MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL FOURNIER (A/L)
BENJAMIN GRANT (A/L)

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

SPECIAL CITY COUNCIL MEETING - APRIL 13, 2026

The Portland City Council will hold a City Council Meeting in Council Chambers. The Honorable Mark Dion, Mayor, will preside.

To submit written public comment on an agenda item, email publiccomment@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the Council meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the order number (see below).

The City Council will conduct this meeting from Council Chambers, located on the second floor of City Hall.

https://portlandme.portal.civicclerk.com/event/8378/media

PLEDGE OF ALLEGIANCE:

ROLL CALL:

5:00 P.M. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS:

ANNOUNCEMENTS:

RECOGNITIONS:

PRESENTATIONS:

SPECIAL MEETING:

Special Meeting of the Corporator of the Portland Development Corporation

Order 164-25/26 Approving the Portland Development Corporation Business Continuity Loan Program and Guidelines - Sponsored by Danielle P. West, City Manager

At the Portland Development Corporation Board meeting held on March 19, 2026, the Board reviewed proposed guidelines for a new Business Continuity Loan Program, and voted 7-0 to forward the loan guidelines to the City Council for approval. This proposed new Loan Program is designed to support Portland businesses as they navigate the effects of economic uncertainties and challenges such as tariffs, the Custom House Wharf fire, frigid temperatures, and decreased tourism. The new loan program would be funded up to $250,000 through revolved Finance Authority of Maine (FAME) funds providing interest-free loans and a maximum loan amount of $10,000.

Five affirmative votes are required for passage after public comment.

Special Meeting of the Corporator of the Portland Fish Pier Authority

1

Order 165-25/26 Appointing Mike Alfiero a Class B Director of the Board of the Portland Fish Pier Authority - Sponsored by Legislative & Nominating Committee, Mayor Mark Dion, Chair

If passed, this order would appoint the following individuals to the Portland Fish Pier Authority:

Name	Board or Committee	Expiration of Term
Mike Alfiero	Portland Fish Pier Authority	10/31/2028

Five affirmative votes are required for passage after public comment.

APPROVAL OF MINUTES OF PREVIOUS MEETING:

City Council Meeting Minutes 03.16.2026

APPOINTMENTS:

Order 166-25/16 Appointing Elizabeth Kampsen as Constable for the Portland Police Department - Sponsored by Danielle P. West, City Manager

This order appoints Urban Ranger Elizabeth Kampsen as constable for the 2026 calendar year.

Police Department constables issue citations for violations of various City ordinances, including, for example, harboring a dangerous dog and smoking in city parks. Urban Ranger is a position created to provide public safety and assistance through high-visibility patrols, emergency response, and connecting individuals with essential community resources. Urban Rangers preserve the vitality of public spaces by fostering community relationships, ensuring ordinance compliance through education, and supporting city events and operations.

In order for these employees to have the authority to serve the legal process and to enforce the ordinances, they must be appointed as a constable by the City Council. The Police Department is hereby requesting that this employee be appointed as a constable.

The authority provided by this order is limited. No constable is authorized to make arrests or carry a gun.

Five affirmative votes are required for passage after public comment.

Order 167-25/26 Appointing Wardens and Ward Clerks for the 2026-2027 Election Year - Sponsored by Abbey Lombard, Interim City Clerk

This order appoints Warden and Ward Clerks for the 2026-2027 Election Year, whose names are listed in the attachment.

Five affirmative votes are required for passage after public comment.

Order 168-25/26 Appointing Election Clerks for 2026 to 2028 - Sponsored by Abbey Lombard, Interim City Clerk

This order appoints the Election Clerks for the term beginning on May 1, 2026, and expiring on April 30, 2028. Please see the order for the list of names.

Five affirmative votes are required for passage after public comment.

Order 169-25/26 Appointing Members to Various Boards & Committees - Sponsored by Legislative & Nominating Committee, Mayor Mark Dion, Chair

If passed, this order would appoint the following individuals to the various Boards & Committees:

Name	Board or Committee	Expiration of Term
Samuel Rains+	Board of Assessment Review	9/30/2027
James Gordon Platt+	Rent Board (District 2)	3/31/2028
Madeleine Segal+	Civil Service Commission Employment Subcommittee	6/30/2028

Five affirmative votes are required for passage after public comment.

Order 170-25/26 Confirming the Appointment and Setting the Salary of Abbey Lombard as City Clerk - Sponsored by Mark Dion, Mayor

This order appoints Abbey Lombard as City Clerk at an annual salary of $130,000, concluding an extensive nationwide recruitment process. Ms. Lombard brings over 15 years of public sector experience and has served as Interim City Clerk since January 2026.

Five affirmative votes are required for passage after public comment. Staff recommends that this item be passed as an emergency to allow Ms. Lombard to be sworn in and assume her duties as soon as possible. Seven affirmative votes are required for passage as an emergency after public comment.

Order 171-25/26 Appointing Abbey Lombard as Registrar of Voters for the Duration of Appointment as City Clerk - Sponsored by Danielle P. West, City Manager

This order would confirm Abbey Lombard as Registrar of Voters for the City of Portland for the duration of her appointment as City Clerk, as required by Maine State Law (21-A MRS §101).

Five affirmative votes are required for passage after public comment. Staff recommends that this item be passed as an emergency to allow Ms. Lombard to be sworn in and assume her duties as soon as possible. Seven affirmative votes are required for passage as an emergency after public comment.

CONSENT ITEMS:

Order 172-25/26 Granting Municipal Officers' Approval of Diguo 37 LLC, dba Empire Chinese Kitchen. Application for Class I FSE 575 Congress Street - Sponsored by Danielle P. West, City Manager

Application was filed on 3/17/26. This is a change of ownership of an existing establishment.

Five affirmative votes are required for passage of items on the consent calendar after public comment.

Order 173-25/26 Granting Municipal Officers' Approval of Barkada LLC, dba Barkada. Application for Class IV FSE with Outdoor Dining on Private Property at 425 Fore Street - Sponsored by Danielle P. West, City Manager

Application was filed on 3/16/26. Location was previously Gelato Fiasco.

Five affirmative votes are required for passage of items on the consent calendar after public comment.

BUDGET ITEMS:

Order 174-25/26 Receiving and Referring City Manager's Fiscal Year 2027 Municipal Budget to the Finance Committee and Setting Date of Public Hearing on the Fiscal Year 2027 Municipal Budget and Fiscal Year 2027 Appropriation Resolve - Sponsored by Danielle P. West, City Manager

Under this order, the City Council receives the City Manager's proposed budget and refers it to the Finance Committee for review. The Finance Committee will review the budget at its next meeting, scheduled for April 16, 2026. A Finance Committee public hearing on the budget is also scheduled for May 7, 2026.

The first read of the FY27 Appropriation Resolve and Public Hearing is scheduled for the May 18, 2026 City Council meeting.

Five affirmative votes are required for passage. Public comment will be limited to the referral action only.

RESOLUTIONS:

Resolve 9-25/26 Adopting the Fiscal Year 2026-2027 Annual Action Plan including Appropriations for Community Development Block Grant Program, HOME Program, and Emergency Solutions Grant Program and Certifications Pertaining Thereto - Sponsored by Danielle West, City Manager

The Housing and Economic Development Committee reviewed the Housing Program Budget at their meeting on March 31, 2026, and voted unanimously (4-0) to recommend City Council approval of the budget.

The 2026-2027 Housing and Community Development Program Annual Action Plan reports to the U.S. Department of Housing and Urban Development (HUD) a total budget of $5,722,680 including $1,806,420 of CDBG Entitlement Funds; $30,000 in Downtown TIF District funds; $20,000 in Cotton Street proceeds; $796,646 in HUD HOME Program Grant allocation; $135,763 in HUD HOME Program Income and Recaptured Funds; $796,646 in HOME County Prior Year Funds; $1,125 in HUD Lead Safe Housing Program Income; and $1,989,361 from the Jill C. Duson Housing Trust Fund, and $158,872 of HUD Emergency Solutions Grant funds.

The CDBG Annual Allocation Committee, appointed by the City Council, reviewed each application and made funding recommendations that will be presented to the Council. The City Manager reviewed the Committee's recommendations and submitted her funding recommendations to the Council.

The City's public participation process requires two public hearings to consider the City's Housing and Community Development Program proposal. The hearings allow the public to comment on the City's Consolidated Annual Action Plan. Public hearings are set for April 13, 2026, and April 27, 2026. People who wish to speak may do so one time; they may not speak at both public hearings.

This item must be read on two separate days. This is its first reading and first public hearing. At the second public hearing on April 27, five affirmative votes are required for passage after public comment.

UNFINISHED BUSINESS:

Order 158-25/26 Accepting and Appropriating a $500 Donation from Alireza Shahin Khojastehzad to the Shahnaz Mahager Hummingbird Grant Program - Sponsored by Danielle P. West, City Manager

At the July 15, 2024, City Council meeting, the Council authorized the Shahnaz Mahager Hummingbird Grant Program and accepted and appropriated the initial capitalization and donation for the program in the amount of $18,105 from Alierza Shahin Khojastehzad and his sister Farnaz Khojastehzad in memory of their mother, Shahnaz Mahager.

The program grants $1,000 annually to a Portland business whose owner's most recent annual adjusted gross income is below 80% of Area Median Income (AMI) and are female, immigrant-owned businesses located in Portland with priority given to the cosmetology business.

Mr. Khojastehzad would now like to donate an additional $500 for the program, which is administered by the Housing and Economic Development Department. City Council is being asked to accept and appropriate this additional $500 donation to the Program.

This item must be read on two separate days. It received its first reading on March 16. Five affirmative votes are required for passage after public comment.

Order 159-25/26 Approving Subaward Agreement Between MaineHealth and the City of Portland and Accepting and Appropriating $23,815.42 for Project DHARMA - Sponsored by Danielle P. West, City Manager

This order approves a subaward agreement between the City of Portland Public Health Division and MaineHealth to participate in the research study titled "Enhancing Project DHARMA; evaluating a community-based drug checking navigator intervention to prevent overdoses." This agreement provides $23,815.42 in federal pass-through funding to support the City's participation in the study, which includes facilitating participant recruitment, data collection, and collaboration on drug-checking result reporting.

