City of Portland
Parks Commission Agenda

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.

Commission Members:
Alexis Lopez Del Vecchio, Ashley Burdick, Beth Rabbitt, Donna Gartland, Elizabeth Pagan, Griffin Bourassa, Helen Coyne, Jaime Parker, John Clark, Marie Gray, Robert Foster, Victoria Pelletier (City Councilor), William Elting.

November 7, 2024 at 5:00 PM
On the first Thursday of the month at 5:00 pm, the Portland Parks Commission will hold a meeting at Parks, Recreation, and Facilities, 212 Canco Rd. Suite A conference room.

The Parks Commission will conduct this meeting in person. Public comments may only be submitted in person or in writing. To submit written public comments on an agenda item, email parkscommission@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the Parks Commission meeting to guarantee their inclusion in the agenda packet. All submissions must include the person's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).
Livestream link: https://portlandme.portal.civicclerk.com/event/6748/media

I. Call to Order
II. General Citizen Comment Period-Non Agenda items
    a. Public comment emails *10.3.2024-11/6/2024*
III. Agenda Items
    a. Acceptance of Meeting Minutes: October 3, 2024
    b. New Business
        i. Portland Music and Arts Festival
    c. Communications and Updates
        i. Parks Division Report
        ii. Land Bank Commission Report
    d. Commissioner requests for Agenda Items
IV. Adjournment
V. Committee Work Session

Public Comment Emails 10.3.2024-11.6.2024

From: **Dale Belanger** <belanger.dale@gmail.com>
Date: Wed, Nov 6, 2024 at 10:54 AM
Subject: Payson Park Festival
To: <parkscommission@portlandmaine.gov>
Cc: Susan Abt <susansabt@gmail.com>, Sarah Milligan <sarahmilligan04@gmail.com>, <pali@portlandmaine.gov>, <mdion@portlandmaine.gov>, <rrodriguez@portlandmaine.gov>, <abullett@portlandmaine.gov>, <parks@portlandmaine.gov>, <citymanager@portlandmaine.gov>

Good morning

Submitting my comments in advance of your Thursday evening meeting as I will not be able to attend or call in due to a work trip.

I urge you to deny the application for the proposed music festival in Payson Park.

Reasons and concerns:

- Size - 12,000 tickets each day all arriving by Metro? If my math is correct one metro bus has a capacity of 56. 12,000/56=214 bus trips needed starting at ?? AM and ending well after the concert ends at 10 PM? How does that work?
- Traffic - Noted in their application no parking will be allowed in front of our homes. What are the mechanics of that. Prior C3 applicant mentioned local traffic would need a sticker of some sort to allow passage to our homes. Will this fall on the city to manage?
    - *We will work with the police and security in partnership with Friends of Payson to make sure*
    - *that the neighborhoods are being respected. There will be no parking in front of homes or*
    - *yards and the public will enter and exit the park in an orderly fashion that protects the homes*
    - *and neighborhoods surrounding Payson's Park*
- Noise - no amount of mitigation promised by the applicant can convince any neighboring property owner to adequately address this. Looking at the application does the following not apply to Payson Park? If not, why?
    - *There are time restrictions for amplified music/speech in Downtown Parks & Squares: limited to 11:45am – 1:15pm and 1 hour between 5pm - 8pm.*
- Restricted residential access to Payson prior to, during, and after. Spend some time in the park. It is refreshing to hear and see children, teens, and adults from all walks of life and backgrounds enjoying life away from cell phones and social media. Even if only for a short time.

- Damage to grounds. This is potentially long lasting if replanting/seeding needs to be scheduled. Bans use in those areas till available.
- Strain on City resources, Police, Fire, EMT, Parks personnel. The mayor recently commented the city is short staffed by 200. To divert resources to this festival will affect safety and response to other parts of the city. Who pays for city resources and undoubtedly the overtime associated with supporting the applicant. On one of my recent BLVD walks I witnessed; 2 police cruisers, 1 ambulance, 1 city dumb truck, 1 city front end loader, and 1 green parks pick-up staged under the 295 overpass along preble street to remove or clean up a pop up overnight encampment. Once again do we have the staff without compromising Portland's safety.
- Is this a rain or shine event? If so, and there is a weather event requiring delay or mass evacuation of the event space will the applicant be allowed to continue the event when safe, possibly well after the promised 10 PM end?

These are just not good fits for Portland city parks paid for by taxpayers dollars. As I read your mission statement I wonder how large scale, resident restricting, for profit entities fit. The city terminated concerts at Maine State Pier for all of the above reasons. Mumford type promoters never returned to the Prom nor did the city solicit additional events of this size. If the city wants to be in mass event business then pick a spot and develop it.

This is a precedent we cannot start.

Thank you for your time and consideration.

