

1. Updated Meeting Materials 8/4/2016

Documents:

[AGENDA 8.4.16.PDF](#)
[PARKS COMMISSION MINUTES JULY.PDF](#)
[4-28-2016 MEMO TO PC.PDF](#)
[PARK COMMISSION 08-01-16.PDF](#)



Gregory A. Mitchell
Director, Economic Development Department

Commission Members: Carol Hutchins, Craig Lapine, Cynthia Loebenstein, Diane Davison, Chair, Dory Waxman, Jaime Parker, Meri Lowry, Michael Mertaugh, Nathan Robbins, Steve Morgenstein, Travis Wagner and Councilor Belinda Ray

Parks Commission

Agenda

August 4, 2016

5 PM

City Hall

389 Congress Street ~ Room 24

(Basement)

Please note allotted times for each agenda item

- | | | |
|------------------|--|----------|
| I. | Citizen Comment Period | (5 min) |
| II. Agenda Items | | |
| A. | Acceptance of Meeting Minutes- July 7, 2016 | (3 min) |
| B. | New Business | none |
| C. | Communications/Updates | (10 min) |
| | <ul style="list-style-type: none"> • Lori Paulette – Danforth St. • Ethan – Baxter Woods | |
| D. | Unfinished Business | (45 min) |
| | <ul style="list-style-type: none"> • Green Space Gathering - Dory
Lincoln Park – our CIP (spotlight) • Park Initiatives - Steve <ul style="list-style-type: none"> o Park Signage – Sally DeLuca, Ethan Hipple & Jeff Tarling o Friends & Community Partners • Finance Committee – TPL finance report - Michael • Annual Report/Inventory Committee | |
| E. | Commissioner requests for Agenda Items | (2 min) |

The Mission of the Portland Parks Commission is to advocate for the enhancement and stewardship of our parks and open spaces. Review and propose projects that impact parks and open spaces and recommend action.

Foster collaboration among park users and the City.

Promotes public access and enjoyment.

Advocate for public and private funding for parks and open spaces.

Enjoy Portland for Life

**Parks Commission
Meeting Minutes
July 7, 2016**

Attendees: Dory Waxman, Meri Lowry, Cynthia Loebenstein, Belinda Ray, Travis Wagner, Ethan Hipple, Laurie Mondor

Citizen Comment: None

New Business: None

Communications: Ethan briefly went over the Parks responsibilities between Parks and Public Works. They are continuing to help with a lot of things but are seeking support and funding to hire seasonal positions so they can keep the vision and hope of the department. He went over some upcoming projects: Dougherty Field, Fort Gorges with Army Corps of Engineers who are going to start doing an assessment and hire a contractor to come in and do survey work. Railings, gait and fencing is what they are focusing on. It will still be open to the public. Army Corps plan does not include a dock. This would have to be done through either the City or Friends of Fort Gorges. We need to repair the wharf that is there and are working with the Friends of Fort Gorges. Amethyst lot is ongoing and developing the program division for this. This will be an RFP going out this summer. Funding is in the budget. A selection committee has been set up for this including Ethan Hipple, Bill Needleman and Sally DeLuca. Cynthia asked what about Parks Commission and Ethan said yes eventually it will come before the commission. Cynthia is hoping to put this to a bigger scale.

A pesticides task force has been created and Ethan is working with them on a current plan.

He has had a tour of the islands and will developing plan to include in future CIP. Belinda mentioned that Peaks Island was very excited that they had visited the island.

Ethan mentioned a bike coalition for future ideas.

A supervisory Ranger has been hired. Ethan believes rangers are a key to keeping the parks and hopes to hire more in future. Cynthia mentioned that Conservation Corps might be a possibility to tap into for rangers.

Ethan just signed a contract with Americorps to come in work with some of our existing trails. Ethan would like in the future to involve high school kids to get them involved with parks and maintenance. He is hoping to look at this in the fall.

Tiqa is now open for business.

Lincoln park walkways: landscape architect has been hired and will be starting in the fall.

There is a skate park even tomorrow with a pump track demonstration. Pump track is a continuous loop track. In the next few years we are looking to expand the skate park at the current site. Looking to improve the flow there, this is a very popular park and well used. Dory asked where we were in the phase for Douglas St. and it was agreed to talk regarding this at a future meeting.

Picnic tables; working on getting more. This is a common request. Metal table with mesh top, fairly attractive, black. Getting a batch of 6 to test these out.