This item must be read on two separate days. It received its first reading on March 16. Five affirmative votes are required for passage after public comment.

Order 160-25/26 - Approving Memorandum of Agreement and Accepting and Appropriating $300,000 from Trinity Episcopal Church RE: Trinity Park - Sponsored by Danielle P. West, City Manager

This order approves a Memorandum of Agreement between the City of Portland and Trinity Episcopal Church related to proposed improvements to Trinity Park. Under the terms of the agreement, the Church will provide a project plan, a financial contribution of $300,000 for improvements within Trinity Park, and ongoing maintenance of certain areas of the park. The City will manage the public bidding process, the construction contract and fund improvements within the Forest Avenue right of way adjacent to Trinity Park.

This item must be read on two separate days. It received its first reading on March 16. Five affirmative votes are required for passage after public comment.

Order 161-25/26 Appropriating Bond Proceeds and Other Funds for the City's FY2027 Capital Improvement Program - Sponsored by the Finance Committee, April Fournier, Chair

The Finance Committee voted on March 5, 2026 to recommend passage of this item, vote (2-0, Pelletier absent). This is a companion order to the bond authorization order below.

The Finance Committee met several times during late 2025 and early 2026 to discuss the City's Capital Improvement Plan (CIP). In last year's CIP process, changes to better incorporate equity, sustainability and other City Council goals were made. These successful changes were continued in the current year based on guidance from the Committee. The Fiscal Year 2027 Capital Improvement Plan (FY27 CIP) has been in development since mid-2025. The list of FY27 CIP calls for over $46M of new projects but only $17.4M this total will have a net impact to debt service in the general fund operating budget. A broad variety of other funding sources including the enterprise funds (for sewer and stormwater projects) are being used to finance the remainder of the CIP.

Two orders are required related to the CIP: one authorizing the FY27 CIP bonds; and a second appropriating the proceeds and other funding sources providing City staff with spending authority for the upcoming projects. A complete listing of the projects being authorized is included within the orders.

This item must be read on two separate days. It received its first reading on March 16. Five affirmative votes are required for passage after public comment.

Order 162-25/26 Authorizing General Obligation Bonds to Finance a Portion of the City's Fiscal Year FY27 Capital Improvement Program - Sponsored by the Finance Committee, April Fournier, Chair

The Finance Committee voted on March 5, 2026 to recommend passage of this item, vote (2-0, Pelletier absent). This is a companion order to the bond appropriation order above.

This item must be read on two separate days. It received its first reading on March 16. Seven affirmative votes are required for passage after public comment.

Order 163-25/26 Accepting and Appropriating Federal Aviation Administration grants, State of Maine Matching Grants, and Portland International Jetport Unrestricted Matching Funds - Sponsored by Danielle P. West, City Manager

The Federal Aviation Administration (FAA) issues grants to fund eligible safety, capacity, and terminal improvements to airports through several nationwide grant programs authorized under federal law. This item accepts and appropriates $8.64 million in FAA federal grant funding to be awarded to the Jetport, $480,000 in state of Maine matching funds, and $480,000 in Jetport unrestricted fund matching contributions. The allocation from each grant program and funding source is listed below.

FAA Airport Grant Funds	$8,640,000
State of Maine Matching Funds	$ 480,000
Jetport Unrestricted Fund Balance Matching Funds	$ 480,000
Total	$9,600,000

The Jetport will use this appropriation, totaling $9.6 million, to complete the following two projects:

- Terminal Apron Reconstruction Phase 2
- Long-Term Hold Area, Deicing Pad Expansion & RON Apron Construction Phase 2

This item must be read on two separate days. It received its first reading on March 16. Five affirmative votes are required for passage after public comment.

ORDERS:

Order 175-25/26 Accepting the 2025 Land Bank Commission Annual Report - Sponsored by Danielle P. West, City Manager

On February 11, 2026, the Land Bank Commission held a public hearing regarding its Annual Report and registry of open spaces. After public comment, the Commission voted and passed the 2025 Annual Report, 9-0.

Five affirmative votes are required for passage after public comment.

Order 176-25/26 Re-Establishing the Community Development Block Grant Priority Setting Task Force and Appointing Members - Sponsored by Danielle West, City Manager

The City's current U.S. Department of Housing and Urban Development (HUD) 5-Year Consolidated Plan, was approved by the City Council on April 11, 2022. The Plan established 4 main goals and objectives.

These goals include:

1. Neighborhood Investment and Infrastructure, create strong, safe, accessible and vibrant neighborhoods;

2. Housing Availability, increase housing affordability and affordability;
3. Economic Opportunity, create economic opportunities to transition people out of poverty;
4. Address the Needs of the Growing Homeless Population, aim to prevent and reduce homelessness.

It is time to re-assess the goals for the next 5-year HUD Consolidated Plan. The plan outlines how the City and the Cumberland County HOME Consortium will allocate federal funding. In addition to funded projects meeting national objectives and eligibility criteria, the plan requires projects to meet local level goals and priorities as well. Lastly, HUD requires public input in establishing the goals and priorities for the City of Portland.

The Council-approved (Order 70-07/08) recommendations from the 2008 CDBG Task Force included the establishment of the Community Development Priority Setting Task Force every 3–5 years to meet the goal and priority-setting requirements set by HUD. Housing and Community Development staff request approval to re-establish the CDBG Priority Setting Task Force as well as the appointment of the following task force members: Barbara Ginley, Belviga Mpolo, Carly Lappas, Christina Bowman, Colleen Cooper, Gwendolyne Tuttle-Beaudoin, Jill Johanning, Kristen Dunphey, Kyla Wigant, Matt Starr, Miyabi “Abbie” Yamamoto, Stephanie Miller, Tae Chong and Teale Smith.

Five affirmative votes are required for passage after public comment.

Order 177-25/26 Amending Order 18-24/25 to Adjust Project Name and Address and Reallocate Funding - Sponsored by the Housing & Economic Development Committee, Councilor Pious Ali, Chair

The Housing & Economic Development Committee met March 31, 2026 and voted 4-0 to move the item to City Council.

In 2024, Community Housing of Maine (CHOM) proposed two projects at parcels on Woodford St, the Woodbury and Woodfords Hall. At the time, the addresses were listed as 202 and 186 Woodford St, respectively. Since that time, it has been clarified that the addresses were incorrect, and the Woodbury should be listed at 186 Woodford St while Woodfords Hall should be listed at 202 Woodford St.

Additionally, 186 Woodford St (The Woodbury) was originally awarded $450,000: $155,511 from the Jill C Duson Housing Trust Fund (HTF) and $294,489 in HOME funding. During the 2024 funding cycle, the city received funding requests totaling $3,376,000. The total funding available was $3,336,206 ($294,489 HOME + $3,041,717 HTF). In order to fully fund the project, the award was split between HOME and HTF funding. The HOME funds represented the final amount of City HOME funds that would not be subject to Build America, Buy America (BABA). Since the City award, CHOM has received other funding sources that would be subject to BABA. Therefore, HCD staff is proposing to fully fund the project with HOME funds by replacing the HTF award with 2026 HOME funds. The HTF funding would be incorporated into the 2026 Affordable Housing Development application.

This order would amend the funding to reflect $450,000 in HOME funds and $0 in Housing Trust Funds, and update the project name and addresses to reflect the correct

project.

Five affirmative votes are required for passage after public comment.

Order 178-25/26 Approving the Renewal of Portland's Participation in the Cumberland County HOME Consortium - Sponsored by the Housing & Economic Development Committee, Councilor Pious Ali, Chair

The Housing & Economic Development Committee met March 31, 2026 and voted 4-0 to recommend renewal of Portland's participation in the Cumberland County HOME Consortium.

The Cumberland County HOME Consortium will soon be entering the last year of its sixth three-year consortium contract period. The current Consortium agreement is due to expire on June 30, 2027 (Federal Fiscal Year 2026). The consortium has been a successful collaboration in support of affordable housing throughout Cumberland County. Each member of the Consortium must confirm their participation in the next three-year term and notify HUD by June 30, 2026.

Five affirmative votes are required for passage after public comment.

Order 179-25/26 Appropriating 10.1 Million Dollars from Jetport Unrestricted Funds to Commence Design on the Phase 3 Parking Garage and Improve and Expand a Public Surface Parking Lot at the Portland International Jetport - Sponsored by the Sustainability & Transportation Committee, Regina Phillips, Chair

The Sustainability & Transportation Committeee met March 11, 2026 and voted 3-0 to move the item to City Council.

This item requests an appropriation totaling $10.1 million from Jetport unrestricted funds to commence design and construction on parking expansion projects at the Portland International Jetport.

The appropriation will provide $1.5 million to commence design on the Phase 3 Parking Garage and $8.6 million to expand and improve the existing cell phone lot and gravel parking lot adjacent to Embassy Suites into a new Jetport self-park public parking lot of 537 spaces. The project will bring the existing gravel lot and partially cleared land acquired from Toye Airport Park LLC in 2021 up to current standards for lighting, stormwater treatment, pedestrian access, and landscaping.

This item must be read on two separate days. This is its first reading.

AMENDMENTS:

Order 180-25/26 Amendment to Portland City Code Chapter 2 RE: Immigration Enforcement - Sponsored by Councilors Pious Ali & Regina Phillips

This order amends Chapter 2 of the Portland City Code to clarify that City employees and officials are generally prohibited from assisting federal agencies in immigration enforcement operations, subject to exceptions when such assistance is required by law. This order also amends, but leaves in place, current provisions in Chapter 2 that prohibit

employees from making inquiries into a person's citizenship or immigration status, except when required by law or when such inquiry is required in order to direct them to services related to their immigration status.

This item must be read on two separate days. This is its first reading.

Order 181-25/26 Amendment to Portland City Code Chapter 14 RE: Definition of Main Entrance for Entertainment Businesses in B-3 and WCZ Zones - Sponsored by Portland Planning Board, Joseph Zamboni, Chair

On March 24, 2026, the Planning Board voted unanimously (5–0, with Din recused, Silk absent) to find that the proposed text amendment to Article 6 (Uses), Section 6.8.14.C (Entertainment businesses in the B-3 and WCZ zones) clarifying the definition of "main entrance(s)" as shown in Attachment AA is consistent with the City of Portland's Comprehensive Plan and, therefore, recommends adoption by the City Council. The purpose of the amendment is to clarify how "main entrance(s)" are defined for the purposes of regulation and enforcement.

