



PARKS COMMISSION AGENDA

Tuesday, September 6, 2022, 5:30 PM

MEETING WILL BE ONSITE AT HENRY PARK

1. Approval of Minutes of July 5, 2022
2. Berlin Youth Program Update
3. Discussion: Potential Skatepark locations
4. Love Day 22 – Request to use Henry Park on Sunday, September 25, 2022
5. Just Walk Worcester Upcoming Event/Activity Dates
 - a) Tuesday, October 5, 2022, 8 AM – 8 PM: 8th Annual Walk Maryland Day
 - b) December 5-17, 2022, 8 AM – 8 PM: 12 Days of Just Walk & Wellness
 - c) February 18-19, 2023, 8 AM – 8 PM: Go Red Walk Scavenger Hunt
6. Berlin Glow Walk – November 4, 2022
7. Other

Upcoming Meeting/Event Schedule:

Tuesday, November 1, 2022 - Meeting
Friday, November 4, 2022, 5:30 PM – Fall Glow Walk
Tuesday, November 7, 2022 – Meeting
Tuesday, January 10, 2023 (change to 2nd Tuesday) - Meeting
Tuesday, March 7, 2023 - Meeting
Tuesday, May 2, 2023 - Meeting
Saturday, May 6, 2023, 9:00 AM – Spring Walk
Tuesday, July 11, 2023 (change due to July 4 holiday) - Meeting
Tuesday, August 1, 2023 – National Night Out
Tuesday, September 5, 2023 - Meeting
Friday, November 3, 2023, 5:30 PM – Fall Glow Walk
Tuesday, November 7, 2023 – Meeting

BERLIN PARKS COMMISSION
Meeting Minutes
July 5, 2022

Present: Chair Mike Wiley, Patricia Dufendach, Sarah Hooper, Laura Stearns

Absent: Bruce Hyder

Town Officials/Staff Present: Mayor Zack Tyndall, Acting Town Administrator Mary Bohlen, Public Works Superintendent Cody Chesser

Others Present: Tony Weeg, Dr. Sarah Oleksak

The meeting of the Parks Commission for Tuesday, July 5, 2022, 2022, was called to order at 5:30 PM.

Ms. Hooper moved to approve the Minutes of the May 3, 2022 Meeting. Mr. Wiley seconded, and approval was unanimous (4-0-0).

Ms. Bohlen brought the Commission members' attention to the Worcester Youth Program information in the packet including their letter to program participants' parents and the calendar for July and August.

Ms. Bohlen reminded the Commission that they would be participating in National Night Out on Tuesday, August 2, 2022 at William Henry Park and noted that there were leftover crafts that would be used and that she would send out a reminder about a week in advance.

Mr. Weeg noted that the Table Tennis area at Burbage Park was expected to be completed very soon and, in response to a question from Ms. Dufendach, indicated that, at this time, completed meant that the pile of mulch would be spread around the pads so eliminate the height difference between the pads and the ground. The existing structure would also be torn down and removed to be replaced later with a small gazebo. Flowers and other plantings would also be added at a more appropriate planting time.

Mr. Weeg informed the Commission that a local resident, Dale Shord, had submitted a drawing for a "Little Library" to hold balls and paddles, similar to the "Little Free Libraries" located in town with books available for borrowing. He also indicated that We Heart Berlin was working on signage for the park rules. Discussion followed regarding how the box would be configured to hold the equipment and Ms. Dufendach asked how they would handle equipment being taken and not returned. Mr. Weeg indicated that they would continue to replace it. Ms. Dufendach moved to approve the equipment library as presented, Ms. Stearns seconded, and approval was unanimous.

Discussion followed regarding the proposed redesign of Stephen Decatur Park into an inclusive playground. Mayor Tyndall indicated that much of the equipment in Decatur Park was nearing its end-of-life and that there were maintenance and repair issues noted annually in the inspection reports. He also introduced Dr. Oleksak and noted that she had previously been involved in a similar project in Wicomico County at the Henry Park Athletic Fields. Mayor Tyndall noted that he was requesting that the Parks Commission prioritize this on the annual Development Plan and move forward with developing a Community Parks and Playgrounds grant application for submission in August. Ms. Bohlen reminded the Board that, for this program, grant application is made in late summer, application approval generally the following spring and funding approval

the following summer/fall. Discussion regarding trying to keep as many trees as possible and other considerations followed. Discussion regarding the nature trail pond briefly followed. Ms. Dufendach moved to approve placing the project as priority on the development plan and moving forward with the grant application. Mr. Wiley seconded, and approval was unanimous.

Discussion regarding a sidewalk on Tripoli Street at the park followed; Ms. Bohlen noted that, when the existing sidewalk on Tripoli was installed, the intent had been to go all the way to the parking lot, but expense and stormwater considerations had prohibited that. She also noted that running the sidewalk into the park (from the street, across the park, in the general direction of the tot lot) would require stormwater mitigation and would not be recommended until the previously discussed playground project was underway; otherwise it would be possible that at least some of the sidewalk would need to be removed or moved to accommodate that project.

Ms. Bohlen noted that the path replacement project was underway with the rubberized material having been removed. The paving was expected to start at any time.

She also indicated that the plans for the permanent restrooms were being finalized and that she hoped the project would go to bid very soon.

Ms. Dufendach moved to adjourn; Ms. Hooper seconded, and the meeting adjourned at approximately 6:15 PM.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Mary T. Bohlen".

Mary T. Bohlen
Town Administrator
Liaison to the Parks Commission

Worcester Youth & Family Counseling Services

Berlin Youth Club 2022

Summer Camp Report

Camp Facilitator: Leslie Dixon

Camp Assistant: Samantha McJilton

Berlin Youth Club (BYC) was able to get back to a “new normal” and had an amazing summer camp this year! We had a total of 23 children enrolled who would not have had the opportunity otherwise. The free camp ran for a total of 8 weeks offering enrichment activities including field trips, which have not occurred since 2020. Activities were held at Buckingham Presbyterian Church again this year to allow for outdoor space and enough indoor room for social distancing. Each week had a theme including art, fitness, water, STEM, game, nature, animal and wrap-up. Field trips occurred once per week and fit with the theme of the week.

During art week, BYC made art projects and crafts and visited TC Studios in Ocean City for a painting class. Fitness week included Crossfit with Coach Frank, working with the Minority Youth Outreach program, and swimming at the YMCA. Water week included outdoor water activities and a visit to the Jolly Roger water park with the Berlin Police Department - including Chief Downing! STEM week included STEM crafts and M4 Reactor hosting projects for the children. For Game week, we had another speaker come from the Minority Youth Outreach Program, went to Altitude Trampoline Park with the Berlin Police Department, and attended a Shorebirds baseball game. Nature week included Nature Journaling with Coastal bays, a visit to the Assateague Living Shore Line, and a visit to the Wild Fowl Art Museum. During Animal week, campers observed wildlife at Stephen Decatur Park and took a trip to the Baltimore Aquarium.

We would like to extend a heartfelt thank you to the Town of Berlin for its support and helping to offer these enrichment experiences to local children. We would also like to thank all of the partners that helped make each week special and fun. The children had a phenomenal time and cannot wait for next year's adventure!

