout the community now and into the future. Our project team took a system-wide approach to evaluating recreation and parks facilities and amenities in order to develop goals, policies and guidelines along with achievable strategies. The final plan was used as a resource for future development and redevelopment of the City's parks, open space, and recreation system over the next 10 or more years. *Team members included LSG Architecture and RRC Associates.*



IV. PROJECT UNDERSTANDING AND APPROACH

PROJECT UNDERSTANDING

To remain eligible for funding from the State of Maryland, Kent County Parks and Recreation must develop a Land Preservation, Parks, and Recreation Plan every five years. Once updated, this plan will serve as a resource for developing and managing sensitive natural areas and other recreation related resources.

Our team is familiar with your county and its parks, recreation areas and programs, and natural areas, and we are familiar with best practices for management and development of these assets.

We understand that Kent County is located on the eastern shore and is home to about 19,500. Five towns are located within the County, as well as seven census designated places and four unincorporated communities. As such, the County provides parks and recreation facilities and services to many residents who aren't served by a municipal system.

YOUR MISSION

The mission of Kent County Parks and Recreation is to create balanced opportunities for our patrons to play, learn, and grow through our programs and parks.

Your parks and recreation system contributes to the economic vitality of the County and is an important way for residents to connect with one another. Popular activities include sports programs, family events, summer camps, and more.

We know how important it is for recommendations to be based in solid information gathering and for them to be implementable. To effectively gather information from the community, our team offers a variety of virtual and in-person engagement points for members in all parts of the community.

To assist you in updating your LPPRP, we will perform the following Scope of Work.



2019 Estimate:
19,536
Residents



About Kent County

- ➔ Many historic communities
- ➔ Waterfront contributes to economy and recreation
- ➔ Rural area with access to major metropolitan cities



Abundant Nature-Based Recreation

- Birding
- Kayaking
- Camping
- Beaches
- Equestrian
- Fishing
- Paddle Boarding



PROPOSED APPROACH

A. STRATEGIC KICK-OFF, AND DETERMINATION OF CRITICAL SUCCESS FACTORS

Following award of contract, GreenPlay's Contracting Principal, Principal-in-Charge, and Project Manager will conduct a scoping call with the County's Project Manager. To ensure that all of your goals and objectives for this plan are met, the GreenPlay team will provide a Detailed Work Plan for discussion at a Strategic Kick-Off (SKO) meeting with the County's project team.

We will review the details of the work plan and formalize the timeline and tasks for your project. Accepted methodologies and tasks, final number, and types of meetings, expected quality and formats for deliverables, and agreement on implementation strategies will be formalized. We will set a timeline for public involvement, detailed staff time requirements, and focus groups, and will discuss desired outcomes with the Project Team.

Project Coordination

During SKO, our team will work closely with your team to identify key "Critical Success Factors" that will ensure that all factors of importance that are unique to Kent County Parks and Recreation are included. We will supply written Monthly Progress Reports to your Department staff that cover recent progress, outstanding issues or information needed, upcoming meetings and agendas, and next steps. We have found this to be an effective communication tool, adding a level of efficiency and quality assurance to our projects. We will always be available for phone, video conferencing, or email communication.

Project team progress meetings will be formally held as often as necessary, but in no case less than monthly, with project updates via email or phone to the Project Manager until the final plan is approved. We will supply the County's Project Manager with one (1) electronic copy of all completed or partially completed reports, studies, forecasts, or plans deemed necessary at least three (3) working days before each progress meeting.

The Project Manager will schedule the meetings as necessary at key times during the development of this plan.

We will provide up-to-date information for posting on the County's website and/or an independent project website for review of progress by stakeholders and the public.

Information Gathering

Our team will collect as much information as possible on awareness, use patterns, satisfaction, desires, barriers, vision, priorities, funding possibilities, and willingness to pay, so as to inform the development of the needs assessment. As it pertains to the project, we will integrate information from recent and/or current planning work completed by the County including the previous LPPRP, your Comprehensive Plan (2018), and individual park master plans as applicable.

The planning process will consolidate relevant information from these planning documents, relevant plans from municipalities within the County, and from budgets, work plans, and funding plans utilized by the County to facilitate the comprehensive coordination of direction and recommendations.

B. COMMUNITY AND STAKEHOLDER ENGAGEMENT

During the development of this Land Preservation, Parks, and Recreation Plan Update, our team will engage stakeholders from throughout the County, using multiple engagement methods to engage residents from all facets of your community. The participation process utilized will be customized to your community's unique situation, emphasizing data collection methods that are efficient, effective, and that incorporate your available resources to the greatest extent possible. Individual users and non-users, user groups, special interest organizations, associations, and other stakeholders will be given ample opportunity to participate in the development of this LPPRP update.

GreenPlay and our local team members will engage in targeted outreach to underrepresented communities, including but not limited to communities of color, low-income communities, immigrant and refugee communities, communities facing health disparities, elderly residents, and more. In order to ensure that recommendations promote equitable outcomes, we must not only lower barriers to participating in the planning process, but also

actively prioritize engagement of entities working with communities facing the highest barriers to accessing parks, recreation, and natural areas. We will conduct demographic research and identify priority communities and geographies for targeted outreach. We can conduct public engagement virtually or in person depending on COVID-19 restrictions. Results will serve as the foundation for community engagement efforts moving forward.