This item must be read on two separate days. This is its first reading.

Order 182-25/26 Amendment to Portland City Code Chapter 14 RE: Large Theater and Performance Hall Dispersal Requirements - Sponsored by Portland Planning Board, Joseph Zamboni, Chair

On March 24, 2026, the Planning Board voted unanimously (5–0, with Din recused and Silk absent) to find that the proposed text amendments to Article 3 (Definitions) and Article 6 (Uses), Section 6.4.42 (Theaters and Performance Halls (large) in the B-3 and WCZ zones), which modify the definition of theaters or performance halls and establish a minimum 750-foot separation requirement between large theaters or performance halls, as shown in Attachment A, are not consistent with the City of Portland's Comprehensive Plan and, therefore, does not recommend their adoption by the City Council. The amendments were referred to the Planning Board by the Housing & Economic Development Committee on February 3, 2026, for review and recommendation.

The proposed amendments are intended to mitigate impacts associated with a concentration of large theaters and performance halls. Specifically, they would modify the existing "Theater or Performance Hall" use by creating two categories: "Theater or Performance Hall (Small)" and "Theater or Performance Hall (Large)." The amendments would also establish supplemental use standards for large theater or performance halls in the B-3 and WCZ zones, prohibiting such venues from locating within 750 feet of the primary entrance(s) of another large theater or performance hall, as measured along public ways (i.e., following streets and sidewalks).

This item must be read on two separate days. This is its first reading.

Order 183-25/26 Terminating the Moratorium on Theater and Performance Hall Projects with a Capacity Exceeding 2,000 People in the City of Portland Established by Order 9-25/26 and Extended by Order 131-25/26 - Sponsored by Mark Dion, Mayor

This Order terminates the Moratorium on theater and performance hall projects with a capacity exceeding 2,000 people, originally established on August 11, 2025 by Order 9-

25/26 and extended by Order 131-25/26. During the time that the Moratorium was in effect, the Housing and Eceonomic Development Committee and Planning Board reviewed and made recommendations to the City Council related to proposed amendments to the Land Use Code, thereby fulfilling the requirements established by the Moratorium. If approved, the termination of the Moratorium will be effective as of May 27, 2026.

This item must be read on two separate days. This is its first reading.

EXECUTIVE SESSION:

ADJOURNMENT:

MEMORANDUM
City Council Agenda Item

FROM: Mary Davis, Division Director

DATE: March 30, 2026

SUBJECT: Special Meeting of the Corporator of the Portland Development Corporation

Order 164-25/26 Approving the Portland Development Corporation Business Continuity Loan Program and Guidelines - Sponsored by Danielle P. West, City Manager

SPONSOR: Danielle West, City Manager

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:
1st Reading 4/13/2026 **Final Action 4/13/2026**

Can action be taken at a later date: Yes

Does this item involve a new contract with the City: No.

PRESENTATION: Councilor Benjamin Grant, 3 minutes.

I. SUMMARY

The City Council is requested to approve loan guidelines for a proposed Business Continuity Loan Program as recommended by the Portland Development Corporation Board of Directors at its meeting held on March 19, 2026, with a vote of 7-0.

II. AGENDA DESCRIPTION

At the Portland Development Corporation Board meeting held on March 19, 2026, the Board reviewed proposed guidelines for a new Business Continuity Loan Program, and voted 7-0 to forward the loan guidelines to the City Council for approval. This proposed new Loan Program is designed to support Portland businesses as they navigate the effects of economic uncertainties and challenges such as tariffs, the Custom House Wharf fire, frigid temperatures, and decreased tourism. The new loan program would be funded up to $250,000 through revolved Finance Authority of Maine (FAME) funds providing interest-free loans and a maximum loan amount of $10,000.

Five affirmative votes are required for passage after public comment.

III. BACKGROUND

To support Portland businesses as they navigate the effects of economic uncertainties and challenges such as tariffs, the Custom House Wharf fire, frigid temperatures and decreased tourism, staff recommended the creation of a small, flexible, interest-free loan of $10,000 from revolved FAME funds to support business operations.

The PDC voted 7-0 to bring this item to the City Council for approval. The source of these funds would be revolved FAME loan funds, and total disbursements would be capped at $250,000.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

This new loan program is intended to support the Council goal to Strengthen Economic Vitality and Support Local Businesses.

V. FINANCIAL IMPACT

There is no financial impact to the City's operating budget as this program would be funded by revolved FAME funds that are managed by the City's Housing and Economic Development Department.

VI. STAFF ANALYSIS AND BACKGROUND

Staff supports the creation of this new loan program in support of Portland businesses.

VII. RECOMMENDATION

The Portland Development Corporation Board of Directors met on March 19, 2026, and voted 7-0 to forward the proposed guidelines for the new Business Continuity Loan Program to the City Council with a recommendation for approval.

VIII. LIST ATTACHMENTS

1. Special Meeting - Approving Loan Guidelines for New PDC Program
2. Guidelines Approved by PDC Board on 3-19-2026
3. Economic Disruption Worksheet

Prepared by:
Mary Davis, Division Director
Date: 03/30/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER APPROVING THE PORTLAND DEVELOPMENT CORPORATION BUSINESS CONTINUITY LOAN PROGRAM AND GUIDELINES

ORDERED, that the new Portland Development Corporation Continuity Loan Program and guidelines to support Portland businesses as they navigate the effects of economic uncertainties and challenges is hereby approved substantially in the form attached hereto.

Draft Program Guidelines:

Portland Business Continuity Loan Program

Program Description

The City of Portland's Business Continuity Loan Program provides financial incentives to Portland businesses for the purposes of addressing specific economic disruptions. The program goals include supporting businesses located in the City of Portland with expenses like rent, payroll, and utilities to ensure operational continuity during economic disruptions. The City has budgeted funds to support these loans for eligible businesses **city-wide** in Portland, Maine. The **maximum loan amount is $10,000**. This program will lend no more than $250,000 under this program.

Loan Administration & Terms

Applications will be reviewed and approved by the Portland Development Corporation. Determination of funding will be based on the strength of the application, alignment with program goals, community benefit, and overall need due to specific disruptions.

- **Loan terms:** Up to **$10,000** at zero percent interest for a five-year term.
- Collateral will be required to secure the loans.
- An origination fee of 1% of the loan amount applies.

The program can be utilized by businesses in conjunction with the City's Revolving Commercial Loan Fund (RLF) program. Active commercial loan recipients are eligible to apply, provided they remain current with their loan payments.

Eligibility Requirements:

The project applicant must be current on all property taxes, fees, judgments, or liens. The business must have a physical location in Portland Maine and have ten (10) or fewer employees.

Documentation of Disruption:

Applicants must provide documentation of the specific business disruption that necessitated the need for continuity funds. This may include financial statements showing losses, profit and loss statements, or cash flow statements detailing the impact of the disruption, along with a completed worksheet provided with the application.

Eligible funding activities:

- **General operating expenses**, i.e., working capital, inventory purchases, salaries, rent, and utilities.
- **Refinance of existing debt**

Ineligible funding activities:

- Anything not included in the list of eligible activities.

Application Process
Applications will be reviewed and approved by the Portland Development Corporation and may require additional information from applicants as part of the review process. A determination of funding award will be based on the overall strength of the application, including the documented economic disruption, the community benefit of the loan, and the overall need of the applicant for funding the project.

Loan terms: Up to $10,000 at zero percent interest for a five-year term. Collateral such as a lien on business assets will be required to secure the loans. Origination fee of 1% of loan amount applies.

Application Process
Online application using Google Forms on a rolling basis.

Estimated Economic Disruption Worksheet
Required for application to Business Continuity Loan Program

Details

Name of Business:_____ Type of Business:_____

Owner Last Name: _____ First Name:_____

Work Phone: _____ Email:_____

Business Street Address (must be in Portland)_____

Estimated Adverse Economic Impact

When did the economic disruption start and end? From_____ To: _____

What were your businesses' revenues during the affected damage period?_____

What were your businesses' revenues during that SAME period of the prior year?_____

Amount of business interruption insurance received or anticipated, if any:_____

Please provide a brief explanation of what adverse economic effects the disruption had on your business:

_____

_____

How many people did you employ prior to the disruption? _____

How many did you employ after? _____

If your business also suffered property damage, please complete:

Estimated dollar loss to:

Real Property (Building), if owned:_____

Contents:_____(include machinery and equipment, furniture and fixtures, inventory, leasehold improvements, etc.)

Insurance recovery expected or received for property damages:_____

Form Completed By:_____ **Title:**_____

Date:_____

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER APPOINTING MIKE ALFIERO A CLASS B DIRECTOR OF THE BOARD OF THE PORTLAND FISH PIER AUTHORITY

ORDERED, that Mike Alfiero is hereby appointed as a Class B Director of the Portland Fish Pier Authority.

Mike Alfiero

City of Portland | Generated 3/24/2026 @ 5:38 pm by OnBoardGOV - Powered by ClerkBase

Status

Name	Mike Alfiero
Application Date	3/23/2026
Expiration Date	3/23/2027
Status	Received

Board	Vacancies	Status
Portland Fish Pier Authority (Merged Fish Exchange)	2	Pending

Basic Information

Name
Mike Alfiero

Contact Information

Address
4 Peabbles Cove Rd.
Cape Elizabeth, ME 04107

Email
[redacted]

Cell Phone
[redacted]

Business Phone
[redacted]

Additional Information

Notes
No Questions,

Generated 3/24/2026 @ 5:38 pm



Mike Alfiero

4 Peabbles Cove Rd.

Cape Elizabeth, Me. 04107

[redacted]

Professional Summary

I pursued a life long endeavor of accumulating a wealth of knowledge of how to grow a family seafood business in an ever changing industry. My experience runs a range of operations, sales, customer service, production , purchasing, marketing and design, and business development, with a focus on creativity to problem solving.