Unfinished Business: Signage – Cynthia stated that they are working with Mike King and have a date next Tuesday to look at five parks. Ethan has made arrangements with the friends group. Plan is to try to locate where the signs are going to be. Meri asking about the funding update which Cynthia answered is \$1,500 for the design. Trying to work off the current city template.

Green Space Gathering – not able to meet as they had hoped. Dory motioned to table. She will get this to everyone tomorrow. Nathan and Dory met and went over briefly the location. Meeting again with staff next week and then will get something out then. Meri questioned if Dory would like a Land Bank member and Dory said yes that she would like this. Meri will mention this to Land Bank. Cynthia questioned about a speaker and Dory questioned if we possibly want to go with a local speaker. Fundraising for the parks was brought up by Dory with public-private partnerships and she is thinking of a winter party with a guest speaker being a thought. She is hoping to keep the Green Space Gathering focused on children in the parks; grass roots and grounded. Cynthia said also last year something was mentioned about a golf fundraiser and that fell through so wondering where that stood; will bring up to Sally.

Annual Report – Travis wanted to highlight that we are behind on this. A draft should have been done by now. Not sure if we will have this by August. We do have a good sense of what we need to do but data will take some time. He would like to ask each committee member to do a paragraph of what we are doing, subcommittee chair to do this and what they are thinking in terms of finance. First page of report develop inventory, signage and partnerships. Pressing needs over the next year but would like to get endorsement that this is what the commission agrees. Would like to get photographs of the parks from staff and commissioners and put them throughout the report also from various friends group which may be included to the annual report. Would like a clear definition of parks for future reference. Meri stated that the ordinance lists 34 parks. Portland Open Space Vision and implantation plan has inconsistencies between what she understands to be parks and to be Land Bank properties. There is a third source, June 2014 produced by public services and she was cautioned by Doug who knows that there are a couple of incorrect things on that. The map should not be considered final. Meri mentioned another 17 other properties that are called/referred to parks and are not part of the ordinance. Doug said they were not planned to be part of the ordinance. Ordinance does offer some protection from future sale. Ethan stated that Ace Ballfield city does feel this is a park and we do maintain. Deering High School, Ethan said that the maps he has

seen the green space is known as Presumpscot Park which is listed in titular parks. Travis stated this is where the problem is, everyone has different feelings. Travis said that this will take a solid year to clarify and this is important since we have an ordinance to protect these spaces/parks. Travis still believes it will take some council action. Ethan stated he would like to work with Meri on this. Ethan conflicting ordinance on a lot of properties.

Steve Leighton with of Friends of Oakdale wanted to know about friends and community partners. He was told that we are trying to come up with a list of all Friends of parks. Ethan stated that part of creating the list is also creating guidelines of entering into memorandums with these groups and across the spectrum to association of neighbors. Providing resources for people who want to start a Friends of a park, what are the steps.

Dory motion to adjourn, Belinda so moved all agreed.



Economic Development Department
Gregory A. Mitchell, Director

MEMORANDUM

TO: Parks Commission

FROM: Lori Paulette, Senior Executive Assistant

DATE: April 28, 2016

SUBJECT: Request to Purchase all or a portion of 471 Danforth Street/71-A-2

The Tax-Acquired Property Committee (a City staff Committee comprised of representatives of the Assessor's office, City Manager's office, Corporation Counsel, Economic Development, Finance, Planning, and Public Works), reviewed and discussed the request by the Marshalls to purchase the above property currently in the Land Bank. After discussion, it recommended that the Land Bank property be preserved, and that the City grant a drainage easement to the Marshalls on that portion that encroaches on the Land Bank Property, marked with an "XXX" on the attached map – p. 4 of 12.

The Land Bank Commission reviewed this at its April 14, 2016 meeting, where it unanimously recommended to the Parks Commission and the City Council to approve extending this drainage easement to the Marshalls as recommended by TAPC.

In anticipation of a Parks Commission vote, we expect to bring this to the City Council for a vote in June.