Based on previous successes, the following community engagement strategy approach is designed to assure residents, user groups, community associations, neighboring communities, and other stakeholders that they are provided an opportunity to participate in the development of the plan.

- **Initial Information Gathering:** Collection of as much information as possible on awareness,

use patterns, satisfaction, desires, barriers, vision, priorities, funding possibilities, and willingness to pay, so as to inform the development of the plan.

- **Focus Group Meetings:** We will conduct a minimum of four (4) focus groups drawing from user individuals and groups, employees from the Parks and Recreation Department and the Planning and Zoning Department, Planning Commission members, Agricultural Preservation Advisory Board members, Parks and Recreation Advisory Board members, other representative boards and commissions, and primary stakeholders such as youth, seniors, other recreation providers, park and open space users, citizens with disabilities, school officials, and other stakeholders, as mutually determined.



COVID-19 CONSIDERATIONS

GreenPlay has been successfully completing projects including community engagement throughout the Covid-19 Pandemic. We are very sensitive to local conditions and phasing guidelines. All in-person engagement will be conducted with appropriate social distancing protocols, and we can conduct virtual engagement through various methods.

GREENPLAY PROVIDES MOE

GreenPlay offers even more ways to reach your community through Mobile-Optimized Engagement (MOE). These innovative strategies help solve one of the most common reasons people don't attend meetings – lack of time. In addition, these tools capitalize on reaching 81% of Americans of all demographics in the most convenient manner, to which they have access throughout the day – their smartphone.

Now, your community members don't have to come to a public meeting. We recognize that not everyone would prefer (or have access to) technology, and we love our in-person contacts, but many community members are accustomed to doing things online. They can participate comfortably wherever they are. This allows us to engage additional people who typically won't come to public meetings – those with kids, lack of transportation, demanding schedules, or many other reasons, and we can solicit their opinion and involvement in a new way. We have successfully conducted virtual engagement on similar projects, so there is no learning curve.

The following methods and tools can be customized for your situation:



- **Online Public Meeting:** We can schedule an online public meeting so that anyone who is not able to attend in-person can participate through an online engagement tool called Zoom. The online meeting is facilitated in a way that informs and engages participants by inviting feedback through chat features and informal polling. Participants receive a link and the time, and a recording of the meeting can be distributed and posted after the event.
- **Public Meeting Livestream:** During one of our on-site public meetings, for an additional fee, GreenPlay can livestream the meeting using either Facebook Live or Zoom. Using the chat feature, participants can ask questions and provide feedback. Typically, livestreams do not require registration, and the date/time of the event is advertised prior to the meeting.

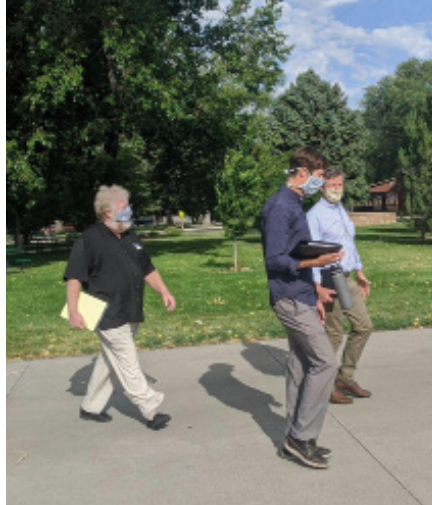
COMMUNITY ENGAGEMENT METHODOLOGY

Obtaining feedback from community constituents is one of the most important tasks GreenPlay performs. We utilize a variety of methods to engage a broad spectrum of the community in meaningful dialogue. We listen to your residents, staff, board members and stakeholders, while employing the highest standards of respect, ethics, integrity and transparency.

We go where you go

In order to engage a broad cross-section of residents, we go where they already are and the places they meet.

- Pop-up events
- Farmers markets
- Places of worship
- Local organizations
- Youth sport events



We can engage from anywhere

We provide information on a variety of platforms so citizens can participate on their own schedule.

- Social media
- Project websites
- Newsletters
- Surveys
- Mobile Apps



Traditional processes

We make sure no stone is unturned to get as broad amount of input as possible.

- Stakeholders interviews
- Focus groups
- Committees, boards, commissions
- Decision-makers
- Public Hearings



We bring people together for input and discussion

Events that bring the community together enable discussion with people who hold a variety of perspectives.

- Community workshops
- Open houses
- Walking tours
- Youth outreach



Involving Others

We utilize a community ambassadors to facilitate grassroots input and extend depth and reach into otherwise forgotten groups.

- Outreach toolkits
- Translators/Translated material



- Three (3) **community-wide public meetings** to provide information and to validate and round out the information received from the focus groups. Focus group participants are always interested in attending this follow up meeting to see what others have to say.
- **Stakeholder Interviews:** We will meet with and/or have phone conversations with those who can contribute specific information that may need to be conveyed in a more detailed manner.
- **Findings Presentation:** We will compile and present a summary of findings from the inventory, needs assessment and initial analysis for validation by staff, decision makers, stakeholders, and the public.
- **Final Presentation:** We will present the final report to the project team, the Parks and Recreation Advisory Board, the Planning Commission, and the Board of Commissioners.