Experience

2015-Current

Co-owner and Director of Operations of Harbor Fish Market.
Starting focusing on retail growth through increased expansion of product lines.
Developed e-commerce and further brand development.
Formalized purchasing tree of responsibilities to staff, continues today.
Lead developer on expansion of a new retail location in Scarborough, in collaboration with Rosemont market.
Execution of all interior design and equipment layout.
Formalized budget, proforma, equipment purchases, and staffing plan for the Scarborough project with idea of a future business model.

2005-2015

Continued expansion of product development.
Began training staff for a transfer of purchasing products.
Continued in expanding training wholesale sales staff.
Lead developer of key accounts.
Developed collaboration with Rosemont Markets for long term future growth.
Developed a rebrand, designed our current logo and brandbox.

1995-2005

Expanded our supply line of products to include a vast expansion of specialty import products, shellfish, salmonids, frozen products

to reach a count of over 500 products.
Expanded wholesale sales routes to cover New Hampshire, Mid-coast Southern Maine, and Northern Maine.
Developed training for a wholesale sales team.

1983-1995

Started building sales in creating a wholesale department.
Customer development, restaurants, super markets, institutions.
Purchasing at the PFE, and researching other supply chains.
Developed an addition to our retail branch store in North Deering with a restaurant and seafood deli.

Education

Associate in Science and Arts. Architecture, University of Maine at Augusta 1997
Advanced study at The Boston Architectural Center, the BAC. 1996-1997

Other affiliations and board memberships

Maine Seafood Promotional Council-Current
Sysladobsis Land Owners Association, SLOA 2006-2025
City of Portland Working Waterfront Group, 2018-2019



Mike Alfiero
Harbor Fish Mkt.
9 Custom House Wharf
Portland, Me. 04107

March 23, 2026

To the city of Portland,

My name is Mike Alfiero. Rob Odlin approached me about serving on the Portland Fish Exchange Board. I am humbled to be considered. My resume speaks the breadth of my experience in the seafood industry, and also as a business owner. Over the years, I along with my business partner, and brother Nick Alfiero, has experienced many challenging scenarios within the seafood industry. I have worn a lot of different hats to solve problems.
I am very familiar with the fish auction, and sometimes assist and advise my buyer Mike Verrill. In the early years, I spent a lot of time standing in the holding warehouse during the live auctions, buying fish.

My interest in serving on the board pertains to my interest in helping to maintain a healthy fishery here in Portland. It is the main source of our groundfish supply, and of the best quality. I believe in a diverse board with shared interests , and also diverse backgrounds. I do believe having a buyer on the Board who is very familiar with our industry, and our local working water front is important. As noted in my resume I served on the Working Waterfront Group from 2018-2019, and it was very insightful to serve.

Thank you for your consideration.
Mike Alfiero

City of Portland | City Clerk's Office
Abbey Lombard, *Interim City Clerk*

To: Mayor and City Councilors
From: Abbey Lombard, Interim City Clerk
Date: March 30, 2026
Re: Appointment to Various Boards and Committees

The Nominating Committee is making the following recommendation to the City Council. The nominating committee met on Wednesday, March 25th to conduct interviews. If passed, this order would appoint the following directors to the Portland Fish Pier Authority:

Name Board and Committee Expiration

Name	Board or Committee	Expiration of Term
Mike Alfiero+*	Portland Fish Pier Authority	10/31/2028

+Indicates New Board Member
*Indicates Filling Vacant Term

389 Congress Street, Room 203, Portland, Maine 04101 | 207-874-8616
cityclerk@portlandmaine.gov

ZOOM INFORMATION:

The City Council will conduct this meeting from Council Chambers, located on the second floor of City Hall.

https://portlandme.portal.civicclerk.com/event/8377/media

PLEDGE OF ALLEGIANCE:

Mayor Dion lead all present in the Pledge of Allegiance.

ROLL CALL:

Mayor Dion called the meeting to order at 5:02PM.
Councilors Present: Councilor Fournier, Councilor Grant, Councilor Sykes, , Councilor Pelletier, , Councilor Bullett, Councilor Phillips, Mayor Dion (Councilor Ali, Councilor Michniewicz absent)

5:00 P.M. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS:

Mayor Dion opened the floor for public comment. The following individuals spoke: James Schaffer (Portland business owner), George Rheault (Hanover St)

ANNOUNCEMENTS:

Mayor Dion opened the floor for Council announcements. The following individuals spoke: Councilor Phillips

RECOGNITIONS:

PRESENTATIONS:

APPROVAL OF MINUTES OF PREVIOUS MEETING:

Motion was made by Councilor Sykes and seconded by Councilor Fournier for passage. Passage: 7-0 (Councilors Ali and Michniewicz absent)

City Council Meeting Minutes 03.02.2026

PROCLAMATIONS:

Proclamation 24-25/26 Recognizing Bridgit Sliwak as the 2025 Civilian of the Year for the Portland Maine Police Department - Sponsored by Mark Dion, Mayor

Proclamation 24-25/26 was postponed to an undetermined future date.

Proclamation 25-25/26 Recognizing Garrick Rogers as the 2025 Officer of the Year for the Portland Maine Police Department - Sponsored by Mark Dion, Mayor

Proclamation 25-25/26 was postponed to an undetermined future date.

Proclamation 26-25/26 Recognizing April 6 to April 12, 2026 as National Public Health Week - Sponsored by Mark Dion, Mayor

Councilor Bullet read Proclamation 26-25/26 Recognizing National Public Health Week into the record.

APPOINTMENTS:

Order 147-25/26 Appointing Ethan Maddix as Constable for the Parking Division - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Sykes and seconded by Councilor Fournier for passage.
Passage: 7-0 (Councilors Ali and Michniewicz absent)
Mayor Dion opened the floor for public comment. The following individuals spoke:
Danielle West (City Manager)

CONSENT ITEMS:

Order 148-25/26 Granting Municipal Officers' Approval of Cherie LLC, dba Cherie. Application for Class I FSE with Outdoor Dining on Public and Private Property at 249 Congress Street - Sponsored by Danielle P. West, City Manager

Order 148-25/26 through Order 150-25/26 were read and passed as consent items: Public comment was taken on orders together.
Motion was made by Councilor Sykes and seconded by Councilor Grant for passage.
Passage: 7-0 (Councilors Ali and Michniewicz absent)
Mayor Dion opened the floor for public comment. The following individuals spoke: No one spoke

Order 149-25/26 Granting Municipal Officers' Approval of The Company of Others LLC, dba The Company of Others. Application for Class XI Restaurant/Lounge with Indoor Entertainment at 67 India Street - Sponsored by Danielle P. West, City Manager

Order 148-25/26 through Order 150-25/26 were read and passed as consent items: Public comment was taken on orders together.
Motion was made by Councilor Sykes and seconded by Councilor Grant for passage.
Passage: 7-0 (Councilors Ali and Michniewicz absent)
Mayor Dion opened the floor for public comment. The following individuals spoke: No one spoke

Order 150-25/26 Granting Municipal Officers' Approval of 15 Exchange LLC, dba Off Track Pizza. Application for Indoor Entertainment at 15 Exchange Street - Sponsored by Danielle P. West, City Manager

Order 148-25/26 through Order 150-25/26 were read and passed as consent items: Public comment was taken on orders together.
Motion was made by Councilor Sykes and seconded by Councilor Grant for passage.
Passage: 7-0 (Councilors Ali and Michniewicz absent)
Mayor Dion opened the floor for public comment. The following individuals spoke: No one spoke

Order 151-25/26 Declaring Sundays on the Boulevard Festival Days in 2026 - Sponsored by Danielle P. West, City Manager

Order 151-25/26 through Order 153-25/26 were read and passed as consent items: Public comment was taken on orders together.
Motion was made by Councilor Grant and seconded by Councilor Sykes for passage.
Passage: 7-0 (Councilors Ali and Michniewicz absent)
Mayor Dion opened the floor for public comment. The following individuals spoke:
George Rheault (Hanover St), Andy Downs (Director of Public Assembly and Facilities), Councilor Bullet, Councilor Phillips

Order 152-25/26 Declaring May 1, 2026 to April 30, 2027 the Friends of Congress Square Park In the Square Festival - Sponsored by Danielle P West, City Manager

Order 151-25/26 through Order 153-25/26 were read and passed as consent items: Public comment was taken on orders together.
Motion was made by Councilor Grant and seconded by Councilor Sykes for passage.
Passage: 7-0 (Councilors Ali and Michniewicz absent)
Mayor Dion opened the floor for public comment. The following individuals spoke: George Rheault (Hanover St), Andy Downs (Director of Public Assembly and Facilities), Councilor Bullet, Councilor Phillips

Order 153-25/26 Declaring June 13 and 14, 2026 the Resurgam Music and Arts Festival - Sponsored by Danielle P West, City Manager

Order 151-25/26 through Order 153-25/26 were read and passed as consent items: Public comment was taken on orders together.
Motion was made by Councilor Grant and seconded by Councilor Sykes for passage.
Passage: 7-0 (Councilors Ali and Michniewicz absent)
Mayor Dion opened the floor for public comment. The following individuals spoke: George Rheault (Hanover St), Andy Downs (Director of Public Assembly and Facilities), Councilor Bullet, Councilor Phillips

Order 154-25/26 Granting an Easement to Central Maine Power at Stevens Avenue for Utility Pole - Sponsored by Danielle P. West, City Manager

Order 154-25/26 through Order 157-25/26 were read and passed as consent items: Public comment was taken on orders together.
Motion was made by Councilor Phillips and seconded by Councilor Founier for passage.
Passage: 6-1 (Councilor Pelletier opposed) (Councilors Ali and Michniewicz absent)
Mayor Dion opened the floor for public comment. The following individuals spoke: Councilor Sykes, Councilor Phillips, Mayor Dion, Michael Goldman (Corporation Counsel), Danielle West (City Manager)

Order 155-25/26 Approving Transfer of Forfeiture Assets Under 15 M.R.S. §5824(3) RE: Timothy Edward Hansen - Sponsored by Danielle P. West, City Manager