--
Dale Belanger
61 Randall Street
Portland Maine 04103
(207) 449-5330 Mobile
belanger.dale@gmail.com

kcapron1@maine.rr.com <kcapron1@maine.rr.com>
Thu, Oct 17, 11:20 PM
to Ethan, ParksCommission@Portlandmaine.gov, me, jaime@trails.org, Alex

I wonder who has the oversight of the Harbor Common Park. If it is the Parks Commission, have they been made aware of the potential conflict between your Park versus my Cruise Ship. Are they aware of the lack of public response (ZERO) to the public meetings starting back in 2021? As the video shows - no one showed up to welcome or reject the concept. Are they aware that the park essentially blocks any development beyond the water's edge? It landlocks all but a very few types of uses of a majority of the available space.

Are they aware that my ship offers an additional 30 acres to the waterfront? Are they aware of the benefits of your park versus the massive benefits of a 14 deck 880 x 105 ship? Are they aware of the risks of exposure during storms and with sea level rise? Portlanders will have the benefit (the only such) of the highest view of the waterfront in the harbor. Pools. 500-seat Auditorium. Meeting spaces. Workforce housing. The list is long ...

Does the Commission really want to promote your park, or do they agree that housing is a much higher priority? You yourself made the point that the park exists only until a higher priority comes along. Your words. Not mine. Housing is that higher priority. It is impossible to create 4600 living units at $30 per square foot on land.

I offer free access to fishing from our piers. I offer berthing and fueling for local users. I offer rentals of every form of water recreation allowed. I offer job training/placement for people who want jobs on cruise ships.

Whatever you might build on this temporary park, it will at some point in time be replaced by a higher need. Why on earth would you ever spend millions on a minor park? What a waste. As I have asked before - let's put this item on the agenda and run the flag up the pole to see how the wind blows. I am certain that members will want to know more.

Kenneth A. Capron, ret. CPA, Systems Engineer
1375 Forest Avenue D-11
Portland, ME 04103
207-797-7891
kcapron1@maine.rr.com
maglev@maine.rr.com
[Southern Maine Research Institute]
[SkyWay by MicroRail]
[Hope Harbor]

City of Portland | Parks, Recreation and Facilities Management
Ethan Hipple, *Director*
Alex Marshall, *Director of Parks*

Parks Commission October 3, 2024 Meeting Minutes
This meeting was recorded and is available to watch on the Agendas and Meetings Portal Here: https://portlandme.portal.civicclerk.com/event/6747/media

Present Commission Members: Beth Rabbitt, Donna Gartland, Elizabeth Pagan, John Clark, Marie Gray, Robert Foster, William Elting.

Not Present: Alexis Lopez Del Vecchio, Ashley Burdick, Griffin Bourassa, Helen Coyne, Jaime Parker, Victoria Pelletier (City Councilor).

Staff: Jen DeRice (Assistant Parks Director), Jessica Teesdale

Call to Order

B. Rabbitt called this meeting to order at 5:06 pm

General Citizen Comment Period-

B. Rabbitt opened the floor for public comment. The following individuals spoke: Ken Capron (District 5), Jon Kachmar (Portland Trails), Sean Randall, Matthew Howe, Ovid Gatlin (parkside), Joseph Sargent (Maine Skateboard Association), Hannah Quasnic (sp? 1 Cove St)

Emailed comments

Email comments were addressed during public comment period

Agenda Items

Acceptance of Meeting Minutes: September 5, 2024

Motion to accept meeting minutes: Motion made by M. Gray, seconded by W. Elting

passed: 5-0 E.Pagan, and J. Clark abstain

New Business

FY 2025 goals

Chair vote: Motion to appoint B. Rabbitt as chair made by Donna Gartland, seconded by Marie Gray. Passage 6-0 B.Rabbitt abstained

Vice Chair vote: Motion to appoint W. Elting as vice chair made by B.Rabbitt, seconded by R. Foster. Passage 6-0 W. Elting abstained.

Old Business

Parks Commission CIP recommendations 10.3.2024

Alexis Lopez Del Vecchio: 1. Stone St. Playground,2.DO Pond Wall,3.Eastern Prom Water Treatment Guard Rail

Beth Rabbitt: 1. Stroudwater Bridge, 2. Dougherty Field Enhancements, 3. Stone St. Playground
Donna Gartland: 1. DO Pond Wall, 2. Eastern Prom Water Treatment Guard Rail, 3. Stroudwater Bridge

Elizabeth Pagan: 1. DO Pond Wall, 2. Stroudwater Bridge, 3. Munjoy Park Playground
John Clark: 1. DO Pond Wall, 2. Western Prom/Valley St. Wall, 3. Stroudwater Bridge

Marie Gray: 1. DO Pond Wall, 2. Stroudwater Bridge, 3. Baxter BLVD. Safety enhancements

Robert Foster: 1. DO Pond Wall, 2. Stroudwater Bridge, 3. Dougherty Field Enhancements
William Elting: 1. DO Pond Wall, 2. Stone St. Playground, 3. Stroudwater Bridge

Commission Committee review

- Tasks for November strategy meeting

B. Rabbitt directed commissioners to review committee assignments from the September 2024 meeting minutes. The primary objective is for each committee to clarify what they are working on and provide an update at the December meeting.