User Survey

We will work with the County to develop survey questions that will help determine the needs of citizens. Based on the results of the public input process, questions will be developed to provide critical information in determining community values, satisfaction levels, needs and priorities, and demographics for the County's long range planning efforts. We will review and utilize information from any other recent surveys and from surveys done by neighboring communities, agencies within Kent County. The survey will then be posted online and administered by the County using a web-based surveying tool. We suggest that the County publicize the survey to increase awareness, and we can assist in development of publicity materials. Once the survey period is closed, we will work with County staff to tabulate the results.

If the County wishes to develop a scientifically valid, random survey as part of the planning process, we can add RRC Associates (RRC), an experienced survey research firm, to the team for an additional scope and fee to be determined. This would allow for a random sampling of residents that would include input from not only self-selected users, but also non-users, who are still taxpayers for the system.

C. EXISTING AND FUTURE FACILITIES, PROGRAMS AND SERVICES, AND ANALYSIS OF LEVELS OF SERVICE

Our GreenPlay Team will update existing GIS data. We will work directly with the County's project team, using inventory from the previous plan as a starting point. We will update your available data set in GIS to include any newly identified parcels received by the County. We will use existing GIS data, along with information in the previous plan and other ongoing efforts to analyze the system with regard to the County's level of service, creating a Resource Map and analysis of key issues identified for analysis. This data will provide the basis for recommendations for making improvements to address unmet needs for both active and passive recreation for many years to come. We can complete a more comprehensive Component-Based and Functional Inventory and Level of Service Analysis for an additional scope and fee. Many other counties are using this enhanced system.

Facilities, Lands, and Asset Gaps

We will collect and analyze information on usage, needs, desires, operations, maintenance, land use trends, parking, etc., and make recommendations. We will identify areas of service shortfalls, considering all County-owned parks and recreation facilities as well as those owned and operated by alternative providers, including the State of Maryland and other municipalities within the County. We will also analyze projected impact of future trends. Using the results of the focus groups, stakeholder meetings, needs assessment, current level of service, current capacity and future growth, standards, and classifications analysis, GreenPlay will identify and prioritize the unmet facility and asset needs in the community. In addition, using the population projections as an overlay to current capacity and industry standards, we will project future needs.

Programs and Services Gaps

Working with the County project team, we will collect and analyze information on participation, needs, desires, operations, and management strategies for programming and service offerings, and make recommendations. We will identify areas of service shortfalls and projected impact of future trends.

Using the results of the survey, focus groups, stakeholder meetings, needs assessment, current level of service, alternative providers in the market, and current capacity, GreenPlay will identify and prioritize the unmet programming needs in the community.

Demographics and Population Projections

To provide insight into the potential market for the County's parks, recreation, natural areas, agricultural lands, and other assets, we will conduct a demographic analysis and market profile of Kent County and the surrounding area. Our team will utilize all information available from previous planning efforts, the U.S. Census Bureau, Esri, and other national and local sources. We will work directly with your leadership to help document growth and redevelopment areas and land use changes.



A detailed demographic analysis based on service areas will outline trends and information that could affect the need for land acquisition, development, and regional planning.

Trends Analysis

Trends analysis will consider demographic shifts and their impact on future parks and recreation provisions. This analysis will also identify interest and participation levels for a variety of activities, will assess how services are provided through both administrative and planning trends, and will evaluate how the County's facilities, programs, waterfront, agricultural lands, natural areas, trails, and amenities compare to national and regional trends.

D. INTEGRATION OF NATURAL RESOURCES AND AGRICULTURAL ELEMENTS

We know that the rich historical and natural resources of the County are of great interest to residents who highly value their preservation, interpretation, and conservation, and that one of the goals of this Land Preservation, Parks, and Recreation Plan is to appropriately balance resources and priorities for preservation and active use. The preservation of

natural resources also extends to those that are used for agriculture and farming, which will be included in this analysis.

E. FINDINGS AND RECOMMENDATIONS

Prioritization of Demand and Development of Recommendations

The culmination of these tasks shall result in a prioritized plan to guide County investment in public parks and recreation resources, and to maintain the County's eligibility to receive annual Program Open Space funding. We will draft a justifiable and realistic plan update for the future of County owned and operated recreation facilities, parks, natural areas, marinas, waterfront, and trails.

Finding and Visioning Sessions

Our team will work with the County's project team to fully analyze identified findings, and to create implementable recommendations for your future. We want to be respectful of the project team's time, while thoughtfully contributing our identified ideas, suggestions, qualitative, and quantitative findings. We will engage all interested project team members and key stakeholders in determining future vision and action plan steps for the County's parks and recreation needs. Findings will be presented in a formal presentation at a joint public meeting with the Parks and Recreation Advisory Board and the Planning Commission. Following review of the Findings, we will facilitate an Implementation Strategies Workshop that will include an analysis of all findings and potential challenges.

We will also identify opportunities for implementation steps, work plans, and funding implications. This Workshop will help provide an articulated guiding vision for the County's future parks, recreation facilities, and trails, as well as collaborative opportunities, with goals, specific actions, timelines, individuals responsible for implementation, and resources necessary for completing the plan.