Order 154-25/26 through Order 157-25/26 were read and passed as consent items: Public comment was taken on orders together.
Motion was made by Councilor Phillips and seconded by Councilor Founier for passage.
Passage: 6-1 (Councilor Pelletier opposed) (Councilors Ali and Michniewicz absent)
Mayor Dion opened the floor for public comment. The following individuals spoke: Councilor Sykes, Michael Goldman (Corporation Counsel), Mayor Dion, Councilor Phillips, Danielle West (City Manager)

Order 156-25/26 Approving Transfer of Forfeiture Assets Under 15 M.R.S. §5824(3) RE: Justin I. Williams - Sponsored by Danielle P. West, City Manager

Order 154-25/26 through Order 157-25/26 were read and passed as consent items: Public comment was taken on orders together.
Motion was made by Councilor Phillips and seconded by Councilor Founier for passage.
Passage: 6-1 (Councilor Pelletier opposed) (Councilors Ali and Michniewicz absent)

Mayor Dion opened the floor for public comment. The following individuals spoke: Councilor Sykes, Councilor Phillips, Mayor Dion, Michael Goldman (Corporation Counsel), Danielle West (City Manager)

Order 157-25/26 Approving Transfer of Forfeiture Assets Under 15 M.R.S. §5824(3) RE: Charles Aboda - Sponsored by Danielle P. West, City Manager

Order 154-25/26 through Order 157-25/26 were read and passed as consent items: Public comment was taken on orders together.
Motion was made by Councilor Phillips and seconded by Councilor Founier for passage.
Passage: 6-1 (Councilor Pelletier opposed) (Councilors Ali and Michniewicz absent)
Mayor Dion opened the floor for public comment. The following individuals spoke: Councilor Sykes, Councilor Phillips, Mayor Dion, Michael Goldman (Corporation Counsel), Danielle West (City Manager)

COMMUNICATIONS:

Communication 13-25/26 Adoption of Planning Board Procedural Rules - by Corporation Counsel

As a communication, this item requires no public comment or formal Council action. The following individuals spoke: Kevin Kraft (Director of Planning), Councilor Pelletier, Councilor Phillips

UNFINISHED BUSINESS:

Order 142-25/26 Approving Agreement Between the Maine Department of Transportation and Portland RE: Baxter Boulevard Pavement Rehabilitation Project - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Grant and seconded by Councilor Sykes for passage.
Passage: 7-0 (Councilors Ali and Michniewicz absent)
Mayor Dion opened the floor for public comment. The following individuals spoke: George Rheault (Hanover St), Danielle West (City Manager), Councilor Bullet, Mike Murray (Director of Public Works)

Order 143-25/26 Approving Agreement Between the Maine Department of Transportation, Portland Area Comprehensive Transportation System, the Greater Portland Council of Governments, and the City of Portland RE: Improvements to High Street - Proposed Improvements to High Street - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Fournier and seconded by Councilor Phillips for passage.
Passage: 7-0 (Councilors Ali and Michniewicz absent)
Mayor Dion opened the floor for public comment. The following individuals spoke: Mike Murray (Director of Public Works)

Order 144-25/26 Approving Agreement Between the Maine Department of Transportation and the City of Portland RE: Improvements to Signal Equipment at the the Interstate 295 Ramps & Veranda Street - Sponsored by Danielle P. West, City Manager

Motion was made by Councilor Fournier and seconded by Councilor Sykes for passage.
Passage: 7-0 (Councilors Ali and Michniewicz absent)
Mayor Dion opened the floor for public comment. The following individuals spoke: Mike Murray (Director of Public Works)

Order 145-25/26 Amendment to Portland City Code Chapter 14 RE: Land Use Code Updates - Sponsored by Joseph Zamboni, Chair, Portland Planning Board

Motion was made by Councilor Sykes and seconded by Councilor Grant for passage.
Passage as amended: 7-0 (Councilors Ali and Michniewicz absent)
Mayor Dion opened the floor for public comment. The following individuals spoke: Kevin Kraft, (Director of Planning), George Rheault (Hanover St), Councilor Sykes, Councilor Pelletier, Councilor Grant, Michael Goldman (Corporation Counsel)
Motion from the floor to amend made by Councilor Sykes and seconded by Councilor Fournier. Amendment passage 7-0 (Councilors Ali and Michniewicz absent)

Order 146-25/26 Amendment to Portland Zoning Map RE: Updates - Sponsored by Joseph Zamboni, Chair, Portland Planning Board

Motion was made by Councilor Fournier and seconded by Councilor Pelletier for passage. Passage: 7-0 (Councilors Ali and Michniewicz absent)
Mayor Dion opened the floor for public comment. The following individuals spoke: Kevin Kraft (Director of Planning), Councilor Sykes

ORDERS:

Order 158-25/26 Accepting and Appropriating a $500 Donation from Alireza Shahin Khojastehzad to the Shahnaz Mahager Hummingbird Grant Program - Sponsored by Danielle P. West, City Manager

First reading.

Order 159-25/26 Approving Subaward Agreement Between MaineHealth and the City of Portland and Accepting and Appropriating $23,815.42 for Project DHARMA - Sponsored by Danielle P. West, City Manager

First reading.

Order 160-25/26 - Approving Memorandum of Agreement and Accepting and Appropriating $300,000 from Trinity Episcopal Church RE: Trinity Park - Sponsored by Danielle P. West, City Manager

First reading.

Order 161-25/26 Appropriating Bond Proceeds and Other Funds for the City's FY2027 Capital Improvement Program - Sponsored by the Finance Committee, April Fournier, Chair

First reading.

Order 162-25/26 Authorizing General Obligation Bonds to Finance a Portion of the City's Fiscal Year FY27 Capital Improvement Program - Sponsored by the Finance Committee, April Fournier, Chair

First reading.

Order 163-25/26 Accepting and Appropriating Federal Aviation Administration grants, state of Maine Grants, State of Maine Matching Grants, and Portland International Jetport Unrestricted Matching Funds - Sponsored by Danielle P. West, City Manager

First reading.

EXECUTIVE SESSION:

ADJOURNMENT:

Motion was made by Councilor Phillips and seconded by Councilor Fournier to adjourn. Passage: 7-0 (Councilors Ali and Michniewicz absent)
Adjourned 6:13PM

A TRUE RECORD

_____

Abbey Lombard, Interim City Clerk

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 30, 2026

SUBJECT: Order 166-25/16 Appointing Elizabeth Kampsen as Constable for the Portland Police Department - Sponsored by Danielle P. West, City Manager

SPONSOR: The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading **Final Action**

Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: No

PRESENTATION: Please list the presenter(s), type, and length of presentation

I. SUMMARY

II. AGENDA DESCRIPTION

This order appoints Urban Ranger Elizabeth Kampsen as constable for the 2026 calendar year.

Police Department constables issue citations for violations of various City ordinances, including, for example, harboring a dangerous dog and smoking in city parks. Urban Ranger is a position created to provide public safety and assistance through high-visibility patrols, emergency response, and connecting individuals with essential community resources. Urban Rangers preserve the vitality of public spaces by fostering community relationships, ensuring ordinance compliance through education, and supporting city events and operations.

In order for these employees to have the authority to serve the legal process and to enforce the ordinances, they must be appointed as a constable by the City Council. The Police Department is hereby requesting that this employee be appointed as a constable.

The authority provided by this order is limited. No constable is authorized to make arrests or carry a gun.

Five affirmative votes are required for passage after public comment.

III. BACKGROUND

Background information that will not appear in the Agenda Description

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is $50,000 or more in a given

fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. Appointment - Appointing Elizabeth Kampsen as Constable

Prepared by:
Date: 03/30/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER APPOINTING ELIZABETH KAMPSEN A CONSTABLE FOR THE POLICE DEPARTMENT

ORDERED, that Elizabeth Kampsen is hereby appointed a constable for the Police Department for calendar year 2026; and

BE IT FURTHER ORDERED, that this appointments shall be effective from the effective date of this order until 12:00 midnight, December 31, 2026;

BE IT FURTHER ORDERED, that this appointment is made pursuant to Sections 20-19 and 20-19.5, Portland City Code, and this constable is not allowed to carry a firearm, concealed or unconcealed, in the performance of duties, to make arrests or issue parking tickets.

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 23, 2026

SUBJECT: Order 167-25/26 Appointing Wardens and Ward Clerks for the 2026-2027 Election Year - Sponsored by Abbey Lombard, Interim City Clerk

SPONSOR: The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading **Final Action**

Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: No

PRESENTATION: Please list the presenter(s), type, and length of presentation

I. SUMMARY

II. AGENDA DESCRIPTION

This order appoints Warden and Ward Clerks for the 2026-2027 Election Year, whose names are listed in the attachment.

Five affirmative votes are required for passage after public comment.

III. BACKGROUND

Background information that will not appear in the Agenda Description

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is $50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. Appointment - Appointing Wardens and Ward Clerks for 2026-2027

Prepared by:

Date: 03/23/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER APPOINTING WARDENS AND WARD CLERKS FOR THE 2026-2027 ELECTION YEAR

ORDERED, that the following persons are hereby appointed as Wardens and Ward Clerks from June 1, 2026 to May 31, 2027:

Warden	Ward Clerk	District/Precinct
Aurelia Scott	Katherine McCarthy	1-1
Carol Morrissette	Stuart O'Brien	1-2
Betsy Hays	Kim MacIssac	1-3
Susan McMillan	Heather Tanguay	2-1
Terry Robbins	Alex Cox	2-2
Geri Rose	Gail Crocker	3-1
Dale Kinney	Robert Smith	3-2
Alicia Grinnell	Carol Nylen	4-1
Kelly Casey	Monique	4-2
Stephanie Eglinton	Barbara Baxley	5-1
George Smythe	Edmond Szalajeski	5-2

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 23, 2026

SUBJECT: Order 168-25/26 Appointing Election Clerks for 2026 to 2028 - Sponsored by Abbey Lombard, Interim City Clerk

SPONSOR: The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading **Final Action**

Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: No

PRESENTATION: Please list the presenter(s), type, and length of presentation

I. SUMMARY

II. AGENDA DESCRIPTION

This order appoints the Election Clerks for the term beginning on May 1, 2026, and expiring on April 30, 2028. Please see the order for the list of names.

Five affirmative votes are required for passage after public comment.