Communications and Updates

Parks Division Report- Commissioners are invited to the Riverton Trolley Park Volunteer Fall Planting Day 10.9.2024

Land Bank Commission Report-

The meeting location move to 212 Canco Rd. conference room

Commissioner Requests for Agenda Items

- **Skate Park Update**
- **Archeological digs**
- **No mow/low mow list update**

Jon Kachmar provides an update on the Presumpscot Trail Alert

Adjournment- Motion to adjourn the meeting made by Beth Rabbitt

Portland Music & Arts Festival

GoodWorks Entertainment and Shore Sound Entertainment will bring a premier, two-day music festival to Portland, ME. The festival will feature nationally touring and local acts on two stages. Partnerships with local restaurants and food trucks will provide fans with the best local eats and craft beverages Portland has to offer. Around the festival grounds local artists will be showcased through art installations and craft vending.

Location: Edward Payson Park, Portland, ME

Number of Days: 2

Target Dates (Sat/Sun): August 2 & 3, 2025

Time: Gates will open at 12PM with music from 1PM - 10PM

Capacity: 10,000-12,000 per day

Genre: Americana, Rock, Indie, Folk, Country, Blues, Reggae and more

Artist Examples: The Lumineers, Caamp, Steel Pulse, Brandi Carlile, Christon Kingfish, Trampled by Turtles, Black Pumas, Ziggy Marley, Gary Clark, Jr., Trey Anastasio, Nathaniel Rateliff, Ben Harper, Vampire Weekend, Khruangbin, Kamasi Washington, Charley Crockett, Margo Price, etc...

Target Demo: 25-55 – Family focused and kid friendly (12 and under are free)

Community Support: The festival will support local charities and local parks; some charities/organizations we have identified as possible options are: Preble Street, Portland Parks Conservancy, Creative Portland, Portland Trails

Other Considerations:

- Allow public access to the Community Gardens and the Senior Center
- Use a foot print in the park to allow for public use throughout the weekend
- Allow park access for the public up until the day of the festival and the day after it is complete

Safety

Command Center/Mobile Communication: We will set up a radio frequency that will be dedicated to: Police, EMT, Fire, Security. In addition to radio frequency we will have a command center group text.

This text group will include; Police, EMT, Fire, Security, Mayor's office, Parks and Rec and will be used only for emergency situations, weather, etc.

Festival leadership will be in contact with the command center on weather and emergency situations in order to get in front of and make quick decisions in regards to "take shelter" situations weather or otherwise related.

Neighborhood Management

We will work with the police and security in partnership with Friends of Payson to make sure that the neighborhoods are being respected. There will be no parking in front of homes or yards and the public will enter and exit the park in an orderly fashion that protects the homes and neighborhoods surrounding Payson's Park.

Waste Management

We will make sure to have specific waste and recycling receptacles around the park. We will not use any plastic plates, cups or utensils. We will be offering touchless free water stations and allowing attendees to bring an empty water bottle in an effort to make sure our fans have a safe way to stay hydrated at no cost but also to allow for reduced waste.

We will have a private company handling all waste management to ensure that the park looks as good or better than it was handed to us.

Transportation

Greater Portland Metro – ideally, route 9, we pay for all fees and increase number of stops. This will be free to concert ticketholders.

Bike Valet- work in partnership with a youth organization such as Little League or softball, Scouts, etc. to offer a bike valet. The organization chosen can change YOY to make sure everyone is able to benefit from the festival equally.

Ride Share – dedicated ride share location for pick up and drop off

TIER III / SPECIAL EVENT
PUBLIC PARK AND SPACE

City of Portland, Public Assembly Facilities Division
212 Canco Road Suite A
Portland, Maine 04103
207-808-5434
Rusty Groh - rgroh@portlandmaine.gov

TIER III APPLICATION FEE $50.00
EXPECTED ATTENDANCE 2000+

PAYMENT MUST BE MADE WHEN SUBMITTING COMPLETED APPLICATION

(This is a transferable/non-refundable fee. If your event is permitted, the $50.00 will be credited toward your permit fee.)

For uses of city property, there are typically: 1) fees charged for use of the area, 2) a security deposit required, 3) insurance required and 4)Area Impact Study. There may be fees due and applications required from other City Departments.

TODAY'S DATE	8/22/2024	**ORGANIZATION NAME**	Portland Music Festival LLC		
ADDRESS (Street/City/State/Zip)	32 Front Street Hartford CT 06103				
CONTACT NAME(S)	Tyler Grill & Jordan Wolowitz	**TITLE(S)**	Owners		
PHONE	203-767-3266 - Tyler Grill	**PHONE**	203-428-9441 - Jordan	**PHONE**	
EMAIL	tyler@grillentgroup.com	**EMAIL**	Jordan@shoresoundent.com	**EMAIL**	

PARK AREA / PUBLIC SPACE REQUESTED	Edward Payson Park		
EVENT DAY(S) & DATE(S)	August 2 & 3, 2025	**RAIN DAY(S) & DATE(S) (50% added fee)**	N/A
OVERALL EVENT START & END TIME (When setup will begin until cleanup is expected to be complete.)	July 27-August 6, 2025	**EVENT START & END TIME**	11 AM- 10 PM