Key Issues Analysis Matrix

During the Findings Phase of each project, GreenPlay Project Managers compile a Key Issues Analysis Matrix that helps identify focus areas from the various tools and methodologies used to collect information. Your customized matrix will serve as a basis for plan updates in the future.

Sample Key Issues Analysis Matrix									
Healthy Community Parks and Recreation Master Plan			Qualitative Data			Quantitative Data			
Key Issue - Rating Scale			Staff Input	Public Input	Leadership	Surveys	Other Planning Documents	AssessLOS	Consultant Team
a - priority									
b - opportunity to improve									
c - minor or future issue									
blank means the issue didn't come up or wasn't addressed									
Organizational									
Strong relationship between Commission and City			a	c	a		a	a	a
Funding Support for Parks and Recreation			b	c	a		b	c	a
Deferred maintenance of parks, potentially due to staffing limitations			a	a	b		b	a	a
Focus on health for multi-use and active transportation partnerships			b	a	c		b	a	a
Marketing and Awareness are strong but can use additional focus			a	b	b		b	b	a
Prioritize events as economic drivers to help activate downtown			a		a		a		a
Parks and Facilities									
Increase trail connections			b	a	b		a	b	a
Need for a dogwalk and on-street bike rack improvements			b	a	b		a	b	a
Increase legal access to River			b	a	c		c	a	a
Feasibility study to determine highest and best use for Auditorium			a	b	a		a	a	a
Need to add more information to City website on parks and facilities			a	b	b		a		a
Address repairs and use of outdoor pool			a	a	b		a	a	a
Add nature playgrounds in other parks			b		b		b		a
Programs and Service Delivery									
Align program equity and availability in all sub-areas to all demographics			b	a	a		a	a	c
Activate areas through community-wide focus and events			b	a	b		b	a	a
Opportunity for additional non-sport programs			c	a	b		a	a	a
Desire for more events & festivals			c	a	b		b	a	a
Track and increase participation in southern sub areas			b		a		a		a
Finance									
Funding for facilities and staffing for City needed			a	a	a		a	a	a
Cost Recovery could be addressed at Category Level			b		b		c		a
Align cost recovery plan and policies			b		b		c		a
Provide sustainable landscaping program			a	a	a		a	a	a
Align parks, recreation, sports, culture, and events as economic drivers			a		a		a	a	a

Alternative Funding and Partnerships

Our Project Team will help identify key partners in the area through the planning process and provide management recommendations to enhance this potential funding area. This task does not include procurement of alternative funding, but this can be addressed separately if desired.

Probable Operating, Maintenance, and Capital Costs and Potential Funding Sources

Based on recommendations that arise out of the needs assessment, we will identify probable operating, maintenance, and capital costs and recommendations for potential funding sources and mechanisms for the next five (5) to ten (10) years.

F. DRAFT AND FINAL PLANS, PRESENTATIONS, AND DELIVERABLES

Draft Report

The GreenPlay team will summarize and synthesize all research and stakeholder input, and develop recommendations and priorities into a Draft Land Preservation and Recreation Plan. An Implementation/Action Plan including costs, potential funding mechanisms, timing, and responsible parties will be developed for the Department. We will provide the County with one (1)* printed and two (2) electronic copies of the Draft Plan.