III. BACKGROUND

Background information that will not appear in the Agenda Description

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is $50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. Appointment - Appointing Election Clerks for 2026-2028

Prepared by:

Date: 03/23/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER APPOINTING ELECTION CLERKS FOR 2026 TO 2028

ORDERED, that the persons on the attached list are hereby appointed as Election Clerks for a term beginning on May 1, 2026 and expiring April 30, 2028.

Last Name	First Name	City	Political Party
Albert	Linda	Freeport	Democrat
Allhiser	Mary	Portland	Democrat
Anderson	Jamie	Portland	Democrat
Ardell	Randal	South Portland	Democrat
Backer	Louise	Portland	Democrat
Baker	Harlan	Portland	Democrat
Baranick	Elizabeth	Portland	Democrat
Barrieau	Terry	Hiram	Republican
Barthelman	Mary	Portland	Unenrolled
Batt	Roberta	Portland	Democrat
Baxley	Barbara	Portland	Democrat
Benavides	Julie	Yarmouth	Democrat
Bergeron	Richard	Portland	Democrat
Berkana	Elizabeth	Portland	Democrat
Bernard	Barry	Portland	Democrat
Bileck	Liddy	Portland	Unenrolled
Bobinsky	Marcella	Portland	Democrat
Bonebakker	Erno	Portland	Democrat
Bonebakker	Victoria	Portland	Democrat
Boyle	Deborah	Cape Elizabeth	Democrat
Boyson	Michael	Portland	Democrat
Bragdon	David	Portland	Democrat
Brandt	Ann	Portland	Democrat
Brown	Gaye	Portland	Democrat
Brown	Larraine	Portland	Democrat
Brown	William	Portland	Unenrolled
Burrows	Patricia	Portland	Unenrolled
Butler	Catherine	Portland	Democrat
Carley	Kevin	Portland	Democrat
Casey	Luci	Portland	Republican

Castle	Paul	Portland	Unenrolled
Castle	Stephanie	Portland	Democrat
Castleman	Anna	Lisbon Falls	Democrat
Chandler	Anita	Portland	Democrat
Charles	Jeanne	Portland	Democrat
Chase	Aaron	Portland	Unenrolled
Chase	Deb	Portland	Democrat
Cherubini	Wendy	Portland	Democrat
Church	Lauren	Portland	Democrat
Clark	Mark	Portland	Democrat
Cleghorn	Pamela	Portland	Democrat
Cobb	Mary	Portland	Democrat
Collins	Charlie	Portland	Democrat
Collins	Leisa	Portland	Democrat
Cook	Susan	Portland	Democrat
Dale	William	Portland	Democrat
Decker	Elane	Westbrook	Democrat
Demaine	Gabriel	Portland	Democrat
Deroche	Adoline	Portland	Democrat
Desrochers	Stephanie	Portland	Democrat
Dickerman	Rachel	Portland	Democrat
DiDominicus	Catherine	Portland	Democrat
Dodd	Espahbad	Portland	Democrat
DuBois	Kimberly	Portland	Republican
Dubois	Paul	Portland	Unenrolled
Dupee	Scott	Westbrook	Democrat
Duprey	Guy	Portland	Democrat
Eglinton	Stephanie	Portland	Democrat
Falk	James	Gorham	Republican
Falk	Judith	Gorham	Republican
Farneth	Sara	Portland	Democrat

Farnsworth	Rick	Portland	Democrat
Fenton	Linda	Portland	Democrat
Fessenden	Peter	Portland	Democrat
Foley-Stelmack	Paula	Portland	Unenrolled
Folsom	Moriah	Scarborough	Democrat
Freund	Stephanie	Cape Elizabeth	Democrat
Fuller	Robert	Portland	Republican
Gardner	Raelene	Portland	Republican
Gaudet	Monique	Portland	Democrat
George	Courtney	Portland	Democrat
Gilfenbaum	Sara	Portland	Democrat
Gioro	Sandra	Portland	Democrat
Glass	Jane	Portland	Democrat
Gould	Mary Jayne	Portland	Democrat
Grant	Ellen	Portland	Democrat
Grant	Nancy	Portland	Democrat
Grantham	Kerry	Portland	Democrat
Green	Devin	Portland	Democrat
Greene	Claudette	Portland	Democrat
Guerin	Paul	Portland	Unenrolled
Guy	Beth	Portland	Republican
Hagelin	Nathan	Portland	Democrat
Hager	Eric	Portland	Democrat
Hager	Zack	Portland	Democrat
Haley	Connie	Portland	Republican
Hall	Kimberly	Portland	Democrat
Halvorsen	Darcy	South Portland	Democrat
Harding	Alicia	Portland	Democrat
Hart	Johanna	Portland	Democrat
Heald	Jennifer	Portland	Unenrolled
Hedstrom	Mary Ruth	Portland	Democrat

Higgins	Cheryl	Portland	Unenrolled
Hirsch	Alan	Portland	Democrat
Hirsch	Geri	Portland	Democrat
Holmes	Leslie	Portland	Republican
Hopkins	Susan	Portland	Green Independant
Hoppin	Barbara	Portland	Democrat
Hoppin	Christopher	Portland	Democrat
Howland	Daphne	Portland	Democrat
Huber	Sarah	Portland	Democrat
Hughes	Bob	Portland	Republican
Hull	Stephen	Portland	Unenrolled
Humphrey	Allyson	Portland	Democrat
Huntington	Joanne	Portland	Democrat
Huston	Celia	Portland	Democrat
Hutchins	Carol	Portland	Republican
Intharakunha	Panithida	Portland	Unenrolled
Jennings	Lynn	Portland	Democrat
Johnson	Deborah	Portland	Democrat
Johnson	Shavaun	Portland	Green Independant
Jones Cobb	Mary	South Portland	Democrat
Jones	Donna	Portland	Democrat
Jordan	Brenda	Portland	Democrat
Julio	Richard	Portland	Unenrolled
Kaminski	John	Portland	Democrat
Kandolo	Arnold	North Berwick	Unenrolled
Katsiaficas	Donna	Portland	Unenrolled
Kayatta	Jo-Ann	South Portland	Democrat
Keating	Tom	Portland	Democrat
Keefer	William	Portland	Democrat
Kellerman	Solange	Portland	Democrat
Kenney	Kendall	Portland	Unenrolled

Kenney	Russell	Portland	Republican
Kenway	Alison	Portland	Democrat
Klosteridis	Basil	Portland	Republican
Knight	Joy	Westbrook	Democrat
Knight	Paul	Portland	Republican
Koster	Jean	Portland	Unenrolled
Krementz	Betsy	Portland	Republican
Krinsky	Joy	Portland	Democrat
Kunz	Brigetta	Westbrook	Democrat
L'Heureux	Estelle	Portland	Democrat
LaCasse	David	Portland	Democrat
LaCasse	Pandora	Portland	Democrat
Lemay	Roland	Westbrook	Unenrolled
Lemieux	Pamela	Portland	Democrat
Little	David	Portland	Democrat
Lomaka	Christine	Portland	Democrat
Loranger	Nancy	Portland	Democrat
Lucas	Philip	Portland	Democrat
MacIsaac	Phyllis	Portland	Democrat
MacLean	Beverly	South Portland	Democrat
Mailman	Suzanne	Portland	Republican
Manera	Lauren	Portland	Democrat
Margolis-Pineo	Rachel	Portland	Unenrolled
Markushewski	Lisa	Falmouth	Democrat
McCallum	Sandy	Portland	Unenrolled
McCloskey	Susan	Portland	Democrat
McCoy	Deborah	Portland	Democrat
McKillop	Robert	Portland	Democrat
McManamy	Jean	Portland	Democrat
Merrill	Leslie	Portland	Democrat
Metcalf	Ann	Portland	Democrat

Mood-Roberts	Elise	Portland	Unenrolled
Moreau	Cheryl	Portland	Republican
Morris	Lisa	Portland	Democrat
Morrison	William	Portland	Democrat
Morton	Metta	Portland	Democrat
Mueller	Karin	Portland	Unenrolled
Murphy	Dela	Portland	Democrat
Murphy	Janice	Portland	Democrat
Nadeau	Susan	Portland	Democrat
Nylen	Carol	Portland	Unenrolled
O'Mara	Martin	Portland	Unenrolled
O'Neil	Joanne	Westbrook	Democrat
Olmstead	Paul	Portland	Republican
Parise	Louise	Portland	Democrat
Parsons	Liz	Portland	Unenrolled
Pastor	Susan	Portland	Democrat
Paul	Laura	Portland	Democrat
Pelletier	Helen	Portland	Democrat
Pelsue	Star	Portland	Democrat
Perley	Delene	Portland	Unenrolled
Perry	Barbara	Portland	Democrat
Peterson	Jane	Portland	Unenrolled
Pickering	Carol	Portland	Democrat
Powers	Kathleen	Portland	Unenrolled
Prenn-Vasilakis	Cassandra	Portland	Democrat
Quinn	Lisa	Portland	Democrat
Rainbow	Betty Ann	Portland	Democrat
Reed	Abigail	Portland	Democrat
Rehrig	Graham	Portland	Unenrolled
Remage-Healey	Elizabeth	Portland	Democrat
Rich	Penny	Portland	Democrat

Roberts	David	Portland	Democrat
Roberts	Christina	Portland	Democrat
Roberts	Gilbert	Portland	Democrat
Roberts	Rochelle	Portland	Unenrolled
Rod	Brian	Portland	Democrat
Rogers	Stephen	Portland	Republican
Romano	Al	Cape Elizabeth	Republican
Rosen	Judith	Portland	Democrat
McCallum	Sandra	Portland	Unenrolled
Sanfasin	Kristi	Portland	Democrat
Scalia	Helen	Portland	Democrat
Schaberg	John	Portland	Democrat
Schwaller	Tyler	Portland	Democrat
Smith	Judith	Portland	Democrat
Smith	Paul	Portland	Democrat
Smyth	Craig	Portland	Republican
Solomons	Nan	Portland	Democrat
Somma	Rudy	Portland	Republican
Soule	George	Portland	Democrat
Sparks	Jeffrey	Portland	Republican
Sprague	Gail	Portland	Democrat
Sprague	Patricia	Portland	Democrat
Spross	Judy	Portland	Democrat
Stanley	Wendy	Westbrook	Democrat
Stelmack	Mark	Portland	Unenrolled
Stickney	Holly	Scarborough	Democrat
Stokes	Matthew	Portland	Democrat
Stuart	Erlene	Portland	Republican
Szalajeski	Karen	Portland	Democrat
Tinkle	Shana	Portland	Democrat
Treat	Carolyn	Portland	Democrat