EVENT NAME	**EVENT CLASSIFICATION Road Race, Parade, Public Assembly, Music Festival**	**EXPECTED ATTENDANCE**
(TBD) Portland Music & Arts Festival	Music Festival	10,000-12,500 per day

AREA IMPACT STUDY: Please be as specific as possible regarding the area of public space/park that you would like to permit and please describe the event in detail using the **AREA IMPACT STUDY (link to form that needs to filled out)**

AIS CHECKLIST	**COMPLETED**
1. Description of event. Brief description of event and event history so that all departments may better understand your event request. (Downloadable format)	See attached
2. Permits. Include all applicable permits from all pertinent city departments.(Fire,Police,City clerk…)	N/A at this time.
3. Detailed site plans. Include maps of venue, parade and course routes, parking/shuttle plans, evacuation plans… (Downloadable format)	See attached
4. Event components. Event time frame, sound levels, neighborhood impacts, road closures, security/police, EMS services. (Downloadable format)	Preparing

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT?	**Please check:** Yes _____ **FEE** _____**PLEDGES**	
IF YES FOR FEES, HOW MUCH?	**FEE**	$ $75-$550 - (Subject to Change) Resident Discounts Will Apply

	STUDENT FEE	$ Discounted Rate (TBD)

PLEASE CHECK OFF AND ANSWER:

	Fees for Police, Fire/EMS or Parking Control Staff will be invoiced by those individual departments & should be paid to them directly.			
		X-YES	**X-NO**	**AIS**
*	Are you setting up a **canopy(s)?** (10'x10' size or smaller) **How many?**	X		
*	Do you wish to set up a **tent(s)** and/or **stage(s)?** A canopy/tent or stage larger than 10'x10' needs a Temporary Tent or Stage Permit issued by Building Inspections. For permit application, please go to: https://content.civicplus.com/api/assets/376697a8-b6ac-4a4c-babc-9dbcf1e61eb8 or contact the Permitting and Inspections Department at buildinginspections@portlandmaine.gov or 207-874-8703 for more information. PLEASE apply at least 2-weeks before your event. **Tent/Stage Size(s):** **Exact Location(s) of Tent/Stage Placement Requested:** *** In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233. ***	X		Permit Required Include on Site Plan
*	Will you be setting up **tables and/or chairs?** How many tables**:** chairs**:**	X		Include on Site Plan
*	Are other items or equipment being placed on City property? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List**:**	X		Include on Site Plan
*	Will there be **refreshments** at the event**?** Do you wish to **sell food?** If so, you will need approval from PAFD and possibly a Temporary Food Service License from the Business Licensing Office. PLEASE provide them at least 2 weeks advance notice (207-874-8557). **List food and drink / Food Trucks, etc.:** PLEASE NOTE: A Temporary Food Service License is NOT needed when: 1. Food Vendors have a current City of Portland Food License 2. Just pre-packaged refreshments, or food & drink items are purchased or donated from a licensed establishment 3. Bottled water / water is served A TFSL is needed when food vendors are not licensed or when food is being prepared and cooked at the event.	X		License Required Include on Site Plan
*	Do you wish to sell **non-food items** (like T-shirts, crafts, cd's, etc.)**?** If so, please apply for a Street Goods Vendor License(s) at the Business Licensing Office (207-874-8557) – 2 week notice. **List items you wish to sell:**	X		License Required Include on Site Plan
*	Do you wish to sell or provide **Alcohol? If yes**, you must complete the application for a Liquor License specific to your event through the State of Maine and submit the application to the City of Portland Business office first. Application will need City of Portland's approval prior to going to the State. Questions?please contact the Division of Liquor Licensing and Enforcement at (207) 624-7220/email- MaineLiquor@maine.gov.	x		License Required
*	Are you setting up a **PA (sound) system?** Are you planning on having **Amplified Music? Band? DJ? Boom Box?** If so, your event may require a concert license. PAFD will advise upon review of your application. Amplified speech (i.e. Press Conference) does not require the license, however, a Sound Security Deposit may be required. There are time restrictions for amplified music/speech in Downtown Parks & Squares: limited to 11:45am – 1:15pm and 1 hour between 5pm - 8pm.	X		License Required Include on Site Plan & Event Components
*	Will your event require **electricity**? Electricity is available at Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park, and Lincoln Park. A $40 activation fee is required.	X		
*	Are you planning on bringing a **Grill for a Barbecue**? Grilling is subject to weather conditions and possibly Fire Dept. review.		X	
*	Will the event require **reserved parking spaces / parking meters**? How many**?** "No Parking" signs may be purchased at the PAFD Office, 212 Canco Rd.	X		
*	Will your event need **safety vests, signs, barricades and/or cones**? **Please list what you would like to borrow/rent:** Limited safety vests, cones & barricades may be borrowed/rented from PAFD Office. Traffic signs may be borrowed/rented from Public Works if needed (207-874-8493).	X		
*	Will your event require **street closures**? Will your event affect **METRO BUS ROUTES**? (Please be specific under "Description of Event")	X		Include on Event Components