Final Plans, Presentations, and Deliverables

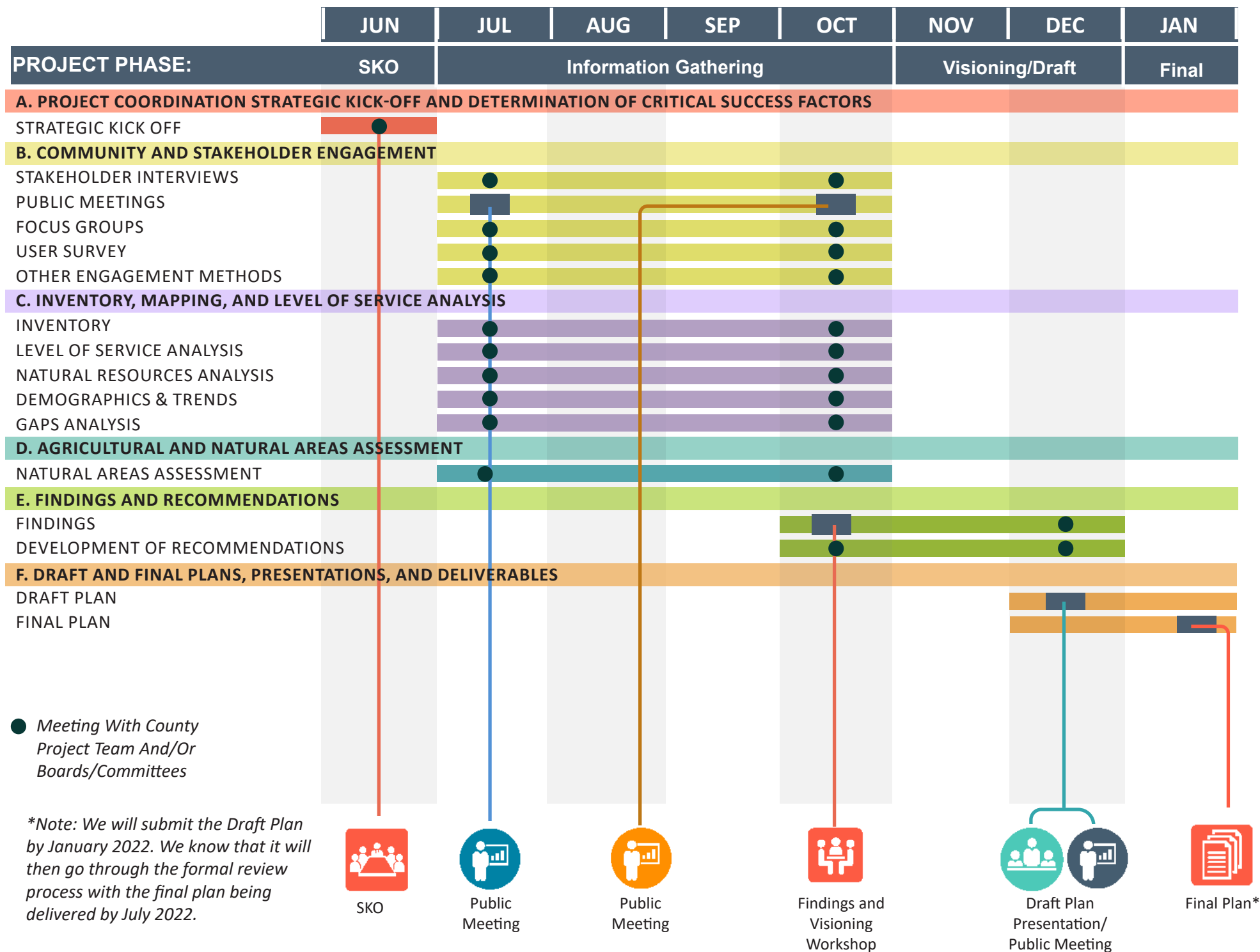
All relevant comments on the draft recommendations will be incorporated into your Final Plan, and as necessary, we will assist in guiding the Plan through the formal adoption process, including review and recommendation by the project team and review and acceptance of the Plan by the Board of Commissioners and the Planning Commission.

For the Final Deliverables

Includes a presentation trip to present the Final Plan to the Planning Commission, the Parks and Recreation Advisory Board, and the Board of County Commissioners.

- One (1)* print and one (1) electronic copy of final report (including data charts and graphs)
- Final report and all charts provided in digital format for ongoing analysis and update of data
- An Executive Summary of community needs and key findings in a format that allows it to be distributed to the community

**Note, we know that the County would like 15 draft copies total, 15 draft copies total for County Commissioners and County Administration, after Board changes (if required), and 25 bound copies in total of the final adopted Plan. We provide all of our deliverables in print-ready format and have found that there may be a cost savings to have these copies printed locally. If desired, we can print the requested copies at \$150 per copy.*



V. PROPOSED BUDGET

TASKS	Total
TASK A: Strategic Kick-Off, and Determination of Critical Success Factors	\$2,940
TASK B: Community and Stakeholder Engagement	\$8,663
TASK C: Inventory and Resource Mapping	\$8,768
TASK D: Integration of Agriculture and Natural Resources	\$2,100
TASK E: Findings Presentation and Visioning Workshop	\$16,925
TASK F: Draft and Final Plan and Presentations	\$10,605
Totals	\$50,000

This project is billed as Firm-Fixed Fee, meaning that all travel and reimbursables are built into the per task cost.

Fee Basis

GreenPlay does not bill on an hourly basis. We have established an inclusive fee schedule that covers the salaries of our professional project staff and of support staff who enable them to function effectively and efficiently. We consider the prevailing rates in our industry and the level of specialized expertise that we provide.

For projects which require more than 100 hours of work, GreenPlay proposes using a **Firm-Fixed Price** model for compensation. This means that the contract is based on a projected number of hours, but the compensation is actually based on the completion of pre-determined contracted tasks identified in the Scope of Work and within a pre-specified timeline.

This typically works well for the client, ensuring that all work is accomplished regardless of the time required to complete each task. In the event that the contracted **Scope of Work** is changed by the client during the project, GreenPlay can adjust total contract fees accordingly based on our regular hourly rates. This project is proposed as a Firm-Fixed Fee project; therefore, individual hourly rates and projected number of hours are not applicable.

Our rates include:

- All deliverables as outlined in the Scope of Work.
- Professional staff, sub-consultant, and administrative salaries.
- All office overhead, equipment, utilities, and consulting insurances.
- Taxes, employee benefits, and Worker's Compensation.
- Administrative support staff and supplies, and local travel.
- Work Products and meetings as outlined in the Scope of Work.
- All travel costs are built into the firm-fixed fee.

Rates do not include:

- Materials and services outside of the pre-specified Scope of Work (may include extra meetings, requested copies and printing of work products).
- Geotechnical services and reports.
- Topographic and boundary surveys (site surveys).
- Site Testing.
- Project related legal and safety consultant services.
- Permits and fees borne by the agency.
- Detailed schematic and construction documents.