TOWN OF BERLIN SKATEPARK

Feasibility Analysis

Report for the We Heart Berlin

Prepared By:

BEACON
Business Economic and Community Outreach Network
At Salisbury University
June 2022



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Berlin Skate Park Feasibility Study – Initial Report

Executive Summary

We Heart Berlin is a 501-c3 nonprofit which was formed in February 2021 with the mission to promote healthy and sustainable activities and to support the creation and improvement of recreational opportunities for the benefit of Berlin and its residents. A specific current project is developing safe opportunities for skateboarding through the development of a Skatepark in the town of Berlin.

BEACON is releasing this initial report to assist We Heart Berlin in developing funds to conduct initial design and drawings for the Skatepark.

The Business, Economic, and Community Outreach Network (BEACON) of the Franklin P. Perdue School of Business at Salisbury University has been charged with determining the feasibility of the proposed project. BEACON worked with We Heart Berlin to develop and understand the potential users and design considerations for this project. Using this information, along with national research, two scenario analysis models were developed using Monte Carlo simulation models to estimate the usage of the Park by Berlin residents. This type of simulation model accounts for uncertainty and provides a range of most probable (most likely) outcomes.

The results of Scenario analysis indicate that the proposed project has sufficient demand.

Our evaluation also has reviewed the likely cost of the project and potential construction scenarios. We have identified public funding sources used by other municipal Skatepark developers that could provide approximately \$200,000 per phase of construction. If the park is located in an existing Town park, and the Town is successful in receiving the public funding, the project would require an additional \$263,000 in funds for the two identified phases, including design and site evaluation. We believe with funding to develop a full set of plans to market the project, private and other public funding could be developed to construct the Skatepark. Total design costs are estimated to be \$60,000. Initial designs and drawings could be completed for approximately \$20,000.

BEACON is aware that We Heart Berlin has received initial funding from The Community Foundation of the Eastern Shore. We have included several potential funding sources ranging from Fraternal organizations to financial institutions. It is important to note that direct fundraising, ranging from small local activities such as a raffle to a broad (potentially national campaign) on a crowdfunding site, can be instrumental in securing funding from some of the other sources. While the dollar value may be relatively low, showing the number of individuals that support the park can provide the energy that other funders may want to secure their backing. Most importantly the bulk of the funding for this project will need to be directed to the Town of Berlin. We know that the Town is supportive of the project, but we encourage We Heart Berlin to work with Berlin's administration to begin the process of soliciting funds from the State of Maryland.

Berlin Skate Park Feasibility Study

The Business, Economic, and Community Outreach Network (BEACON) of the Franklin P. Perdue School of Business at Salisbury University, has been retained by We Heart Berlin, Inc. to conduct a feasibility study for the development of skate park in Berlin, Maryland. The team from BEACON has been retained to evaluate the potential construction and operation of a skate park, which may be located within a public park in Berlin. The goals of the study will be to evaluate the potential usage of the park, competing recreation areas, likely construction costs, funding opportunities and potential operating guidelines.

We Heart Berlin is a 501-c3 nonprofit which was formed in February 2021. Tony Weeg serves as President/CEO of the non-profit, which has a nine-member board (see *Appendix A* on page 14). The mission of We Heart Berlin is to promote healthy and sustainable activities and to support the creation and improvement of recreational opportunities for the benefit of Berlin and its residents. The board has identified youth recreation as their current primary focus. Current projects include painting improvements to the Basketball Courts at Henry Park and Ping Pong Tables at Burbage Park. In addition to these projects, they have a larger goal of improving recreational opportunities by developing safe opportunities for skateboarding through the development of a Skatepark in the town of Berlin.

BEACON delivered an initial draft to the board in March 2022 to provide an initial assessment of the potential usage of the Park, access areas they may look to focus the research, identify likely next steps in the design process and pursue funding for the next steps in the process. This final report has incorporated edits requested, and includes more information on funding.

Demographics of Skatepark Users and Berlin

Skateparks are used primarily by people of all ages but mainly youth and young adults. In 2020, skateboarding had roughly 8.9 million participants (ages 6 and above) in the United States, according to the 2021 Outdoor Participation Trends Report. Out of the 8.9 million participants, 3.3 million (37%) participants are from the ages of 6 to 17. (Outdoor Foundation, 2021). The skatepark users under 17 years old generally lack access to their own transportation, other than bicycles or walking.

According to the American Community Survey data collected in 2019 by US Census Bureau, Berlin has a total population of 4,657. Approximately 22.3 percent of the total population (1038 people) were within the age range of 5-17 years old. There were five times as many White residents (3,670 people) as any other race or ethnicity in 2019. The second and third most common ethnic groupings were Black or African Americans (727 people) and Asians (117). Hispanics make up 2.2 percent of Berlin's population. Minorities participate in skateboarding at higher rates. Although they make up a smaller total number of participants, there is a larger percentage of skateboarders than the percentage of the overall population. (SPCC Survey 2021) (see *Appendix B* page 15).

The majority of residents commute to work by car, with only 49 households commuting to work by walking, 16 by taxi and 44 by bicycle. (Data USA, 2019). According to the 2019 Census, almost 45 percent of households in Berlin had an annual income of less than \$50,000 (US Census Bureau, 2019).

In order to get to the skateparks in Ocean City and Ocean Pines, individuals need some mode of transportation as they are not in a walkable distance. Public transportation is limited, with travel to Ocean City taking almost an hour, and pickup points that are often difficult for youth to access. Only two regional

routes run across Wicomico, Worcester, and Somerset counties which are route number 432 and 452 (see *Appendix C* on page 16). ("Shore transit - Stops & Schedules," n.d.). An additional skate park in Berlin would help bridge the gap in accessibility for youth and young adults particularly for minority and households with low income.

Current Town of Berlin Public Park Facilities

The Town of Berlin currently has five recreational parks for individuals of all ages to utilize, four owned by the Town, and one by Worcester County Park. Some of these parks have playgrounds, sports courts, pavilions and more, while others are considered passive parks with no formal amenities or activities. These five parks support Berlin's population of 4,657. Some of the Berlin parks offer basketball courts, tennis courts, baseball fields, and soccer fields for youth to utilize, many of the group recreational opportunities like soccer leagues, basketball leagues, and other active youth start programs charge a fee for participation. There are no skateboarding facilities in the Town. (see *Appendix D* on page 17).

Needs Assessment

Methodology

Given the uncertain nature of recreational participation, scenario analysis models were developed by BEACON using a Monte Carlo simulation. Monte Carlo simulations are used to model the probability of different outcomes in situations where the future is uncertain. This technique helps decision-makers understand the risks and uncertainties involved in complex decision cases. It allows for a range of viable values to be assigned to each variable within the simulation model. The models utilized in this analysis each ran 1,000 unique simulations to generate a range of possible outcomes.

Assumptions

BEACON used data from a 2021 Outdoor Participation Trends Report. The model utilized in this analysis consists of a combination of both known and unknown variables. Known variables represents a fixed value while unknown variables represent a range of viable values.

Additional Assumptions

- Usage in Berlin and Worcester County will mirror national averages
- Core Skatepark users will follow the patterns in other sports.

Estimated User Base

Skateboarding is popular activity in the United States. Data from a 2021 Outdoor Participation Trends Report shows that there were 8.9 Million skateboarders in the United States. In that report 35 Percent of respondents classified themselves as Core users of their activity. Using this data and information from a survey conducted by the Sports and Fitness Industry Association, BEACON conducted a Monte Carlo Simulation to estimate potential usage. Our evaluation shows that there are 1,423 casual skateboarders in Worcester County and approximately 126 casual skaters in the population of Berlin. We expect 502 Core users in Worcester County and 44 in Berlin.