*	Will your event require **Police** assistance? An event such as a road race, march or parade in the street, would typically require police assistance. To reserve & hire an Officer(s) to be on site at your event, please visit: https://portlandmaine-portal.app.transform.civicplus.com/forms/26740	X		Required
*	Will your event require **Fire/EMS** assistance? (For a large walk/race, it may be required.) To hire or inquire about hiring city Fire/EMS staff to be on site, please email fireprevention@portlandmaine.gov well in advance of the event. For general questions, you may also call 207-874-8400.	X		Required
*	Will your event require **Parking Control** assistance? To hire a Parking Control Officer(s) to be on site at your event, please call 207-874-8910 well in advance to arrange.	X		
*	Will your event require **portable-restroom** rental(s) or need existing porta-restrooms cleaned? (Some of the parks already have porta-restrooms. Event participants may use these, but a $75 fee is assessed for events where attendance is 150 or more.) Porta-restrooms may be rented from any of the local companies. Units currently on site are through Associated Septic. **1 unit/50 people when serving alcohol 1 unit/75 people with no alcohol**	X		Include on Site Plan
*	Will your event require waste management and recycling? What is the waste management plan?	X		Include on Site Plan & Event Components
	For events where more than two thousand (2,000) individuals anticipated to gather or participate in the event or activity in the park, the **permittee shall provide a bond in the form of cash, certified check or surety bond from a surety company qualified to do business in the State of Maine in an amount of not less than two thousand dollars ($2,000.00). Such a bond shall be utilized to guarantee cleanup of the area and shall be applied against claims by the city for excessive damage to real or personal property in the park.**	X		Required

INSURANCE CERTIFICATE INFORMATION				
*	Will your event require liability Insurance? (Commercial liability insurance is required for a walkathon, race, festival, press conference, concert, etc. Product liability insurance is also required if the event has been approved for serving food.)	X		Required

♦ If you answered YES, you shall procure and maintain occurrence-based Commercial General Liability and Product Liability Insurance, when required, in an amount not less than Four Hundred Thousand Dollars ($400,000.00) per occurrence for bodily injury, death and property damage. You shall name the City of Portland as an additional insured or shall obtain a general liability extension endorsement, for coverage only in those areas where government immunity has been expressly waived by 14 M.R.S. A. § 8104-A, as limited by § 8104-B, and § 8111. The terms of this permit and the insurance coverage shall not be deemed a waiver of any defenses, immunities or limitations of liability or damages available to the CITY under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, common law, or any other defenses, immunities or limitations of liability available to the City. You shall also be responsible for any and all deductibles and/or self-insured retentions.

♦ Both the **Certificate of Insurance** and **Additional Insured Endorsement** shall be sent to rgroh@portlandmaine.gov and must state that the policy is endorsed to name the City of Portland as an additional insured pursuant to the date of the event (and rain date).

PUBLIC ASSEMBLY FACILITIES DIVISION POLICIES

EVENT REVIEW

The PAFD Office holds a monthly meeting where proposed events are discussed and reviewed by City Departments. For some events, organizers will be asked to present before the committee. Some potential factors may necessitate your event receive City Council approval.

ELECTRICITY

All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) we require that you **not use** electricity, unless all connections and equipment are covered and protected from the elements. If a generator is used, please take all necessary measures to ensure safe operation. Bring a fire extinguisher, set generator up away from activities (and combustibles), store fuel source away from the generator and keep children away from the generator.

BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills or open burning. Barbecuing must first be approved by PAFD Office and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children's activities. You are required to have a fire extinguisher with in the grilling area.

PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where refreshments are being served. Some of Portland's parks already have portable restrooms from Associate Septic on site (*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannaford's, *Entrance to Dyer's Flat – beside Payson Park, *Deering Oaks Park – Playground + Ravine, *East End Beach - Winter & Early Spring: Just EEB.) If over 150 people are expected to attend the event, a $25 user fee is required (paid to PAFD). If extra units are rented by the organizer, then no additional user fee is assessed. Porta-restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to

call the porta-restroom company (Associated Septic / Royal Flush, 207-799-1980, M-F) to request and pay for a cleaning. If renting units, the organizer has the option of renting from Associated Septic / Royal Flush, or from other local companies.

TRASH

All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacles and remove all trash. Do not use existing trash barrels or the metal liners inside. You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). Please recycle whenever possible, (please do not use Styrofoam - it is NOT recyclable). The area will be checked following your event; if the park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!

MARKING OF GROUNDS

Please DO NOT mark city property in any permanent way.
DO NOT use SPRAY PAINT or SPRAY CHALK. DO NOT STAPLE or NAIL anything to trees.
Children's Art Chalk can be used on hardscape areas with permission from PAFD Office. Tape may also be used.
If markings remain for more than a few rain storms, event organizers are responsible for removing them.
If city staff or contractors need to remove the markings, event organizers are responsible for the cost of staff time and materials.
You may also place signs on stakes in the grass areas bordering trails/race routes (when applicable).
Please remove all signage immediately following the event.