Enclosure

Cc: Sally DeLuca, Parks, Recreation, and Facilities Director
Greg Mitchell, Economic Development Director
Doug Roncarati, Storm Water Program Coordinator/Public Works
Jeff Tarling, City Arborist



Economic Development Department
Gregory A. Mitchell, Director

MEMORANDUM

TO: TAPC

FROM: Lori Paulette

DATE: February 18, 2016

SUBJECT: Application to Purchase All or a Portion of City-Owned 471 Danforth Street (71-A-2)

The City has received an application to purchase all or a portion of the above lot (portion would be approx. 30' x 77' sq. ft.) as the applicants own the abutting property at 467 Danforth. The applicants noted that the prior owner had encroached on the City's property for over 60 years, and they now would like purchase all or a portion to help with easements of the existing placement of the garage, driveway, and drainage. They would like to use it as enhanced garden and yard space – not changing its current use.

471 Danforth Street is City-owned vacant land, containing .35 acres (15,360 sq. ft.), with an assessed value of \$76,800, and zoned ROS – minimum lot size is 2 acres; it is currently in the Land Bank.

City engineering notes that to their knowledge, there are no deed restrictions to this parcel of City land, unlike other City-owned Western Prom parcels.

A Department wide survey has been done, with the survey results indicating that it would not be in the best interest of the City to sell all or a portion of this lot in order for the City to continue to have access for drainage work, as well as a potential trail through the property connecting to Western Prom (see map of potential trail from Portland Trails).

In the alternative to a sale, in speaking with City Arborist Jeff Tarling, he would be in favor of providing a 10' wide easement to the Applicants. This would take care of the current drainage encroachment onto the City's property.

This is being submitted to TAPC for its recommendation to the City Manager, and ultimately to the City Council, as to whether to move forward with an easement, or sell a 10-foot portion, or advise the Marshalls that the City is not interested in selling any of this property and no easement either.

existing tobogan run trail

DANFORTH ST

525

proposed danforth connector

52

48

50

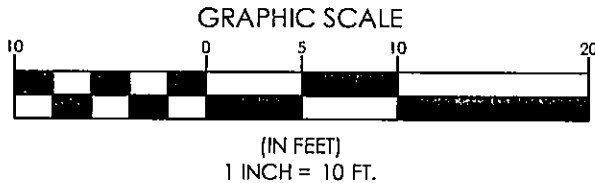
501

481

467

future
xwalk/connection to
W. Commercial Trail

COMME



GENERAL NOTES:

1. THE RECORD OWNERS OF THE PARCEL ARE WILLIAM AND KATHERINE MARSHALL BY DEED RECORDED AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN BOOK 31098, PAGE 81.
2. THE PROPERTY IS SHOWN AS LOT 3 WITHIN BLOCK A ON THE CITY OF PORTLAND TAX MAP 71.
3. TOPOGRAPHIC INFORMATION SHOWN HEREON IS BASED UPON AN ON THE GROUND FIELD SURVEY BY SEBAGO TECHINCS, INC. PERFORMED IN NOVEMBER OF 2014.
4. THE BOUNDARY INFORMATION SHOWN HEREON IS BASED SOLELY UPON PLAN REFERENCE A AND FOUND CONTROL POINTS FROM PLAN REFERENCE A, PROVIDED TO THIS SURVEYOR IN AUTOCAD FORMAT BY THE CITY OF PORTLAND.
5. PLAN REFERENCES:
 - A. PLAN OF CITY PROPERTY AT 54 WESTERN PROMENADE AND 471 DANFORTH STREET, VALLEY STREET TO VAUGHN STREET, BY THE CITY OF PORTLAND, MAINE PUBLIC SERVICES DEPARTMENT, ENGINEERING DIVISION, DATED JANUARY 31, 2013.
6. PLAN ORIENTATION IS GRID NORTH, MAINE STATE PLANE COORDINATE SYSTEM, BASED SOLELY UPON PLAN REFERENCE A. ELEVATIONS DEPICTED HEREON ARE NGVD29 CITY DATUM, BASED ON MONUMENT 100 SHOWN ON PLAN REFERENCE A, BEING ELEVATION 47.045 FEET PER EMAIL FROM BILL SCOTT OF THE CITY ENGINEERING DIVISION.
7. UTILITY INFORMATION DEPICTED HEREON IS COMPILED USING PHYSICAL EVIDENCE LOCATED IN THE FIELD. UTILITIES DEPICTED HEREON MAY NOT NECESSARILY REPRESENT ALL EXISTING UTILITIES. CONTRACTORS AND/OR DESIGNERS NEED TO CONTACT DIG-IT-SAFETY SYSTEMS, INC. (1-888-DIG-SAFE) AND FIELD VERIFY EXISTING UTILITIES PRIOR TO CONSTRUCTION AND/OR EXCAVATION.