Other Facilities

There are only two accessible skate parks that serve Worcester County's population of 52,460, and Berlin's population of 4,657. The closest skate park to downtown Berlin is located 8.1 miles away, in Ocean Pines. Ocean Pines Skatepark is located at 239 Ocean Pkwy, Ocean Pines. The second closest skate park is the Ocean Bowl Skate Park located at St Louis Ave & 3rd St, Ocean City. It is 9.4 miles away from the town of Berlin. This skatepark is a 17,000-square-foot concrete-based park which includes a pool bowl with deep and shallow end, a large vert ramp and mini ramp (see figure 1).



Figure 1: Ocean Bowl Skate Park, Ocean City MD

<https://oceancitymd.gov/oc/departments/recreation-parks/skate-park/>

In addition to the two Worcester County Skateparks, the Salisbury Skate Park (13,000 Sq. Ft. skate area), is located at 921 S Park Dr, Salisbury, MD. It is 22.4 miles far from downtown Berlin (see figure 2). These skate parks differ in size, space, pricing and are not easily accessible by youth in Berlin who do not have access to transportation. Public transportation requires an hour-long round-trip bus ride, and sometimes involves a bus change.

Skatepark Usage



Figure 1: Salisbury Skatepark, Salisbury MD

<https://sbyparksandrec.com/recreation/skatepark>

Our research shows that the majority of skatepark usage is by individual skaters in the community, using the facilities for recreation. The most common group usage of skateparks is to hold a range of competitions, from casual competition among friends to “internationally televised action sports championships.” Skateparks can also be used for private parties and rentals (Public Skatepark Development Guide, n.d.). Average time used per occasions varies for every occasion. Locally, the Salisbury Skatepark, for example, does not offer individuals the ability to rent the skatepark for

private events because it is the only skatepark in the Wicomico County area for the skaters. The Salisbury Skatepark fulfills the need of the surrounding population due to its proximity for residents and its affordability for users. Salisbury Skate park is free for all individuals; however, registration is required through the county. There is an upcoming competition at Ocean Bowl Skate Park from 3pm – 6pm. The date for this competition is not announced yet but the competition is free to join with the annual pass. Here is the link to the event: <https://oceancitymd.gov/oc/departments/recreation-parks/skate-park/competitions-specials/>.

Skatepark Impacts

Skateparks provide a safe environment for skateboarding. Data provided in a study by Human Impact Partners found that nearly all fatal skateboarding accidents occur in public streets and sidewalks (as compared to a sanctioned skateboarding space). Providing access to a safe, designated space will help minimize the unnecessary risk for individuals skateboarding in Berlin. Accessibility to skate parks has been linked to positive outcomes for youth and young adults in areas such as childhood obesity rates, depression and teen suicide rates, drug and alcohol abuse and gang related activity. (Public Skatepark Development Guide, n.d.)

According to the Journal of Transport and Health almost all skateboard deaths in the United States occur on the road (2017). Data also indicated that of the skateboarding injuries in 2019, 104,178 were males, 44,742 were females and individuals between 15 and 24 years old accounted for the majority of skateboarding injuries. (*National Safety Council* 2021).

According to the Skateboard Injury Statistics, over half of the injuries in 2017 occurred among young people from the ages of 14 to 24. Only 5% of skateboarding injuries are serious, and the majority of them are caused by a vehicle collision. Seventy-four percent of all injuries are to the extremities, (<https://skateboardsafety.org/injury-statistics/>) with 19% involving broken wrists, 11% involving ankle injuries, and 16% involving the face. Head injuries account for 20% of all injuries, and skateboarders under the age of ten are more likely to incur them. Concussions, skull fractures, blunt trauma, and closed head injuries are among the most serious head injuries, accounting for 3.1 percent of all injuries. Newcomers account for one-third of all injuries, but even experienced skateboarders are not immune to the occasional tumble and fall. Skateparks help get children off public streets and reduce the potentially fatal incidents and the economic impact related to skateboarding injuries.



Figure 2: Special Event in a Skatepark

<https://www.spohnranch.com/about/private-skatepark-builder/>

Skatepark Construction

BEACON has reviewed the cost and process of developing a skatepark. We have also discussed the project with skatepark designers and reviewed the process other parks have used in development. Based on this research we are recommending a phased approach to developing the park. There are several advantages, including creating new interest with each phase and lengthening the long-term maintenance schedule, but the primary advantage is the ability to fund the project incrementally.

We discussed the potential project with a skatepark designer with experience in the area. The projected scope of a multiphase 10,000 square foot park was discussed. The initial estimate was approximately \$55 per square foot for construction, but current labor and material costs could impact this. The design-build contractor added that design, construction schematics, site and soil evaluation, and bid documentation will cost approximately ten percent of the construction cost, for the projected scope that would be approximately \$60,000.

An informant from the Salisbury Skatepark Committee stated that the three phased approach worked the best for their county and budget. In Phase One of the Salisbury Skatepark they were able to construct storm water management systems, parking, restroom facilities, fencing and 6,000 square foot of skateable area. In the Phase Two-A, more skatepark elements were added based on the feedback and responses from the community members. In the upcoming Phase Two-B, funding is being sought through Community Parks and Playgrounds (CP&P) program from the MD Dept. of Natural Resources (DNR). Additional elements will be added and any repairs will be implemented in this final phase. Overall, any repair or maintenance on the facility can be anticipated for every 4-7 years. However, contingency funds should still be added for unexpected costs along the way in each construction phase.

Based on what we have learned from the surrounding skateparks and our research we believe that the best material for constructing a skatepark would be concrete. Concrete is excellent for noise reduction, provide durability and last longer, compared to other materials like wood and steel. It also requires low maintenance which reduces the operational cost.

Below are the total construction costs for each phases of the Salisbury Skatepark:

Phase 1 = \$294,000

Phase 2-A = \$186,500

Phase 2-B = \$168,800

Grand Total = \$649,300

Conclusion

Our review of previous research and reports show the skateparks are good investments for a community. Skateparks help provide opportunities for active recreation, keep kids off the streets and limit the number of potentially fatal occurrences as well as the healthcare cost of skateboarding injuries. As we have mentioned above, most accidents happen while skateboarding on streets and not at the skateparks.

We have reviewed design considerations, based on the population of Berlin and the surrounding area, a 10,000 square-foot skatepark facility will meet the current and near-future demand. According to Public Skatepark Development Guide, 10,000-square-foot facility can serve and offer adequate recreation for 60 customers at the same time. Our research, using public data and interviews, concludes that that this would serve the core and casual skateboarder community of Berlin, and the likely usage from the surrounding area. We have estimated that there are 126 casual and 44 core skateboarders in Berlin. If 50% of the casual skaters and the all of the core users visit the skatepark weekly, the skatepark would get 107 visits per week from Berlin residents, with additional traffic from the surrounding area.

The community benefit of a skatepark is significant. The Berlin population does not have adequate access to a skatepark facility negatively impacting the ability of youth and young adults to be able to safely participate in the local skateboarding community. While a location has not been determined, the William Henry Park appears to have capacity for a Skatepark, and is located in an area that would be worthwhile to the youth population of Berlin.