USE OF CANDLES

It is preferred that LED lighted candles or glow sticks are used. If flammable candles are used this may need to be approved by the Portland Fire Department. Please make sure all candles have drip protectors to prevent wax from dripping on hardscape surfaces, which may cause permanent stains/damage. Please make sure all candles are extinguished before being thrown away. Please collect all spent candles so there is no trash left behind. Please take safety precautions: bring a fire extinguisher, gallon of water, etc. in case of fire. **Any damage** (dripped wax absorbed into hardscape causing stains, etc.) **will result in a forfeiture of your security deposit.**

ADA COMPLIANCE

Event organizer must comply with the Americans with Disabilities Act (ADA) and the Maine Human Rights Act (MHRA), including maintaining the permitted use area and all public rights-of-way accessible during the entirety of the permitted event. In the event the permitted area is rendered inaccessible to disabled persons, and/or by request of PAFD staff, the organizer shall act immediately to provide accessibility. All requests to provide interpretive services shall be the responsibility of the organizer to provide and pay for such services. The organizer shall defend, indemnify, and hold the City harmless from any and all liability and damages resulting from alleged violations of the ADA and/or MHRA.

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

Vehicles are prohibited from parking on grass areas/sidewalks/park streets (unless specifically approved by city staff). $20 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **Any tire ruts/damage to the grass areas will result in a forfeiture of your security deposit.**

RESERVED PARKING

To reserve parking for your event, please contact the PAFD Office (808-5400 x0). Staff will review your request and can issue you "No Parking" signs ($25 each*). You will need to label signs and tape them to meters or signposts AT LEAST 24 HOURS PRIOR TO YOUR EVENT. (NOTE: If event is on a Sunday or Monday, NP Signs may need to be posted on the preceding Friday by Noon.) Please do not cover up coin slots on meters. If the reserved parking area has no actual parking meters, you may need to tape signs to sign posts, utility poles, trees, or orange cones (placed on the sidewalk beside the street). Please make sure signs are removed once the event is complete.

FIREWORKS

Organizers wishing to have fireworks as part of their event must contact the Portland Fire Department directly. Permits will need to be obtained through the Portland Fire Department, the State of Maine and possibly through the US Coast Guard.

ALCOHOL / SMOKE-FREE ZONES

By city ordinance, smoking a cigar, cigarette, pipe, marijuana, electronic cigarette, electronic cigar, electronic pipe, or other similar product that relies on vaporization or aerosolization, is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, parks, playgrounds, beaches, and athletic facilities. Consumption of alcohol is prohibited in public spaces unless specifically approved by City Council. Please inform all participants / attendees.

AMPLIFIED SOUND POLICY

Outdoor events with amplified sound may require an Entertainment License from the PAFD Office.
If the Police Dept./City Staff receive noise complaints, they will respond accordingly.
Please set the PA System up with speakers facing away from businesses/residences to lessen impact.
Please keep volume levels low out of consideration for nearby residents and businesses.
The Permittee (organizer) shall not allow the sound emanating from the event to exceed an A-weighted 85 decibels / C-weighted 95 decibels. One verbal warning shall be issued if the sound has been found to have exceeded those limits. The warning may be given to the sound board operator or the organizer/organizer's designee. If the decibel limit is found to have been exceeded a second time during the same event, the entertainment license (or permission to use a bullhorn/PA system) shall be immediately suspended, the PA system / amplification / bullhorn turned off, and the sound security deposit forfeited.

CANCELATION POLICY

Events must be canceled with PAFD prior to the event date in order to be eligible for a refund.
If canceled within 2 weeks of the scheduled event date, a $75 cancellation fee may be charged.

NOTIFICATION
Please keep a copy of your event permit on site at all times. City staff may require proof of permit. If there are members of the public in the reserved space upon arrival, please present the permit as proof of reservation & approved usage. If you need assistance, please contact the Police Department at (207) 874-8574.. You may put up temporary A-frame signs to alert the public to your event or place signage on orange cones, etc. Signs are to be up DAY OF EVENT ONLY. Please remove all signage immediately following the event. Please call Portland Police Dept. (874-8574) on the day of your event to remind them it is taking place. Please notify any nearby neighborhoods, businesses, including restaurants that may have tables out for dining, to alert them to your event.

STREET CLOSURE NOTIFICATION
Should an event involve a Street Closure, lasting longer than an hour, PAFD Office requires organizers to give advanced notification to area businesses, residents and bus companies (in the form of a "Street Closure Sign Off Sheet"). If an event impacts METRO Buses, the organizer (in advance) must discuss detour plans with Parks Rec and Facilities..

REVOCABLE PERMIT
♦ The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property. ♦ The City reserves the unconditional right to revoke or revise an issued permit. ♦ Police or City Staff on site may use their discretion to revise conditions of use.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	TG	DATE	8/22/2024

ASSUMPTION OF RISK & LIABILITY
Users of the area agree to accept the grounds in an "as is" condition and shall be responsible for all risk and liability in using the park/public space area for the said event. By returning this form (should permission be granted to use city property), the above parties agree to indemnify, defend, and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities during said event.