Additional Services: If Requested

GreenPlay's rate for additional services is based on an average of \$150 per hour if not proposed as "firm-fixed fee." For sub-consultants, hourly rates range from \$60 to \$150 per hour, depending on the task. As this project is based on a firm-fixed fee, our consultants will dedicate the necessary time to complete the project. Our sub-consultant team members set their hourly rates according to their individual firm fee schedules. While the hourly rates may sound high, when considering the costs for implementing additional experienced and professional full-time staff, benefits, insurances, office space, computers and equipment, support staff, utilities, etc., we find that this rate is usually comparable to or lower than what an agency would spend for in-house staff. An additional benefit is that when the project is finished, the expense ends. GreenPlay typically submits an invoice for payment to the project manager/primary contact person on a monthly basis. Each invoice includes a brief description of the services provided and percentage of Scope completed to date. Invoices past due over 60 days will accrue 1.5% interest per month. Other structures for compensation and payment can be negotiable prior to contract award.

Project Delay Fee

GreenPlay will work with your project team to jointly lay out an achievable schedule during contracting and detailed during the SKO. There is a cost to GreenPlay if the project is delayed beyond the accepted contracted schedule end date, so we will work diligently with you to achieve it. We expect prompt responses and to keep milestones for approval points. If the project is delayed due to County requests or non-response, we may request additional fees to do so. Typically, this fee is around 10% of remaining budget for each month of client caused delays. We are happy to help keep this project on schedule, and value open and transparent conversations about how to best do so throughout the project.



Commissioners Office
5/18/2021
County Commissioners Meeting

Item Summary:

Alcoholic Beverage and Tobacco Inspector Vacancy

ATTACHMENTS:

Description



Human Resources 5/18/2021 County Commissioners Meeting

Item Summary:

Human Resources Specialist Vacancy

ATTACHMENTS:

Description



Maryland Department of Housing and Community Development 5/18/2021 County Commissioners Meeting

Item Summary:

2021 Annual Housing Bond Allocation

ATTACHMENTS:

Description

05.18.21 Maryland Department of Housing and Community Development Irrevocable Transfer of Housing Bonds

04.15.21 Maddy Ciulu, Director, Single Family Housing, Maryland Department of Housing and Community Development, 2021 Annual Housing Bond Allocation

The County Commissioners of Kent County

P. THOMAS MASON
PRESIDENT
CHESTERTOWN, MD

RONALD H. FITHIAN
MEMBER
ROCK HALL, MD

ROBERT N. JACOB, JR.
MEMBER
WORTON, MD

R. Clayton Mitchell, Jr.
Kent County Government Center
400 High Street
Chestertown, Maryland 21620
TELEPHONE 410-778-4600
E-MAIL kentcounty@kentgov.org
www.kentcounty.com

SHELLEY L. HELLER
COUNTY ADMINISTRATOR

THOMAS N. YEAGER
COUNTY ATTORNEY

May 18, 2021

Maddy Ciulu, Director
Single Family Housing
Community Development Administration
Maryland Department of Housing and Community Development
7800 Harkins Road, Room 367
Lanham, MD 20706

Dear Ms. Ciulu:

Pursuant to Sections 13-801 through 13-807 of the Financial Institutions Article of the Maryland Annotated Code, Kent County hereby irrevocably transfers to the Community Development Administration, for use in issuing housing bonds or mortgage credit certificates on behalf of this jurisdiction, \$746,246.00 of its total \$746,246.00 tax-exempt housing bond allocation as set forth in 2021 allocation of the Maryland State Ceiling made by the Secretary of Commerce pursuant to the Article.

Very truly yours,

THE COUNTY COMMISSIONERS OF
KENT COUNTY, MARYLAND

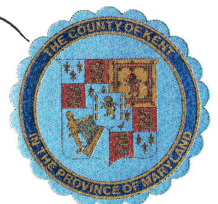
P. Thomas Mason

P. Thomas Mason, President

Certificate of Counsel

This transfer of a tax-exempt bond allocation is duly authorized and executed and constitutes the valid, binding, and irrevocable act of Kent County.

Thomas N. Yeager
Thomas N. Yeager, County Attorney
Attorney for: Kent County



KCC:lrc



LARRY HOGAN
Governor
BOYD K. RUTHERFORD
Lt. Governor
KENNETH C. HOLT
Secretary
OWEN McEVOY
Deputy Secretary

April 15, 2021

The Honorable P. Thomas Mason
President, Board of County Commissioners
Kent County Government Center
400 High Street
Chestertown, MD 21620

Dear President Mason,

The Department of Housing and Community Development (The Department) is contacting you regarding the Annual Housing Bond Allocation. We are reaching out to you to begin the process for 2021. There is no change to the process from last year.

The Department invites Kent County to transfer its 2021 Housing Bond Allocation to the Department. By doing this, the Department utilizes local government housing bond allocations to issue bonds to fund housing programs or to issue mortgage credit certificates. The allocation represents the amount of volume cap authority that would have been available to the local government should it choose to issue the bonds itself in order to raise capital for mortgage loans. In prior years, the annual housing bond allocation has been an extremely powerful and successful tool in creating affordable housing opportunities.