BEACON is recommending that the Berlin Skatepark take a phased approach for their project to utilize funding streams to support adequate skatepark amenities and long-term growth. In the initial stages of

Phase One, we are suggesting the funding is used to support Community Forums, formalizing agreements with the town, site evaluation and initial blueprints, and preparing the chosen space for construction.

Our recommended phasing and budgeting for the project are listed below. Much of the data for this was developed through conversations with park designers and based on their experience in the design of the Salisbury Skate Park.

Project Timeline/Phase Based Approach

Phase One:

We Heart Berlin has begun several steps in Phase One including building a committee, accessing community opinions, continuing the discussions with the Town, and developing funding. We will include all elements of phase one and note where the project is in the process.

- **Steering Committee**
 - We Heart Berlin has already completed this phase of the process. Moving forward they should continue to build breadth in the committee to increase participation from users of the park and strong fundraising capacity.
- **Community Forums**
 - The goal of these forums would be to determine the type of skateboarding facilities the community would prefer. The next step would be to align the goals of communities with the estimated budget and space available to construct those facilities. Based on background research, the first step to implement in the design phase and the construction phase is to hold community forums to determine the needs in the area. The goal of these forums would be to determine the type of skateboarding facilities the community would prefer. The next step would be to align the communities with the estimated budget and space available to construct those facilities.
- **Discussions with Town of Berlin**
 - The current plans focus on locating the Skatepark in a current town park, or on town owned property. This will take the agreement of the town and fall within its long-term recreation plan. We Heart Berlin has discussed a site within one of the Town parks with town administration. The town has been supportive of the project, and the site. While a preliminary site is in discussion, the design and soil analysis may require reevaluation.
- **Site Selection**
 - Based on feedback from the community forums and discussions with the Town, the targeted site can be evaluated. The Committee with Town government can evaluate the short list of sites based on location, other infrastructure currently available, Town vision for recreation, and suitability for construction.
- **Initial Design Including anticipated future phases**
 - At this phase the committee will solicit bids from multiple skatepark designers. Committee members may choose to visit Skateparks designed by the firms where possible, and interview the operators to judge the firm's strengths and weaknesses. The initial design will allow the committee and the town to share conceptual drawings and

develop preliminary budgets. Including future phases will allow for correct location of the initial phase and allow community members to envision the full park.

- **Architectural drawings – Including allowances for future phases**
 - To adequately bid the project there will need to be full civil and architectural drawings and a full site plan. These should include allowances for future phases so that the site is developed in a way that does not impede future phases.
- **Constructing Bidding**
 - This project will likely be coordinated by the Town of Berlin’s procurement department. Multiple bids should be evaluated on price, quality and related work.
- **Permitting**
 - Depending on the location the project will need to allow for permitting or approvals.
- **Funding**
 - The project will consist of funding from a variety of public and private sources. We Heart Berlin has already begun the process of soliciting funds. Private donors may range from small donations garnered through traditional fundraisers, support from citizens willing to make a substantial contribution based on personal interest and private foundations. Public funding may include support from local government, State funding for outdoor recreation, or Federal support through either congressional designation or federal program funding. One of the primary construction sources could be from The Maryland Department of Natural resources which can award up to \$200,000 per phase.
 - We Heart Berlin has begun soliciting funding from private foundations, the completion of design and a confirmed location will be important to finalize most private funding. Additionally, the designs can also serve to rally the community for small donations to support the project.
- **Estimated funding for Phase One:** Based on discussions with a designer and a similar project in Salisbury, Maryland
 - 5,000 Sq. Ft. surface or Pump Track- **\$275,000** on average estimate based on \$55 per square foot.
 - Waste Water Drainage Management System-- **\$2,250** (singular cost) on average estimate
 - Parking- If not already accessible, additional **\$15,750** for 8 parking spots (includes land preparation, paving and line costs)
 - Fencing- **\$7,000** estimated cost based on chain link fence and current square footage estimates.
 - Signage for rules and safety information- **\$100**
 - Total Phase 1 Construction Cost- including parking and fencing: **\$300,100**
 - **Phase 1A Budget – Community feedback, planning and design – \$60,000**
 - **Phase 1B Budget – Construction – \$ - 300,100**
 - **Total Phase 1 Budget – 360,100**

Phases Two and Three will be solidified as research and conversations with the Berlin Skatepark committee continue to evolve. To give a brief overview, below are the initial thoughts based on other projects phased approached designs. As stated above Phases Two and Three may adjust depending on usage, new design options, or budgets. Using the three-phase approach suggested phases Two and Three are listed below.

Phase Two:

Target to begin within One year of completion of Phase One.

- **Community and User Forums**
 - The goal of these forums would be to determine the type of expansion the users would request, and determine if initial designs were correct. Community members should be included to determine if there are other aspects of the park that they believe need to be addressed such as signage, parking, or other items.
- **Architectural drawings – Edits as needed from original plans**
 - If needed this phase would need a set of plans that show the addition, including any edits based on feedback and usage. Decisions to vary from the original plans would need to be balanced with the additional cost of those changes. The committee may determine that this will be the final edits, based on user feedback.
- **Constructing Bidding**
 - This project will likely be coordinated by the Town of Berlin's procurement department. Multiple bids should be evaluated on price, quality and related work.
- **Permitting**
 - Depending on the potential changes project will need to allow for permitting or approvals.
- **Funding**
 - The project will likely consist of funding from a variety of public and private sources. We Heart Berlin has already begun the process of soliciting funds. Private donors may range from small donations garnered through traditional fundraisers, support from citizens willing to make a substantial contribution based on personal interest to private foundations. Public funding may include support from local government, State funding for recreation, or Federal support through either congressional designation or federal program funding.
- **Estimated funding for Phase Two:**
 - 5,000 Sq. Ft. of useable area - **\$275,000** at the average construction cost of \$55 per Sq. Ft.
 - Permanent Restroom Facilities- **\$20,000**
 - Water Fountain - **\$2,500** per fountain on average
 - Benches - **\$1,000** per bench on average (x2)
 - Landscaping- **\$4,000** initial estimate
 - Total Phase 2 Cost: **\$303,500**

Phase Three:

The suggested Phase Three would be only completion of the project. Active user feedback in phases One and Two should have addressed any changes.

- **Constructing Bidding**
 - This project will likely be coordinated by the Town of Berlin's procurement department. Multiple bids should be evaluated on price, quality and related work.
- **Funding**
 - The project will likely consist of funding from a variety of public and private sources. We Heart Berlin has already begun the process of soliciting funds. Private donors may range from small donations garnered through traditional fundraisers, support from citizens willing to make a substantial contribution based on personal interest to private foundations. Public funding may include support from local government, State funding for recreations such as program open space, or federal support through either congressional designation or federal program funding.
- **Estimated funding for Phase Three:**
 - This phase would only be completed if usage data shows a need for additional features, and adequate funding could be developed.
 - **Total Phase 3 Cost: To Be Determined**

The total projected budget and description of phases can be found in Appendix E Page 18.

Maintenance:

General maintenance of the park will include mowing, trash collection, and minor repairs due to wear. It is expected that major maintenance will be very limited in the first ten years, as the park should be constructed of very durable materials such as concrete and steel. In our discussions with other municipalities they noted that the maintenance budget for their parks were not budgeted separately from other park maintenance so they did not have any firm figures on regular operating costs.