I have read the Assumption of Risk & Liability Agreement	TYPE INITIALS	TG	DATE	8/22/2024

PLEASE INITIAL & DATE HIGH-LIGHTED YELLOW BOXES ABOVE.

PLEASE RETURN FORM AT LEAST 60 DAYS IN ADVANCE TO:

♦ Public Assembly Facilities Div. ~ 212 Canco Rd. ~ Portland ~ ME ~ 04103 **EMAIL PREFERRED:** rgroh@portlandmaine.gov

FEE SCHEDULE – UPDATED FEBRUARY 2024

Fees are tiered and assigned based on the level of demand placed on City resources and impact on City infrastructure.

Simple Event (no registration fee): $75/hour	Electricity (activation/deactivation) Fee: $40/flat
Event with registration or pledges & attendance 25 - 300: $150/hr.	Porta Restroom User Fee (if attendance is 150+): $75
Event with registration or pledges & attendance 301+: $250/hr.	Entertainment License: $50
Film/Photo Shoot: $150/day	Barricades: $5/ea. Rental Fee + $25/ea. Security Deposit Bike
Public Space/Park Security Deposit: $100 - $1000	Racks: $10/ea. Rental Fee + $25/ea. Security Deposit
Sound Security Deposit: $100 - $1,000	Flashing Lights: $10/ea. Rental Fee + $40/ea. Security Deposit
Impact/Street Closure Fee (variable based on impact): $100-$500	Cones: $2/ea. Rental Fee + $15/ea. Security Deposit
Staff Fee: Event Mgr - $45/hr. Event Staff - $23-28/hr	Safety Vests: $15/ea. Security Deposit
Administrative Fee (event coordination support): $40/hr. (or more)	Keys: $50/ea. Security Deposit
"No Parking" Signs: $32.50/ea.	Equipment Delivery Fee: $100 Each Way (or more)
Event Cancelation Fee: $75	Fortification Fee: TBD

TOTAL AMOUNT(S) DUE TO PUBLIC ASSEMBLY FACILITIES DIVISION (Please make all security deposit checks out separately)			
Permit Fee for use of area: Number of Hours of Use: **Approx.**	**$**	Entertainment License Fee:	**$**
		Equipment Rental Fee:	**$**
Staff Fee (on site event support):	**$**	Public Space / Park / Sound Security Deposit:	**$**
Admin. Fee (event coordination support):	**$**	Borrowed / Rented Equipment Deposit:	**$**
Electricity Fee (activation/deactivation):	**$**	Additional Fees: (Porta-Restroom User Fee, "No Parking" Signs, etc.)	**$**
Impact/Street Closure Fee (variable based on impact):	**$**		

CITY OF PORTLAND ACCEPTS CASH, CHECK, MONEY ORDER AND CREDIT / DEBIT CARDS FOR PAYMENT

Checks should be made payable to City of Portland

There will be a 2.65% processing fee added to all Debit / Credit Card transactions.

FOR OFFICE USE ONLY							
APPLICATION FEE:	$ 25.00	PERMIT FEE:	$	SECURITY DEPOSIT:	$	INSURANCE NEEDED?	Y / N
DATE RECEIVED:		DATE RECEIVED:		DATE RECEIVED:		DATE RECEIVED:	

Merchandise -Do you wish to sell **non-food items** (like T-shirts, crafts, cd's, etc.)**?** If so, please apply for a Street Goods Vendor License(s) at the Business Licensing Office (207-874-8557)
https://content.civicplus.com/api/assets/9ef5d795-ac26-4794-9e38-c2f0bb9c9f04?cache=1800

Tents/Stages -Do you wish to set up a **tent(s)** and/or **stage(s)?** A canopy/tent or stage larger than 10'x10' needs a Temporary Tent or Stage Permit issued by Building Inspections
https://content.civicplus.com/api/assets/376697a8-b6ac-4a4c-babc-9dbcf1e61eb8

Alcohol sales -Do you wish to sell **alcohol**? You must complete the application for a Liquor License specific to your event through the State of Maine and submit the application to the City of Portland Business Licensing office first. Application will need City of Portland's approval prior to going to the State. Questions?please contact the Division of Liquor Licensing and Enforcement at (207) 624-7220/email-MaineLiquor@maine.gov. https://www.maine.gov/dafs/bablo/liquor-licensing/license-and-permit-applications

Food Sales - Will there be food vendors? If so, you must apply for a Temporary Food Service License from the Business Licensing Office.
https://content.civicplus.com/api/assets/12f35a2a-e2a4-4d87-bf05-9ec89545e996?cache=1800

Police - Will your event require **Police** assistance?
https://odm.officertrak.com/Portland-PD-ME/auth/signin

Fire/EMS - Will your event require **Fire/EMS** assistance? Email Fire Department - fireprevention@portlandmaine.gov

Amplified Sound - Will your event have amplified sound. If you are having amplified music at your event you will need to fill out an Entertainment License.