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Lewiston, ME 04240
Tel. 207-783-5656

75 John Roberts Rd., Suite
1A South Portland, ME
04106
Tel. 207-202-2100

AS-BUILT SURVEY PLAN
 OF
 MARSHALL PROPERTY
 460 DANFORTH STREET
 PORTLAND, MAINE
 FOR:
 MAST CONSTRUCTION CORPORATION
 100 WEST ROAD
 SCARBOROUGH, MAINE 04074



April 1 2012 fy 2013

Tax Map Index; <http://www.portlandassessors.com/taxmaps.htm>

Index Number - C8NW

City of Portland
Application for Purchase of City Acquired Property

Please complete this form and return to:

Economic Development Department
City of Portland
389 Congress Street Rm. 308
Portland ME 04101

If you have any questions regarding this form, the City's rules for disposition of tax acquired property or City owned property, please contact the Economic Development Department at (207) 874-8683, Ext. 5, or via email at ljn@portlandmaine.gov

Please print clearly or type:

I. Property Address for acquisition from the City:

Chart, Block & Lot Number(s)
(From Assessor's Maps)

Map 71, Block A, Lot 2
471 Danforth St. Portland ME
04102

(Phone number for City Tax Assessor's Office (207) 874-8486)

II. Applicant Information

Name William H. Katherine Phone 620.747.0116

Address M. Marshall
467 Danforth St. Portland ME 04102

Years at current address 2 years

Are you or have you ever been employed by the City of Portland? Yes ☐ No ☒

If yes, indicate dates employed and position: / / to / /

Position _____ Dept. _____

Please list any relatives employed by the City of Portland

III. Property Profile of City-Controlled Lots Being Requested to Purchase

Please circle the type of property

Vacant Lot

Residential

Commercial/Indust.

Do you currently own abutting property?

Yes

No

If yes, please indicate the Chart, Block and Lot Number(s) and Street Address:

Map 71, Block A, lot 3

467 Danforth St.

Portland, ME 04102

State in detail your proposed use for the property you are interested in purchasing. If the proposed use of the property is changed from its current use or if a building is proposed, attach a sketch and measurements. Add another sheet if additional space is needed.

We are interested in purchasing all or part of the adjoining property to ours at 467 Danforth, which will help with the easements of the existing placement of the garage, driveway and drainage. The previous owners occupied much of this abutting lot during their 60 years of ownership. Rather than just occupy this space, we would like to purchase it and use it as enhanced garden and yard space, not changing its current use. At a later time, we would consider returning the garage to a double garage per the 1924 historical photo of the 467 Danforth property.

IV. Purchase Price

What price are you offering for the property?

How do you intend to pay for the property?

Cash

X Financing

If you intend to obtain financing for the property, please indicate the name, contact name, address and telephone number of the institution or company providing the loan.

If you intend to use cash for the purchase, please provide proof of funds to close by attaching a copy of your financing source, such as bank statements, gift letters, etc.

When would you be prepared to take possession of the property?

Immediately.

V. Contingencies

If there are any contingencies as part of the proposed purchase, please indicate below

VI. Applicant's Acknowledgement

The applicant acknowledges that this is an application for the purpose of acquiring City property and only represents an expression of interest in property which the City of Portland holds a title interest. The applicant further acknowledges that all sales of City property may require final approval by the Tax Acquired Property Committee, Finance Director, City Manager, Housing or Community Development Committees and the City Council. This document is merely an expression of interest on the part of the applicant.

Applicant acknowledges and understands that the process of acquiring tax acquired property, or City-owned property, requires several steps as outlined below:

1. This is a buyer beware process. Prior to submitting an application, the prospective buyer should perform research on the property to assess what can be done with the property. With respect to vacant lots, the buyer should check with the City's Zoning Administrator to assess whether or not the proposed use is compatible with the City Zoning Requirements. If a building is involved, the buyer should inquire about building codes with the City's Building Inspection Office.
2. The buyer should understand that there is no guarantee that the City will accept the offer. Furthermore, the City may decide not to sell the property based on a review of City needs for the property at the time the offer is made.
3. In accordance with State and local regulations, each owner of property that is in jeopardy of losing this property through real estate tax foreclosure is given 60 days to redeem the property. In most cases, this has already been done. There may be cases however, where this has not been done and the applicant may have to wait until the re-

quired sixty days have expired.