Funding Opportunities

Department of Natural Resources

The following resources are available to Berlin, the committee should work with Town staff to pursue these opportunities

Community Parks & Playgrounds Program Grant

The FY2023 application submission period is now closed. Please check back in June 2022 for the FY2024 grant opportunity. Please be advised that incomplete or late applications may not be considered for funding.

The Community Parks and Playgrounds Program provides grant funding assistance to restore existing park and green space systems and create new park and green space systems in the municipal corporations of the state and Baltimore City.

The Community Parks and Playgrounds Program provides funding to incorporated municipalities and Baltimore City. Grants may be for up to 100% of the project cost and are selected on a competitive basis. Each applicant will be limited to one (1) Grant Proposal List submission package, which may contain one or more prioritized projects, per award cycle. Non-profit organizations are encouraged to partner with applicants in project sponsorship and implementation.

Specific Project Eligibility Requirements:

- 1) Projects are within the applicant's jurisdiction and the applicant holds the rights to develop on the property.
- 2) Applicant demonstrates the capacity to plan, implement and maintain the project (sufficient and qualified staff or contractor, effective administrative procedures and systems, evidence of past success, etc.)
- 3) *Applicant is ready to begin design/construction immediately after Board of Public Works approval and complete the project in a timely manner.*
- 4) *Project is consistent with National Playground Safety Standards and the Americans with Disabilities Act (<https://www.ada.gov/>.)*
- 5) Applicant ensures that project site addresses any stormwater drainage issues and discharge requirements.
- 6) Sustainability and energy efficiency are always key elements as projects are considered for Community Parks and Playgrounds grant funding. Please ensure that any proposed lighting is energy efficient and reduces light spill-over to the maximum extent possible.
- 7) Development projects must have a minimum twenty (20) year life span. Projects must be properly maintained to be in a safe and usable state for access by all members of the public. If the grantee fails to do so, the grantee, at no expense to the State, will replace the project with a project of equal or greater public recreational/ open space and monetary value approved by the Community Parks and Playgrounds Program.
- 8) Land acquired under a state grant from the Community Parks and Playgrounds Program must be maintained in perpetuity. Conversion of use of land will require replacement with land of equal or greater recreational use, acreage, and equal or greater monetary value approved by the Community Parks and Playgrounds Program.

Contact: Carrie Lhotsky

Baltimore, Caroline, Cecil, Dorchester, Harford, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties

Carrie.Lhotsky@maryland.gov 443-534-8255

Local Program Open Space

Municipal Projects Any municipal corporation seeking POS grant assistance from DNR shall submit an Annual Program through its local governing body to the local governing body of the county. Upon approval for inclusion in the county's Annual Program, any municipal corporation may then submit a project application to DNR through its local governing body to the local governing body of the county where it is located. Any municipality may submit a copy of its Annual Program and/or application sent through the county directly to DNR.

PLANNING A local governing body shall prepare a Local Land Preservation and Recreation Plan and submit it to DNR and to the MDP for joint approval consistent with the criteria and goals set forth in the current State Land Preservation and Recreation Plan. A local governing body shall revise its plan at least every five years, concurrent with the MDP's revisions of the State Land Preservation and Recreation Plan. These revisions shall also be submitted to DNR and to MDP for joint approval. Prior to approval of a revised local plan, DNR shall provide the legislators from the district within which any part of the local jurisdiction is located the opportunity to review and comment on the revised local plan. The MDP guidelines for preparation of Local Land Preservation and Recreation Plans are found in the Appendix. The MDP should be contacted directly for additional interpretation of the local plan guidelines.

ANNUAL PROGRAM A participating local governing body shall submit an Annual Program to DNR and MDP no later than the first day of July each year after obtaining approval of proposed projects by their local governing bodies. Upon review, the Annual Program shall become the basis for total allocations to each of the local governing bodies within the limits imposed by the formula developed for the apportionment of the annual appropriations for POS. The local governing body of any municipal corporation may submit an annual program through the local governing body of the county in which it is located. Any Annual Program may be revised by the local governing body. A revised program shall be substituted for the original program only after DNR and MDP review it, and DNR approves it. Guidelines and forms for preparation of Annual Programs are found in the chapter titled Annual Programs.

Michael McQuarrie

Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties

michael.mcquarrie@maryland.gov 410-279-8147

National Funding options

THE SKATEPARK PROJECT GRANTS

The Skatepark Project offers grants ranging from \$1,000 to \$300,000. The average grant amount for a National Program applicant is \$10,000.

If your organization submits a Letter of Inquiry and is invited to apply for funding, TSP staff will reach out with further instructions.

The Skatepark Project grant applications are completed online, and all supporting documents are submitted through the same online portal.

<https://www.grantinterface.com/Home/Logon?urlkey=skatepark>

SKATEPARK CONSTRUCTION GRANTS

The primary mission of The Skatepark Project is to help underserved communities create safe and inclusive public skateparks for youth.

Only organizations seeking to build free, public, concrete skateparks in underserved communities may apply for a construction grant from The Skatepark Project.

The Skatepark Project Grants Committee primarily considers skatepark projects that:

- are designed and built from concrete by qualified and experienced skatepark contractors.
- include local skaters throughout the planning, fundraising, and design process.
- are in underserved areas.
- can demonstrate a strong grassroots commitment to the project, particularly in the form of fundraising by local skateboarders/wheeled stakeholders and other community groups.
- have a creative mix of street obstacles (rails, ledges, stairs, etc.) and transition/vert terrain (quarterpipes, bowls, halfpipes, etc.)
- don't require skaters or their parents to sign waivers.
- encourage skaters to look after their own safety and the safety of others without restricting their access to the park or over-regulating their use of it.
- are open during daylight hours, 365 days a year.
- don't charge an entrance fee.
- are unsupervised
- allow all types of skatepark users (skate, BMX scooter, roller-skate, Wheelchair (WCMX) and inline)
- are in areas that currently have inadequate skateboarding facilities.

Waste Management Charitable Contributions program

The Waste Management Charitable Contributions program provides support to organizations that are duly certified by the state in which they operate and are in receipt of an IRS ruling that they are classified as a 501(c)(3) organization or public organizations where any donations requested will be used exclusively for public purposes.

We target our support to specific projects or programs that enhance the scope of

services ordered by an organization. WM prefers not to financially support operating costs, capital campaigns, or multi-year requests. Preference is also given to organizations, which have a broad base of funders, community partners and volunteers.

If you would like to submit a contribution request, please visit our online Charitable Donations submission system. <https://wm.versaic.com/login>

Project for Public Spaces

Project for Public Spaces' Community Placemaking Grants enable US-based nonprofits and government agencies to address this inequality of access by working directly with local stakeholders to transform public spaces or co-create new ones. We do this by providing direct funding, technical assistance, and capacity building facilitated by Project for Public Spaces. Project for Public Spaces which awards \$40,000 grants each year, applications due April 15. <https://www.pps.org/community-placemaking-grants#opencall>

Gannett Foundation

Community organizations and nonprofits dedicated to improving their communities can receive up to \$100,000 in grants through Gannett's annual fundraising program. Organizations will raise money by crowdfunding, then they will be eligible for 16 project grants: three \$100,000 grants, seven \$50,000 grants and six \$25,000 grants, according to the website for A Community Thrives. Organizations can apply beginning June 1, 2022. The fundraising phase of the program will take place from July 18 through Aug. 12, and recipients will be announced Oct. 5.