GoodWorks Entertainment

SHORE SOUND ENTERTAINMENT

PORTLAND FESTIVAL PRELIMINARY SITE PLAN

CITY OF PORTLAND
Parks, Recreation & Facilities Department
Ethan Hipple, Director

CITY OF PORTLAND
Parks, Recreation & Facilities Department
Alex Marshall, Parks Director

Memorandum

TO: Parks Commission and Land Bank Commission
FROM: Alex Marshall, Parks Director, Parks, Recreation and Facilities Department
SUBJECT: Parks Division Update
DATE: November 2024

Parks Division Staffing

- Total Budgeted positions in Parks Division: 43
- Vacancies:
    - Forestry Supervisor
    - Parks Project Manager

Citywide Unhoused Report

At this time there are 33 encampments citywide which is down from 42 at the beginning of October. Overall, in 2024, City Staff (primarily Rangers), have tagged and removed 690 tents citywide with the first record being the January resolution of Harbor View's 92 tent sites. Last year at this time there were 201 tents citywide. Park Rangers continue to tag and remove between 10-30 tents from City land each week and conduct a thorough clean-up afterward. There continues to be steady capacity available at the shelter.

Dougherty Field Skatepark Enhancements in 2025

The Skatepark at Dougherty Field saw a doubling of size in 2023 and has been loved by the community ever since. As part of the finishing touches of that project the Portland Forestry Team is planning to install upwards of 20 trees within the surrounding area of the skatepark to help provide shade in the near future. Additionally, the Parks Division will be pursuing a water fountain for both the Basketball/playground area and the skatepark.

9 Hole Disc Golf Course at Payson Park

Over the last two years, Staff have been working with a local organization named JoySwitch to fine tune a plan to place a permanent disc golf course in a Portland Park. After dozens of weekend pop up disc golf events, it was determined that Payson Park made the most sense for the first installation of a course. In working with the organization and the Friends of Payson Park, Staff were comfortable in moving forward with a 9 hole course to be placed within the Northwest quadrant of the park and outside of most activated areas. This new amenity has been highly sought after by the disc golf community and will be a welcome addition to the Portland Park system. The anticipated timeline of completion is this Fall through the Winter for a Spring 2025 opening.

Athletic Field Robotic Painter

Our Athletic Fields Team recently acquired a robotic line painter. This technology is widely used around

the world for its efficiency and precision, using GPS technology. Each athletic field will be programmed into the system and will only require 1 staff member to supervise. Normally, it takes 3 staff members over 90 minutes to mark and line out a field. This machine will be able to do it in under 45 minutes and it will be incredibly precise in the finished product. Staff are very excited about this improvement which will allow them to focus more of their attention on organic turf rehabilitation work such as aerating, overseeding, top dressing and fertilizing.

City Staff Tackle Fall Maintenance at Ft. Gorges

A group of 18 staff members spanning from Park Maintenance, Horticulture, Forestry, Park Rangers, Ballfields, Maine Conservation Corps Members and Administrative Staff all took a trip out to Ft. Gorges the last week in October with the assistance of Rippleffect and their beach landing craft. With hand and power tools, the team took to removing a significant amount of overgrowth and invasives around the parade grounds and viewing corridors so folks can enjoy the beauty of the Fort on their next visit.

Park Projects and Department Updates

Staff are working on the following Park Improvement projects:

- Deering Oaks Park ADA Walkway improvements: Phase 3, providing ADA access to the wading ravine was completed in the Summer of 2023. Phase 4, which is the sidewalk along Tennis Court Drive, is under design development currently in hopes of going out to bid later this Fall for Spring/Summer 2025 construction.
- Preble Street Field & Stormwater Project: The final design and landscaping plans have been finalized. There have been some construction delays that will push the installation of the field back to the Spring of 2025 with field play to begin in the Fall of 2025 or Spring of 2026.
- Riverton Preserve: Recreation improvement plans are in progress and will consist primarily of a trail network with other improvements. This project is intended to fulfill LWCF conversion requirements, and final approval of the improvement plan rests with the state and National Park Service, which has a public engagement process.
- Lower Western Prom Park Improvements: This project has been bid out and did not receive a bid within the allocated budget so will be revised and re-advertised in the coming months.
- Longfellow Elementary School Playground: Parks Staff are working with a design consultant on the construction drawings and bid documents for a Winter 2024 bid and Summer 2025 construction.
- Portland Harbor Common: Bid documents are being prepared and the project should go out to bid later this Fall, with construction potentially starting in the spring of 2025.
- Stroudwater Bridge: Fundraising and permitting is still ongoing for this project to proceed. So far we have raised $210,000 of the $365,000 needed to continue bidding.
- Public Restrooms: So far, the city has installed 15 new public restrooms citywide over the past 3 years. There are another 3 new vaulted toilets to be installed this coming Fall at Preble Field and Valley Street along with vault modifications being done at Eastern Prom, Fox Field, and the Fish

Pier.

- Talbot School Court Reconstruction: This project will be converting 2 of the tennis courts into 6 pickleball courts while leaving one multi-use court still in place. This project went out to bid with anticipated ground breaking in the Spring of 2025 for a Summer 2025 completion.