Veligor	Vincent	Brunswick	Democrat
Veneziano	Jean	Scarborough	Democrat
Vermilion	Christopher	Portland	Democrat
Veroneau	Raymond	Portland	Unenrolled
Walker	Bradley	Portland	Democrat
Wall	Emily	Portland	Unenrolled
Walsh	Judith	Portland	Democrat
Weber	Ann	Portland	Democrat
Webster	Priscilla	Portland	Democrat
Weiss	Justin	Portland	Democrat
Whitten	Nannette	South Portland	Unenrolled
Whynot	Eileen	Buxton	Democrat
Wilfahrt	Dana	Portland	Democrat
Yarnold	Rick	Portland	Democrat
Zalewski	Patricia	South Portland	Democrat
Zuckerman	Jonathan	Portland	Democrat

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 30, 2026

SUBJECT: Order 169-25/26 Appointing Members to Various Boards & Committees - Sponsored by Legislative & Nominating Committee, Mayor Mark Dion, Chair

SPONSOR: The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading **Final Action**

Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: No

PRESENTATION: Please list the presenter(s), type, and length of presentation

I. SUMMARY

II. AGENDA DESCRIPTION

If passed, this order would appoint the following individuals to the various Boards & Committees:

Name	Board or Committee	Expiration of Term
Samuel Rains+	Board of Assessment Review	9/30/2027
James Gordon Platt+	Rent Board (District 2)	3/31/2028
Madeleine Segal+	Civil Service Commission Employment Subcommittee	6/30/2028

Five affirmative votes are required for passage after public comment.

III. BACKGROUND

Background information that will not appear in the Agenda Description

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is $50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. Appointment - Appointing Members to Various Boards & Committees
2. Board & Committee Appointment- Fish Pier 4.13.2026
3. Various Boards redacted applications

Prepared by:
Date: 03/30/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER APPOINTING MEMBERS TO VARIOUS BOARDS & COMMITTEES

ORDERED, that the following people are hereby appointed to the Boards and Committees indicated for the stated term:

Name	Board or Committee	Expiration of Term
Samuel Rains	Board of Assessment Review	9/30/2027
James Gordon Platt	Rent Board (District 2)	3/31/2028
Madeleine Segal	Civil Service Commission Employment Subcommittee	6/30/2028

City of Portland | City Clerk's Office
Abbey Lombard, *Interim City Clerk*

To: Mayor and City Councilors
From: Abbey Lombard, Interim City Clerk
Date: March 30, 2026
Re: Appointment to Various Boards and Committees

The Nominating Committee is making the following recommendation to the City Council. The nominating committee met on Wednesday, March 25th to conduct interviews. If passed, this order would appoint the following directors to the Portland Fish Pier Authority:

Name Board and Committee Expiration

Name	Board or Committee	Expiration of Term
Mike Alfiero+*	Portland Fish Pier Authority	10/31/2028

+Indicates New Board Member
*Indicates Filling Vacant Term

389 Congress Street, Room 203, Portland, Maine 04101 | 207-874-8616
cityclerk@portlandmaine.gov

Accounting Manager Samuel Dudley Rains

City of Portland | Generated 3/2/2026 @ 7:40 pm by OnBoardGOV - Powered by ClerkBase

Status

Name	Accounting Manager Samuel Dudley Rains
Application Date	2/25/2026
Expiration Date	2/25/2027
Status	Received

Board	Vacancies	Status
Board of Assessment Review	2	Pending

Basic Information

Name
Accounting Manager Samuel Dudley Rains

Contact Information

Address
25 Brook Rd
Portland, ME 04102

Email
[redacted]

Cell Phone
[redacted]

Additional Information

Notes

Generated 3/2/2026 @ 7:40 pm

Samuel Rains
25 Brook Rd
PORTLAND, ME 04103
Cell: [redacted] **Email:** [redacted]

EDUCATION

Drexel University, Philadelphia, PA
Post-Master's Certificate in Business Administration, 2017
Texas A&M University, Commerce, TX
Master's Degree Accounting, 2016
University of Maine
Bachelor's Degree in Liberal Arts, 2012

TECHNICAL SUMMARY

MS Office (Excel, Word, PowerPoint, Outlook), MIP, ADP, NetSuite, Microsoft Dynamics, QuickBooks. Notary Public.

VOLUNTEERING

Treasurer at SARSSM.
Tax Preparer Volunteers of America, 2014-2018.

EMPLOYMENT HISTORY

Jan 2023 to Present
Shalom House Inc. **Accounting Manager (*promoted*)** [Mental Health and Housing] – Portland, ME

- Help to develop 40 million yearly budgets for efficiency and department integration.
- Prepare and allocate monthly expenses across programs in accordance with nonprofit funding guidelines.
- Supervised accounting staff and provided training on internal controls and nonprofit financial procedures.
- Coordinate annual audits and ensure compliance with GAAP and federal/states regulations for nonprofit entities.
- Reconciled multiple bank accounts including pre-paid accounts.
- Prepare and review complex journal entries involving accruals, allocations, to ensure accurate financial reporting.
- Review monthly and annual financial statements to ensure accuracy, completeness, and compliance with GAAP.
- Prepared monthly budgets and financial reports for program managers to support informed decision-making and grant compliance.
- Prepared and distributed annual 1099 forms to external vendors in compliance with IRS regulations.
- Managed fixed asset records, calculated monthly depreciation, and ensured accurate capitalization in accordance with GAAP.

Senior Financial Analyst (*promoted*)

- Led the monthly close process, including reconciliation, accruals, and journal entries.
- Coordinated and supported annual audits, 990 filings, and internal financial reviews.
- Supervised junior accounting staff and ensure proper internal controls and accounting procedures.
- Oversee monthly depreciation entries and allocate expenses across programs and grants in accordance with organizational policies and funding requirements.
- Develop and maintain budgets in collaboration with program managers and leadership.
- Maintain internal controls and ensure compliance with nonprofit regulations and reporting.

Accountant II (*promoted*)

- Perform accounting tasks including reconciliations, standard journal entries, and financial report preparation in accordance with GAAP.
- Support annual audit by preparing schedules and responding to auditor inquiries.
- Supervise and review work of junior accounting staff and AP/AR processes.
- Reconciled daily cash activity across multiple bank accounts to ensure proper allocation and resolution of discrepancies.
- Prepare and post adjusting journal entries to ensure accurate month-end and year-end financial reporting.
- Introduce ACH vendor payments to reduce AP turnaround.
- Analyze financial data and prepare detailed reports to support decision making and ensure compliance with accounting policies.

Accountant I (*promoted*)

Samuel Rains
25 Brook Rd
PORTLAND, ME 04103
Cell: [redacted] **Email:** [redacted]

- Processed high-volume accounts payable invoices, ensuring accurate coding and timely payments.
- Reconciled vendor statements and resolved discrepancies to maintain positive supplier relationships.
- Prepared and posted journal entries related to AP accruals and expense allocations.
- Assisted with month-end close by providing AP accruals and supporting schedules.
- Matched purchase orders, receipts, and invoices to verify accuracy before processing payments
- Managed vendor relations, responded to inquiries, and ensured proper documentation for audits.

June 2022 to Jan 2023
Various Contracts
PGM LLC & Rogers and Hutchins Accountant [Public Accounting]– Biddeford, ME & Kennebunk, ME

- Prepared and filed IRS Form 990 and state charitable filings for multiple nonprofit organizations.
- Tracked restricted and unrestricted funds in accordance with nonprofit accounting standards (FASB 116/117).
- Reconciled bank accounts, grant activity, and donor contributions to ensure accurate financial reporting.
- Planned and executed financial audits for nonprofit organizations in accordance with GAAS and Uniform Guidance.
- Assessed internal controls, tested transactions, and evaluated compliance with grant and donor requirements.
- Prepared pro forma tax returns and financial statements for for-profit entities to support planning, financing, and compliance efforts.

2016-2019
Self-employment as Bookkeeper- Mid-Coast Maine & Portland, ME

- Prepare tax returns.
- Reconcile bank statements and record financial transactions.
- Maintain the general ledgers.
- Managed AP and AR functions.

March 2020 to June 2022
The Opportunity Alliance Behavioral Healthcare Coordinator [Mental Health] – Portland, ME

- Performed psychosocial assessments and collaborated with multidisciplinary teams to develop Individulazed care plans.
- Coordinated integrated behavioral health care services, ensuring timely referrals and follow up for metal health clients.
- Monitored client progress, updated electronic health records (EHR), and communicated care adjustments to providers.
- Provided education on treatment plans, medication adherence, and community support resources.
- Ensured compliance with HIPAA regulations and maintained detailed case documentation.
- Facilitated access to housing, employment, and crisis intervention services to support client stability and outcomes.

March 2019 to March 2020
Alternative Wellness Services Behavioral Healthcare Coordinator [Mental Health] – Portland, ME

- Managed behavioral health cases by coordinating services, referrals, and care plans across multidisciplinary teams.
- Conducted client intakes and assessments to create customized metal health treatment strategies.
- Tracked client progress in EHR systems and ensured timely communication of care updates with providers.
- Delivered education and support to clients and families regarding treatment compliance and available resources.
- Maintained accurate clinical documentation in alignment with confidentiality and HIPAA requirements.
- Connected clients with wraparound services including housing, employment, and crisis support to enhance care continuity.

March 2018 to March 2019
WEX Inc. Staff Accountant [Commercial Banking] – South Portland, ME

- Performed daily reconciliations of loan and deposit accounts, ensuring accuracy across core banking systems.
- Applied incoming wire transfers, ACH payments, and lockbox receipts to customer accounts with speed and accuracy.
- Investigated unapplied cash and coordinated with clients and relationship managers to ensure timely resolution.
- Supported month-end close by preparing cash reports and reconciling clearing accounts.
- Reviewed commercial checks deposit for potential fraud indicators, escalating suspicious activity in accordance with company policy.
- Conducted daily audits of high-dollar check transmission to ensure legitimacy and prevent financial loss.