The housing bond allocation for your jurisdiction is \$746,246.00. In order for the Department to utilize the housing bond allocation for your jurisdiction, you must transfer your allocation to the Department in writing on or before June 30, 2021.

Attachment I is a form letter to be prepared on your letterhead authorizing the transfer of bond allocation to the Department.

We ask your cooperation in transferring your 2021 bond authority to the Department. Attachment I must be prepared on your letterhead and be returned no later than June 30, 2021 to the following address:

Maryland Department of Housing and Community Development
7800 Harkins Road
Lanham, MD 20706
ATTN: CHERONDA ESTEP – SINGLE FAMILY - 3RD FLOOR

County Commissioners
Office

Date 4-21-21 *LL*



MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
7800 HARKINS RD • LANHAM, MD 20706 • DHCD.MARYLAND.GOV
301-429-7400 • 1-800-756-0119 • TTY/RELAY 711 or 1-800-735-2258



Before mailing the original please send a copy to the following email address:

karl.metzgar@maryland.gov

Included, for informational purposes only is Attachment II - Maryland Mortgage Program Purchase Activity for FY 2018, 2019, 2020 and 2021 as of 02/28/21.

We look forward to your continued support of home ownership opportunities for residents of your County. Should you have any questions or need additional information, please contact Karl Metzgar at 301-429-7826 or by email at karl.metzgar@maryland.gov.

Thank you.

Sincerely,

Maddy Ciulu

Maddy Ciulu, Director
Single Family Housing

Enclosures:	Attachment I	Form Letter for Transfer of Allocation
	Attachment II	Maryland Mortgage Program Purchase Activity for FY 2018, 2019, 2020 and 2021 as of 02/28/21.



ATTACHMENT I

FORM LETTER FOR 2021 TRANSFER OF ALLOCATION TO BE PREPARED ON YOUR LETTERHEAD

[Date]

Maddy Ciulu, Director
Single Family Housing
Community Development Administration
Department of Housing & Community Development
7800 Harkins Road, Room 367
Lanham, Maryland 20706

Dear Ms. Ciulu:

Pursuant to Sections 13-801 through 13-807 of the Financial Institutions Article of the Maryland Annotated Code, [Name of Jurisdiction] hereby irrevocably transfers to the Community Development Administration, for use in issuing housing bonds or mortgage credit certificates on behalf of this jurisdiction, \$ _____ of its total \$ _____ tax-exempt housing bond allocation as set forth in 2021 allocation of the Maryland State Ceiling made by the Secretary of Commerce pursuant to the Article.

Very truly yours,

[Signature]

[Name & Title of Chief Elected Official]

Certificate of Counsel

This transfer of a tax-exempt bond allocation is duly authorized and executed and constitutes the valid, binding and irrevocable act of [Name of Jurisdiction].

[Signature]

[Name & Title of Attorney]

Attorney for: [Name of Jurisdiction]

RETURN THE COMPLETED LETTER TO:

ATTN: Cherronda Estep-Single Family Housing-3RD Floor
Maryland Department of Housing and Community Development
7800 Harkins Rd
Lanham, MD 20706

MARYLAND MORTGAGE PROGRAM

PURCHASE ACTIVITY

FOR

KENT COUNTY

Fiscal Year	Regular MMP		Bond portion of HIDP loan	
	#	Loan Amount	#	Loan Amount
2018	2	\$477,903	0	\$0
2019	9	\$1,468,268	0	\$0
2020	11	\$2,130,219	0	\$0
2021	10	\$1,932,930	0	\$0

1. The Homeownership for Individuals with Disability Program (HIDP) blends bonds funds with State Funds. This Program was replaced by HomeAbility on 2/4/2019



Gail Webb Owings, Executive Director, Eastern Shore Heritage, Inc.
5/18/2021
County Commissioners Meeting

Item Summary:

Stories of the Chesapeake Heritage Area
Letter of Support

ATTACHMENTS:

Description

05.18.21 Letter of Support, Jennifer Ruffner, Administrator, Maryland Heritage Areas Authority, Management Grant Application and Mini-Grant Block Grant Application, Eastern Shore Heritage Areas Authority

The County Commissioners of Kent County

P. THOMAS MASON
PRESIDENT
CHESTERTOWN, MD

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E-MAIL kentcounty@kentgov.org
www.kentcounty.com

SHELLEY L. HELLER
COUNTY ADMINISTRATOR

THOMAS N. YEAGER
COUNTY ATTORNEY

May 18, 2021

Jennifer Ruffner, Administrator
Maryland Heritage Areas Authority
Maryland Historical Trust
100 Community Place 3rd Floor
Crownsville, MD 21032-2023

RE: Letter of Support – Management Grant Application, Mini-Grant Block Grant, Eastern Shore Heritage, Inc.

Dear Ms. Ruffner:

Please accept the County Commissioners of Kent County's endorsement for the \$45,033.00 management grant application to the Maryland Heritage Areas Authority and the \$25,000.00 Mini-Grant Block Grant application submitted by the Eastern Shore Heritage, Inc. (ESHI), which is the managing entity of the Stories of the Chesapeake Heritage Area (SCHA). The staff and board of Eastern Shore Heritage, Inc provide and facilitate technical and financial support of its local heritage partners as well as acting as a catalyst for the protection, preservation, and promotion of the cultural and historic heritage unique to the Stories of the Chesapeake Heritage Area.