4. In accordance with City rules, abutters and nearby property owners must be notified of a proposed sale of both tax-acquired and City-owned property. This provides abutters and nearby owners an opportunity to submit an offer of their own or to make the case that the City should retain the property. The amount of each offer submitted is not shared with anyone until such time as the appropriate committees have reviewed the offers.

5. The applicant acknowledges that the disposition of tax acquired and City owned property must adhere to rules adopted by the City Council. These rules are attached to this application for your review.

6. The buyer will be required to sign a Purchase and Sale Agreement and may be required to submit a deposit.

7. Once a sale is approved via an executed Purchase and Sale Agreement, the buyer should perform a title search, a property survey and other "due diligence" tasks deemed necessary to assess any other potential liabilities that may be associated with the property. In most cases, the City will provide a quit claim deed only.

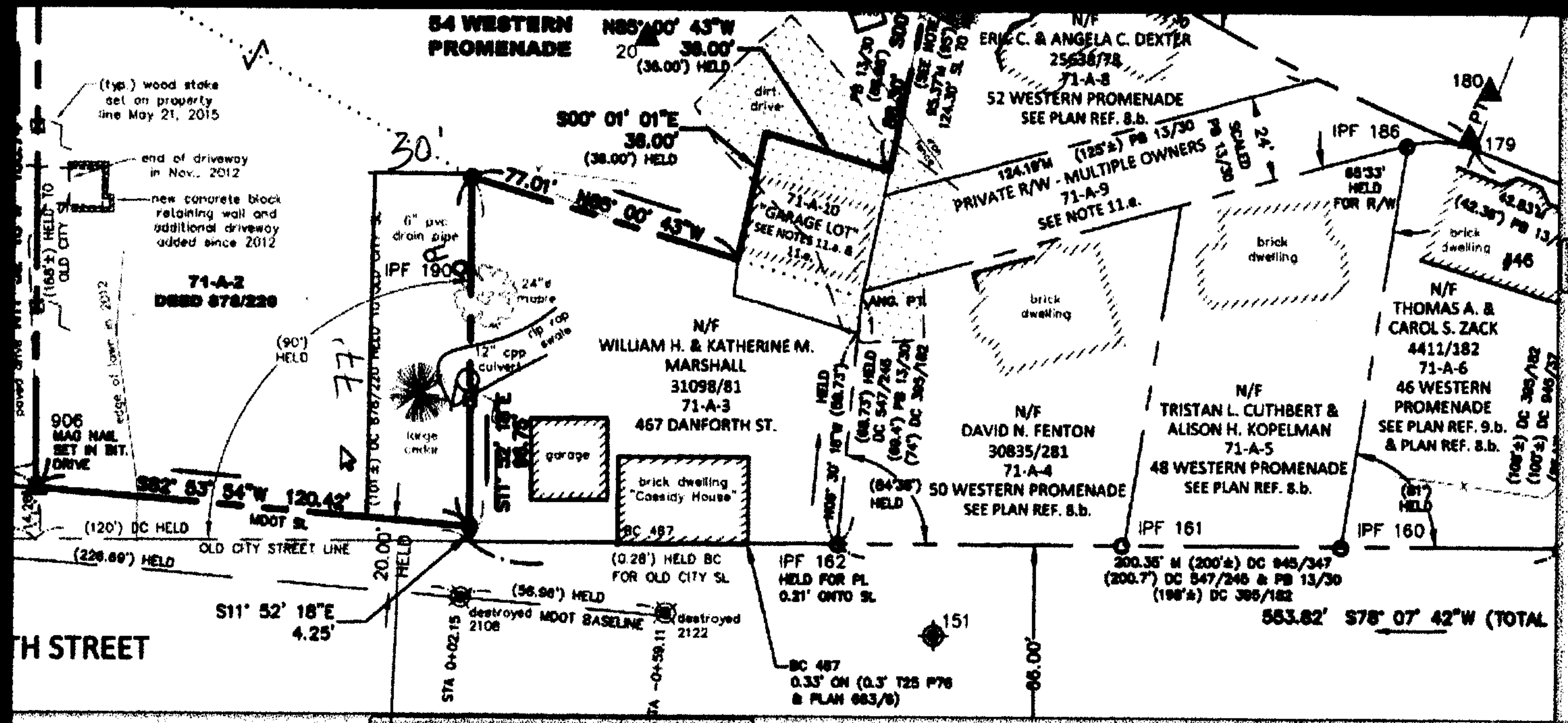
>>>>>>>>>THIS IS A BUYER BEWARE PURCHASE. THE BUYER ASSUMES ANY AND ALL R ASSOCIATED WITH THE PROPERTY.