<https://acomunitythrives.mightycause.com/giving-events/act22/home>

Local Foundations

We Heart Berlin is encouraged to contact local foundation to gauge their interest in the project. Foundations normally will ask for a brief description of the project, impacts and funding needs. If it is within their focus area they will ask for a formal application. Below are local foundations that may have interest in the project. We heart Berlin directors that have a relationship with any of the foundations should be engaged to contact the foundation.

- Humphreys Foundation, Inc. 9748 Stephen Decatur Hwy Ste 103 Ocean City, MD 21842
Telephone: 4102138700
- Jack Burbage Foundation Inc. 9919 STEPHEN DECATUR HIGHWAY OCEAN CITY, MD 21842 (410) 213-1900
- Kevin E Myers Family Foundation 11726 Winding Creek Dr Berlin, MD 21811
- Joan W. Jenkins Foundation P.O. BOX 572 OCEAN CITY, MD 21842
- Patricia and Alan Guerrieri Family Foundation Inc. PO Box 680, Ocean City, MD 21842
- Wilde Charitable Foundation Inc PO Box 540 Ocean City, MD 21843
- Donnie Williams Foundation 101 Williamsport Cir Salisbury, MD 21804
- Jack Burbage Foundation Inc JOHN H BURBAGE JR 9919 STEPHEN DECATUR HIGHWAY OCEAN CITY, MD 21842 (410) 213-1900
- Kevin E Myers Family Foundation 11726 Winding Creek Dr Berlin, MD 21811
- Perdue Foundation <https://corporate.perdufarm.com/company/foundation/#guidelines>

- Richard A Henson Charitable Foundation Inc 200 W Main St Salisbury, MD 21801
- Draper Holdings Charitable Foundation <http://draperholdingsfoundation.org/apply>.

Fraternal Organizations

Local fraternal organizations are a great resource for ongoing support. They will often renew their donation if the project is still active. The following organizations have supported a wide range of projects in the area. We Heart Berlin should contact them to learn of the donation request procedure, usually a letter, and any required materials that should be included with the request. While the annual amount may be relatively small, the multi-year prospect could provide substantial funding.

- American Legion Post 166, 2308 Philadelphia Ave Ocean City, MD 21842
WWW.ALPOST166.ORG
- American Legion Post 23, PO Box 136 Berlin, MD 21811
- Benevolent & Protective Order of Elks BPOE 2645, 13708 Sinepuxent Ave Ocean City, MD 21842
- LIONS CLUB OF OCEAN CITY MD INC., PO Box 71 Ocean City, MD 21843
INFO@OCEANCITYLIONSCLUB.NET
- Optimist International, PO Box 1403 Ocean Pines/Berlin, MD 21811

Local Banks

Local banks often have funds to support projects in the community. Regional banks also have charitable arms that evaluate projects. We Heart Berlin should contact the local banks at their headquarters to ask what their donation policies are. They will then let the organization know of their interest and policies. Regional Banks should be approached at the local branch level, they will have a formal application process that must be followed, and usually review proposal once or twice per year.

- Calvin Taylor Bank
- Bank of Ocean City
- Farmers Bank of Willards
- First Shore Federal
- M&T
- PNC
- Truist

Private Fundraising

We Heart Berlin should establish grass roots fundraising in the community. This activity may be required by some donors, as noted in the Gannett solicitation which requires a crowd funding campaign. These activities serve to both grow funds, but also allow the general public to become aware of the campaign for the skate park. Fundraising can be as small as a raffle, to as elaborate as an event with entertainment and auction. The Town of Berlin hosts over 75 events a year, creating a densely populated environment for We Heart Berlin to promote and solicit monetary support for the Berlin Skate Park. These fundraising efforts will not only provide monetary value to the organization but will also develop networked, sustainable impact to create lasting annual support.

References

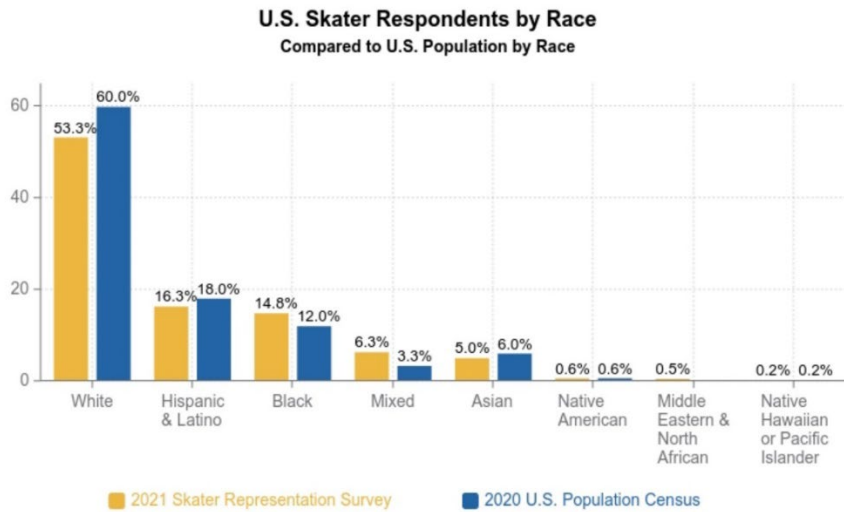
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- 2021 Skateboarding Representation Study, <https://www.spccproject.com/2021-skateboarding-representation-study>

Appendix A: Board of Directors 2022

- President: Tony Weeg
- Vice President: Jeff Smith
- Secretary: Carol Rose
- Treasurer: Denee Bowen
- Director of the Street Team: Tom Simon
- Director of Marketing: Brian Robertson
- Patti Backer
- Damon Mahoney
- Erin Bilenki

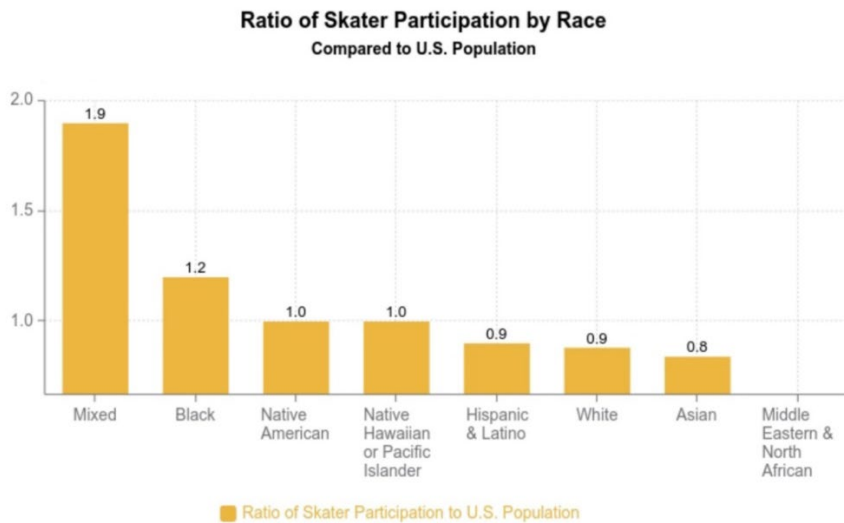
Appendix B: Race, Ethnicity, & Immigration

(<https://www.spccproject.com/2021-skateboarding-representation-study>):