The County Commissioners of Kent County greatly appreciate the consideration of ESHI's management and block grant applications by the Maryland Heritage Areas Authority.

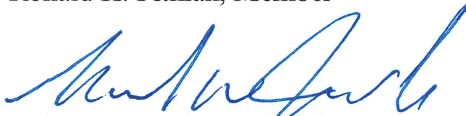
Very truly yours,
THE COUNTY COMMISSIONERS
OF KENT COUNTY, MARYLAND



P. Thomas Mason, President

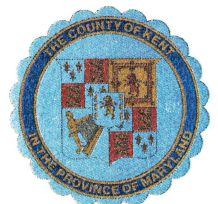


Ronald H. Fithian, Member



Robert N. Jacob, Jr., Member

Cc: Gail Webb Owings, Executive Director, Stories of the Chesapeake Heritage Area





Environmental Operations Division
5/18/2021
County Commissioners Meeting

Item Summary:

Public Landings and Facilities Board

ATTACHMENTS:

Description



Request for Waiver of Interest and Penalty Fees
5/18/2021
County Commissioners Meeting

Item Summary:

Written Request From a Property Owner

ATTACHMENTS:

Description



Procedures for Public Comment 5/18/2021 County Commissioners Meeting

ATTACHMENTS:

Description

Procedures for Public Comment

BOARD OF COUNTY COMMISSIONERS OF KENT COUNTY PROCEDURES FOR PUBLIC COMMENT

In response to the State of Emergency due to COVID-19, and in lieu of public appearance, the meeting is being held virtually, via teleconference and viewable on the County website at www.kentcounty.com/government.

It is our desire that everyone who wishes to comment be given a fair and uninterrupted opportunity to express their views to the County Commissioners during this public comment period.

- Comments will be limited to three (3) minutes in length.
- Comments longer than three (3) minutes will be required to be submitted in writing.
- The Board President will open the meeting to Public Comments, citizens are asked to state their name, address, and the topic of interest. Citizens are to ask that all views be expressed in a respectful and civil manner. The Board respects your desire and right to convey your message freely. We ask as a courtesy to the Board and our citizens that you respect the Commissioners' request to refrain from naming citizens and name calling when offering any critique.

The County staff will acknowledge each caller, in the order they called in, announce the last 4 digits of the phone number that was used to call in, and will ask the caller to unmute their phone allowing them to comment.



Contingency and Use of Fund Balance Report 5/18/2021 County Commissioners Meeting

ATTACHMENTS:

Description

5-4-2021 (2) Commissioner Report Contingency

**FY21 CONTINGENCY & USE OF FUND BALANCE
AS OF COMMISSIONERS MEETING MINUTES DATED
May 4, 2021**

CONTINGENCY			
DATE APPROVED	DEPARTMENT	AMOUNT APPROVED	DESCRIPTION
9/29/20	Capital Projects	\$ 17,750	Quaker Neck Public Landing Pier and Mooring
10/6/20	Planning and Zoning	15,000	Task Force Support - Comprehensive Rezoning Update
10/20/20	Commissioners Office	30,000	Workstations and items to complete security configuration
10/27/20	Environmental Operations	16,600	Accrued penalties for effluent violations at Nicholson Landfill
11/17/20	Detention Center	4,000	Control Panel System
12/8/20	Capital Projects	65,900	Turner's Creek Bulkhead & Boat Ramp Replacement
1/26/21	Water/Wastewater Services	85,000	Repairs & Maintenance Services Worton Lagoon
3/2/21	Information Technology	29,294	Replace Uninterrupted Power Supply (UPS)
4/13/21	Information Technology	8,100	Network security testing software
4/13/21	Capital Projects	21,183	Turners Creek Bulkhead-Change Order No. 2
4/13/21	State's Attorney Office	13,000	Part-time aid
4/20/21	Capital Projects	3,910	Turners Creek Bulkhead-Additional Engineering Services-unforeseen site conditions
5/4/21	WWS	13,125	Worton Portaloac System
5/4/21	WWS	7,000	Worton Tower Security Fencing
5/4/21	WWS	2,000	Plan Cabinets
5/4/21	Environmental Operations	15,031	Compact Utility Tractor
		-	-
		-	-
TOTAL		<u>\$ 346,893</u>	
BEGINNING CONTINGENCY BUDGET		\$ 800,000	
ENDING CONTINGENCY BALANCE		<u>\$ 453,107</u>	
USE OF FUND BALANCE			
DATE APPROVED	DEPARTMENT	AMOUNT APPROVED	DESCRIPTION
09/08/2020	Alcoholic Beverage Inspector	\$ 11,732	Full-time equivalent hours increased from .50 to .70
09/29/2020	The Health Department	\$ 59,611	COLA Increase from prior years
12/08/2020	Commissioner's Office	\$ 1,380	Maintenance on Hearing Room audio/visual equip
TOTAL		<u>\$ 72,723</u>	
USE OF FUND BALANCE			
Note: If expenses are not reduced or offset by the same amount of fund balance used, this will result in a decrease in fund balance below our 7.5% target.			