8. Any land sold for development purposes shall be subject to site plan and/or subdivision review. In particular, any residential property on which three (3) or more houses will be constructed shall be subject to subdivision review, whether or not such development constitutes a subdivision under te or loacl statutes or ordinances.

Applicant/buyer has read and understands the accompanying rules adopted by the City Council and the process and risks described herein.

Applicant Signature

Date



30' x 77'
= 2310 sq ft.

71 A002 City-Owned Vacant Land



Google Maps 467
467 Danforth St



Image capture: Oct 2015 © 2016 Google

Portland, Maine

Street View - Oct 2015



Sally L. DeLuca
Director
Department of Parks, Recreation & Facilities

Ethan Hipple
Director
Parks Division

Memorandum

TO: Parks Commission
FROM: Ethan Hipple, Parks Director
SUBJECT: Parks Update
DATE: 8/1/16

Maintenance Plan

Work continues on developing Maintenance Plan for Parks Division. Developing daily, weekly, bi-weekly, monthly and annual task lists for each park. Also developing 10 year plan for park improvements, replacement and preventative maintenance for park assets: playgrounds, benches, picnic tables, trails, signage, etc...

Invasive Species Plan

Bob Bittenbender is conducting invasive species survey of parks and trails. He will deliver a staff report to help inform future efforts to reduce and eliminate invasive species. While great resources have gone into removing invasive species in many parks, we are hoping to take a more data-driven and methodical approach.

Food Trucks

Developed rules for food trucks in parks. RFP no longer required. Designated spaces in parks have been created, and licensed food trucks can use them on a first-come, first served basis.

Bayside Trail Phase II

Served on committee to interview and select designer for Phase II of Bayside Trail: Elm St (Trader Joes) to Portland Transportation Center (Thompsons Point).

Homeless Encampments

Working with Park Rangers and Police to reduce homeless encampments in Parks. During one early morning in July, 18 people were seen sleeping in Deering Oaks Park. Many other encampments in low visibility areas have been removed and cleaned up.

Definition of Parks Responsibilities

Working with Public Works to define Winter Operations role for Parks crew. Our current plan is to have Parks crew remain focused on Parks projects and responsibilities through the winter, rather than working full time within Public Works. Parks crew would still be involved in winter storm operations and plowing.

Libbytown Garden

Preliminary design for Libbytown Garden is in progress. Will be submitted to Planning for review in August.

Ft Gorges



Sally L. DeLuca
Director
Department of Parks, Recreation & Facilities

Ethan Hipple
Director
Parks Division

Hosted Army Corps of Engineers and Contractor site visit to plan hazard mitigation work to start in fall of 2016. Work will consist of installing a system of railings and gates in order to reduce fall hazards and control access.

Pesticides

Two staff will be attending Northeast Organic Farmers Association Organic Landscaping Accreditation Course in August. Presented staff pesticide plan to Pesticide Task Force, July 2016.

Lincoln Park Walkways

Have hired a Landscape Architect to design historically-sensitive walkways for Lincoln Park walkway replacement project. Construction in Fall 2016 or Spring 2017.

Skate Park

Conducting preliminary design for Skate Park expansion to include expanded plaza area as well as a skate pump track.

Land and Water Conservation Fund

Met with state contact for LWCF grant program through National Park Service. In order to qualify for future funding for open space improvements through this Federal/State program we must first make progress on LWCF conversion of Hadlock Field from public to private space. Working to identify mitigating property.

Parks Encroachment

Significant park encroachment issues at Baxter Pines and Baxter Woods. Gardens, treehouses, sheds, and yard waste are slowly creeping into the boundaries of the parks. Property lines will be marked and letters will be sent to abutters.

Recreation Director

Welcome to Rob Mattes, new Recreation Director for the city. Recreation Director will oversee Community Centers, Pools and Aquatics, Golf Course, Ice Arena, Before and After School Programs, Camps, and Adult and Senior Programs.

Employee of the Month

Playgrounds Employee Eddie Walsh received the Employee of the Month recognition. He was nominated by his peers and chosen out of a pool of 1,500 city workers.