Source: <https://www.cnn.com/2021/08/12/politics/us-census-2020-data/index.html>

SPCC
PROJECT

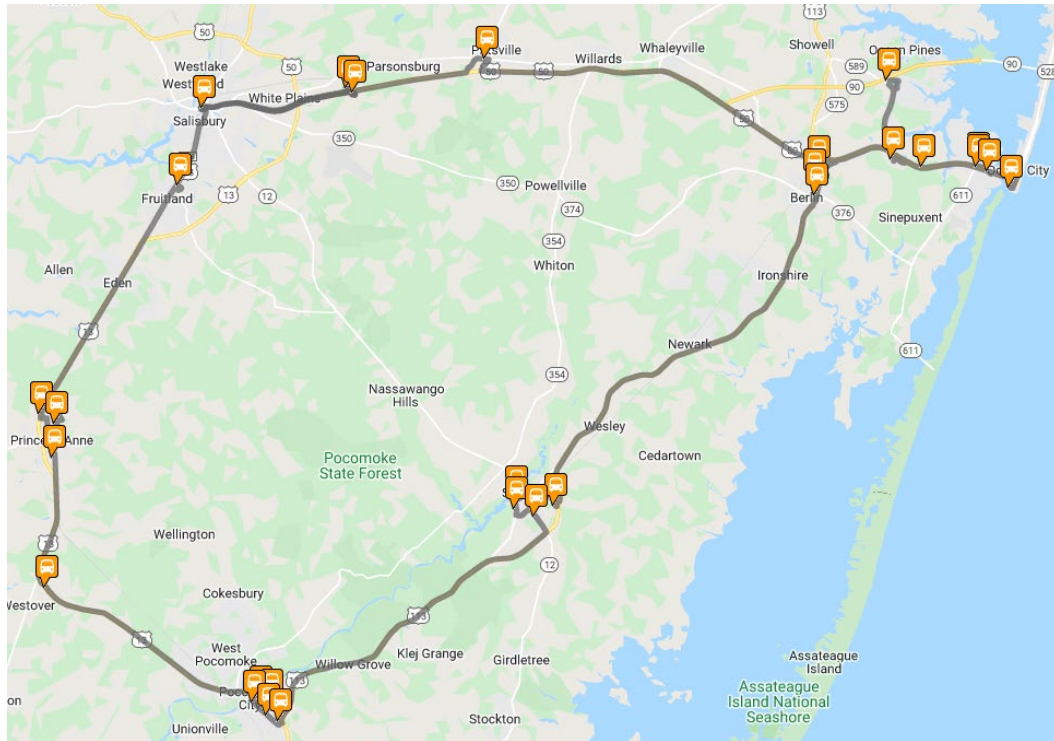


Source: <https://www.cnn.com/2021/08/12/politics/us-census-2020-data/index.html>

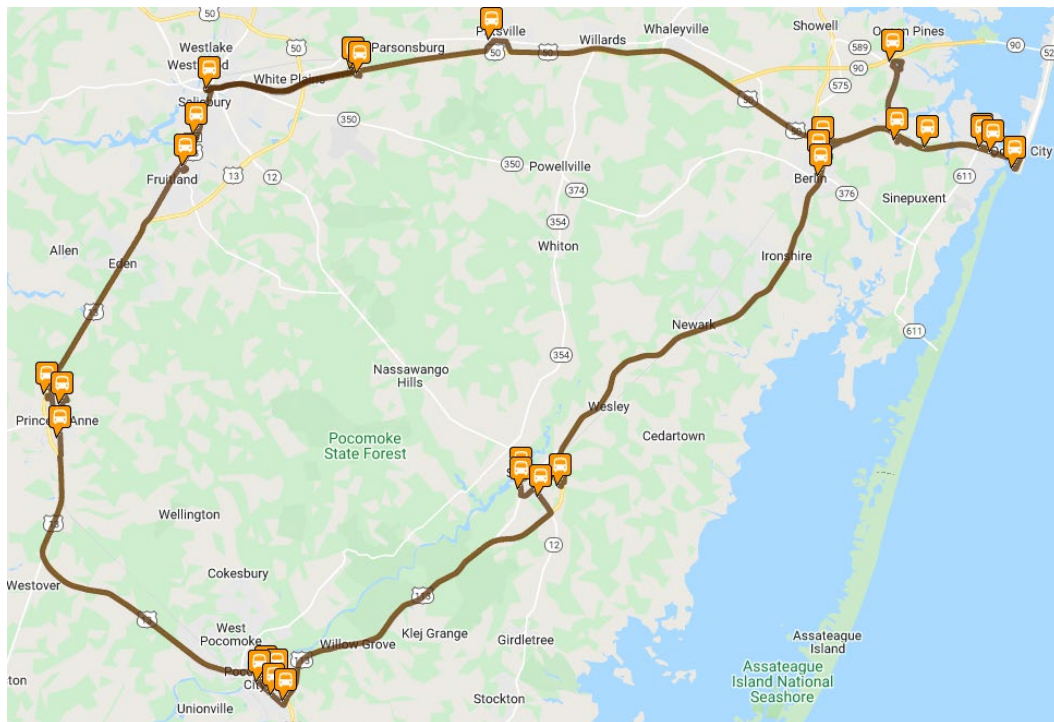
SPCC
PROJECT

Appendix C: Route Map of 432 and 452

Route Map of 432 Salisbury-Ocean City-Pocomoke:



Route Map of 452 Salisbury-Pocomoke-Ocean City:



Appendix D: Current Town of Berlin Public Park Facilities

Parks	Details	Proximity to Downtown (Atlantic Hotel- Main Street Used at Dead Center of Downtown)	Amenities/Activities for Kids
Stephen Decatur Park	Stephen Decatur Park consists of approximately 21 acres and offers picnic and playground facilities and tennis and racquetball courts. A pavilion is available for rent for organized events. Stephen Decatur also has a nature pond and trail.	0.3 Miles	Yes
Heron Park (Formally Berlin Falls Park)	Right now, this is considered a passive park, with no formal amenities or activities on site; the park features open land including two large ponds and is currently being enjoyed by walkers and bird watchers.	0.9 Miles	No
William Henry Park	Henry Park consists of approximately 3.5 acres and offers picnic and playground facilities and basketball courts. A pavilion is available for rent for organized events	0.4 Miles	Yes
Burbage Park	Burbage Park is a small neighborhood park consisting of approximately .75 acres and located in front of the Berlin Municipal Power Plant. This is an aesthetic park with flowers and trees and a small sitting area	0.3 Miles	No
N. Worcester Athletic Complex (OWNED BY WORCESTER COUNTY NOT TOWN OF BERLIN)	Located in Berlin, serving the citizens in the northern end of the County. To date, one senior league field, one junior league field, three little league fields, and five multipurpose fields.	0.9 Miles	Yes

Appendix E: Project budget

Phase	Phase 1	Phase 2	Phase 3
Dates	7/2023 - 6/2024	7/2024 - 12/2025	1/2026 - TBD
Elements and projected costs	Funding	Design	Initial Through
	12/2023, then ongoing	Through 12/2022	through completion
Phase 1 Initial design	\$ 20,000		
Phase 1 Construction			
Complete design, Site evaluation, Build drawings	\$ 40,000		
5000 Sq. Ft. (@\$55/Sq.)			
Pump Track or surface	\$ 275,000		
Wastewater Drainage			
Management System	\$ 2,250		
Parking (8 spaces)	\$ 15,750		
Fencing	\$ 7,000		
Signage	\$ 100		
Phase Two			
5000 Sq. Ft. (@\$55/Sq.)			\$ 275,000
Usable area (To be designed)			
Restrooms			\$ 20,000
Water Fountain			\$ 2,500
Benches (2)			\$ 2,000
Landscaping			\$ 4,000
Phase Three			
Additional features			TBD
Total	\$ 20,000	\$ -	\$ 340,100
			\$ 303,500
			\$ -

I, the undersigned acknowledge and agree to the following:

1. **PARKS RULES:** I have been provided with a copy of the Park rules and regulations and I understand that I must adhere to these rules. If I fail to adhere to the Park rules and regulations, the Town of Berlin reserves the right to refuse to reserve the park in my name in the future. I further understand that the rules and regulations provided herewith are an excerpt of Chapter 22 of the Code of the Town of Berlin and other sections of that chapter and of the Town Code as a whole may also apply to use of the park(s).
2. **VEHICLES STRICTLY PROHIBITED ON PARKS' GROUNDS.** I understand that vehicles are not permitted in the parks beyond the parking lots. **ABSOLUTELY NO EXCEPTIONS** without prior express authorization.
3. **RESERVATION OF FACILITY(IES).** I understand that this reservation is only for the facility(ies) indicated above; all other areas of the park are open to the public and may be in use during my event.
4. **LIABILITY INSURANCE/RELEASE OF LIABILITY:** I certify that I or the organization which I represent possesses appropriate liability insurance and that, upon request, I will provide the Town of Berlin with verification of such insurance. If I do not possess such insurance, I understand that purchase of insurance may be required for this event/activity. The Town of Berlin and its agents are released from all liability associated with damage or injury resulting from the improper use of any equipment provided by the Town of Berlin and from damage or injury associated with the use of any equipment or items brought into the park by me or anyone associated with this event.

Signature: _____

Date: _____

8/29/22

Clerk: _____ Fee Pd: \$ _____ Date: _____ Refund: ☐ YES ☐ NO Date: _____



SPECIAL EVENT
APPLICATION



This form must be completed in order to hold an event in the Town of Berlin on public streets or property. Additional documents from the Town of Berlin, or another entity, may be required. Please provide as much information as possible. Form must be signed and appropriate contact information provided to be considered. "Same as last year" will not be accepted for any category.

Today's Date: 8/29/2022		Event Start time: 11am	Road Closure Start: —
Requested Date(s) of the event: 9/25/2022		End time: 6pm	End: —
Name of Event: Love Day '22		*Location of Event: Henry Park	
Estimated number of attendees: 200		*If activity is in a Town park, a Parks Reservation form must be complete.	
Applicant Name: Adrian (Tony) Weeg		Applicant Cell Phone: 410 422 7535	
Sponsoring Organization or Business Name: We Heart Berlin, Inc		Email: tony weeg @ gmail. com	
Person(s) to Contact Day of Event:		Name: Tony Weeg, Cell # 410 422 7535	
		Name: Adrian Bower, Cell # 443 513 1950	
Description of event: A day of Love and Basketball!			
If fundraiser, please indicate the beneficiary:			
How many and what types of vendors (ex. Food, craft, art, kids activity, etc.): NO vendors as of yet.			
Will there be live music or a DJ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, what type of music R/B & Dance & Hip Hop.			
What is your plan for the following:			
Marketing/Advertising: Online / social media			
Parking/Shuttle: across the street for parking & Henry Park lot.			
Inclement weather: rain date TBD.			
<p>The event sponsor hereby agrees to the following conditions:</p> <ol style="list-style-type: none">1. The Town of Berlin, its representative(s) and/or agent(s) will be held harmless for any loss, damage, or liability incurred in connection with the event.2. The event sponsor is appropriately insured. Proof of insurance may be required; if the event sponsor does not possess the appropriate insurance, the Town of Berlin may require the purchase of one-time event insurance through the Town of Berlin's insurance carrier.3. The event sponsor will be responsible for any costs incurred by the Town as a result of damage done during the course of the event to Town-owned, rented, or leased properties.4. The event sponsor and/or its participating vendors are responsible for obtaining any licenses, permits, rights-of-way, etc. for the event, including any permits required by the Worcester County Health Department, the State Highway Administration or any other agencies as appropriate. Any fees or other conditions associated with such will be the sole responsibility of the event sponsor and/or its participating vendors.5. Activities must occur within the time frame(s) specified. It is the sponsoring organization's responsibility to ensure that vendors, performers, etc. do not set-up earlier than agreed, and will begin break-down of booths, equipment, etc. promptly. Vendors, etc. must be clear of the street/area within one hour of event ending. Private property remaining beyond one hour will be removed from the street.			
By my signature below I identify myself as the representative of the above-named organization and/or the individual responsible for adherence to the conditions as set forth.			
Signature:		Date: 8/29/22	
Printed Name: Tony Weeg			

DETAILS OF EVENT:

Shaded areas for office use only

Street Closure	Note: Location map is required detailing streets to be blocked. Additionally, a State Highway Administration Request for Road Closure may be required.		
Street closure?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Barricade locations must be marked on map.	
Blockage/Closure Time:	Start:	End:	State Highway Form submitted if applicable? <input type="checkbox"/>
Will on-street parking need to be cleared?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Notes: # of barricades _____ Barricades to be dropped off: _____ Time/Date _____	No-Parking signs to be placed: _____ Time/date _____ Must be placed 24 hours prior to event.
Will parking areas need to be cleared/closed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Electric	Note: The Electric Department will assist with completion of Service Form.		
Will there be vendors or activities requiring access to electricity?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Request for Electric Service form required including information from each vendor/activity requiring electric.	
		Request for Electric Form submitted? <input type="checkbox"/>	
Will there be banners to be hung?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Request to Hang Banner form needed. Banner Form submitted? <input type="checkbox"/>	

Other Items/Services:		If applicable, items listed are in addition to those normally in place.				
Trash cans	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____	Trash cans to be placed: _____ Time/date _____			
Picnic Tables	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	# Required _____ Maximum: 5	To be placed: _____ Time/date _____			
Stage	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Stage to be placed: _____ Time/date _____			
Temporary Fencing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Location must be marked on map.	Extensions needed: <input type="checkbox"/>			
Porta-potties	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	# Standard <u>2</u> # Accessible <u>1</u>	Porta-potties will be placed in the alley on Pitts Street: _____ Time/date _____			
Signs: Other than banners or parking	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Informational signs during the event not applicable.	Sign Permit may be required. Planning Office review _____ Date _____ Sign Permit needed/submitted? <input type="checkbox"/>			
Will there be vendors/individuals selling goods or services as part of the event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Vendor's Application and Certification for Peddling and Soliciting will be required for EACH vendor participating in the event. If event/activity is in a municipal park a Business Use of Park Application will be required IN ADDITION to Vendor's Application and Certification for Peddling and Soliciting. Vendor's Permit(s) needed/submitted? <input type="checkbox"/>				
Additional Forms Required:		Yes	No	N/A	Date Rec'd	Initials
State Highway Administration Request for Road Closure						
Park Reservation Application and Permit						
Request for Electric Service						
Request for Banner Placement						
Sign Permit						
Vendor's Application and Certification for Peddling and Soliciting						
Business Use of Park Application						
Proof of Insurance						
Other:						

Approved by the Mayor and Council on the _____ day of _____, 20____. For _____ Opposed _____ Abstain.