March 2008 to March 2018

Samuel Rains
25 Brook Rd
PORTLAND, ME 04103
Cell: [redacted] **Email:** [redacted]

Maine Behavioral Health Care **Mental Health Technician** [Mental Health] – Portland, ME

- Monitored client behavior and vital signs to ensure safety and support treatment plans.
- Assisted with daily living activities, including hygiene, meals, and medication reminders.
- Documented client progress and incidents accurately in electronic health records.
- De-escalated behavioral crises using therapeutic communication and approved intervention techniques.
- Collaborated with nurses and therapists to implement individualized care plans.
- Facilitated therapeutic group activities to promote social skills and emotional expression.

February 25, 2026

Dear Members of the Board,

I am writing to express my interest in serving on the Board. With a strong background in financial analysis, strategic planning, and organizational oversight, I bring a thoughtful and analytical approach to governance. My experience includes budgeting, financial reporting, and supporting executive leadership in making data-driven decisions.

I am committed to fiduciary responsibility, transparency, and advancing the organization's mission through sound governance and collaborative leadership. I would welcome the opportunity to contribute my expertise and perspective at the board level.

Thank you for your consideration. I look forward to the opportunity to discuss how I can add value to the Board.

Sincerely,

Samuel Rains

James Gordon Sutherland Platt

City of Portland | Generated 3/9/2026 @ 1:04 pm by OnBoardGOV - Powered by ClerkBase

Status

Name James Gordon Sutherland Platt

Application Date 3/6/2026

Expiration Date 3/6/2027

Status Received

Board	Vacancies	Status
Rent Board	2	Pending

Basic Information

Name
James Gordon Sutherland Platt

Contact Information

Address
12 Taylor Street
APT 3
Portland, ME 04102-5121

Email
[redacted]

Cell Phone
[redacted]

Additional Information

Notes

Generated 3/9/2026 @ 1:04 pm

James Gordon S. Pl [redacted] rdon)
Portland, ME | [redacted]

EDUCATION

University of Southern Maine, Portland, ME
Graduate Certificate Candidate May 2026, Applied Geographic Information Systems (GIS).
Bates College, Lewiston, ME
B.A. in Environmental Studies, May 2019.
Senior thesis: *"Barriers to Implementation of a Municipal Complete Streets Policy"*

EXPERIENCE

Bike and Ski Shop Manager, REI Westbrook July 2022-March 2025
- Led the shop through multiple years of growth greater than 50% year-over-year
- Established systems that drove efficiency and growth in a small footprint
- Managed and trained a team of mechanics with a focus on collaboration and resourcefulness
- Inspected and managed the quality of completed work and adjusted shop trainings as needed to exceed Co-Op standards

Certified Technician, REI Westbrook September 2021-July 2022
- Oversee the establishment of a new bike shop with a focus on sharing a passion for all bicycles
- Work with store manager to examine and expand the needs of the shop to meet demand

Shop Technician, REI North Conway September 2020-October 2021
- Assemble and repair a wide variety of bicycles and execute complex work such as suspension and linkage service, hydraulic brake bleeds, wheel builds, hub overhauls, and frame-up builds
- Diagnose, estimate, and effectively communicate the scope of service work to incoming customers

Handworker, Rock Solid Trail Contracting, LLC July 2019-February 2020
- Work with foreperson using a variety of tools to create sustainable mountain biking trails
- Implemented construction best practices related to grading and drainage, and operated heavy machinery as needed on site.

Intern, Bicycle Coalition of Maine June-December 2017
- Organize and execute a statewide municipal bicycle/pedestrian policy inventory
- Assist with the planning, logistics, and setup of an 800-person cycling event

VOLUNTEER AND LEADERSHIP EXPERIENCE

Vice Chair, Portland Bicycle and Pedestrian Advisory Committee May 2024-January 2025
- Plan and host a multi-stop bicycle tour of the Portland Peninsula, geared towards city councilors and officials, highlighting infrastructural and policy opportunities, as well as consistency
- Facilitate policy and advocacy goals and organize group members around advocacy discussions
- Arrange meetings with city councilors and city staff to advocate for a transportation agenda

Vice President, Bates College Outing Club Winter 2019
- Design and delegate club-wide initiatives focused on beginner inclusion and student engagement
- Co-manage and advise 30 directors in organizing and leading safe outdoor trips of multiple disciplines
- Rehabilitate an on-campus space for club resources, meetings, and trip planning

SKILLS & INTERESTS

Computer Skills: Microsoft Office Suite, GIS, Google Suite, Adobe Photoshop,
Additional Skills: Policy Analysis, Research, Carpentry, Bicycle and Ski Repair, Small Boat Repair

James Gordon S. Platt
12 Taylor Street
[redacted]

Feb 26th 2026

Dear Members of the Nominating Committee,

I am writing to express my interest in serving on the Portland Rent Board as a representative from District 2. As someone who has experience both as a tenant and now a landlord in Portland, I believe that I can bring a balanced and practical perspective to the Rent Board.

I moved to Portland in 2021, from the White Mountains of NH, and have been a tenant in the city for the past 5 years. I've worked in local businesses and am currently in graduate classes at the University of Southern Maine. During this time, I've grown to love the city of Portland and decided to make it my permanent home. This summer I bought a multifamily home on Winter Street, a building that needs some repair, and that I hope to live in one day.

As a renter, I familiarized myself with Portland's housing laws and the Rent Board processes. Now, as a home owner and a landlord, I have gained additional perspective on working with tenants, working with the Permitting and Inspections office and Housing and Safety Offices to address compliance issues, and planning for long term maintenance.

I appreciate the important role that the city staff and the Rent Board play in ensuring fair treatment for renters and landlords in the city. I have strong communication skills and genuine interest in the detailed work that goes into city government. I am experienced at reading and absorbing large amounts of information and have the patience and attention to detail to ensure that every case that comes to the Rent Board will be given due process and that all voices are heard. I would be honored to serve as a member of the Rent Board.

Sincerely,

James Gordon S. Platt (Gordon)

Volunteer Coordinator Madeleine Eloise Segal

City of Portland | Generated 3/5/2026 @ 3:10 pm by OnBoardGOV - Powered by ClerkBase

Status

Name	Volunteer Coordinator Madeleine Eloise Segal
Application Date	2/9/2026
Expiration Date	2/9/2027
Status	Received

Board	Vacancies	Status
Civil Service Commission Employment Subcommittee	1	Pending

Basic Information

Name
Volunteer Coordinator Madeleine Eloise Segal

Contact Information

Address
32 Fall Lane
Portland, ME, ME 04103

Email
[redacted]

Phone
[redacted]

Cell Phone
[redacted]

Business Phone
[redacted]

Additional Information

Notes
When will a decision be made regarding this vacancy?
What is the current schedule for meeting, and is this a remote or in person process?
Is there any advance training or preparation needed prior to each meeting?
What is the length of each term, and can current members re-apply for their position?

Generated 3/5/2026 @ 3:10 pm

MADELEINE E. SEGAL

Portland, ME • Phone: [redacted]
Email: [redacted]

Senior Program & Project Coordinator

Program Management | Strategic Planning | Leadership

Dynamic, versatile and passionate advocate for clients and community organizations. Experienced program coordinator with outstanding project management and policy management skills. Detail oriented leader with expertise in managing complex programs and multiple concurrent projects to identify and improve systems. Able to direct, motivate and inspire teams to develop high quality programs that solve community and organizational needs and problems to provide tangible results for continued sustainability

- *Client & Patient Advocacy*
- *Leadership*
- *Program Development*
- *Program Implementation*
- *Developing Strategic Partnership*
- *Networking*
- *Organizational Development*
- *Resource Management*
- *Event management*

EXPERIENCE

JEWISH COMMUNITY ALLIANCE – PORTLAND, ME

Volunteer Coordinator (Aug., 2025 to Present) (Jewish Community Alliance)

Key Contributions:

- Assisted the Volunteer Manager in building the framework of the new Volunteer Dept. This included on-going outreach and presentations to area businesses, non-profits and to individuals in the Greater Portland area and state-wide, conducted prospective volunteer intakes.
- Collaborated with the Volunteer Manager on a regular basis via Teams and Zoom, and set up and attended remote meetings with other community members and organizations to achieve the goals within the Volunteer Dept.
- Created two ongoing early stage dementia programs in partnership with the ME Alzheimer's Association. Facilitated one program and supervised a JCA volunteer team as part of a social engagement series on an ongoing basis for participants and care partners within our communities. Coordinated speakers with expertise in the field and included enrichment options.
- Offered presentations in area settings which serve older adults including AARP.
- Conducted outreach and coordination for JCA Red Cross Blood Drives and AARP Tax Aide sites.

Volunteer Coordinator (June, 2022 to July, 2025) (Senior Community Services Employment Program)

Key Contributions:

- Assisted the Volunteer Manager in building the framework of the new Volunteer Dept. This included on-going outreach and presentations to area businesses, non-profits and to individuals in the Greater Portland area and state-wide, conducted prospective volunteer intakes.
- Collaborated with the Volunteer Manager on a regular basis via Teams and Zoom, and set up and attended remote meetings with other community members and organizations to achieve the goals within the Volunteer Dept.
- Connected ME Dept. of Labor Career Consultants to the weekly ME Prisoner Re-entry Network Zoom meetings for the benefit of agencies, their clients, and for those in re-entry and seeking employment.
- Assisted the HIAS Refugee Resettlement Program in partnership with the Jewish Community Alliance. This included outreach to volunteers for the benefit of newly arrived clients, establishing on-going collaboration with several community bus ambassador programs, and creating connections with veterans to assist with relocation efforts.

OFFICE OF AGING AND DISABILITY – Portland, ME

Administrative Assistant (12/2020 – June, 2022) (Senior Community Services Employment Program)
Key Contributions:

- Collaborated with the program coordinator to recruit host agencies to place seniors of Cumberland, York and Lincoln counties.
- Presented in collaboration with partner agencies a workshop on obtaining work for older Mainers 55 years and above for 120 people monthly.
- Edited and proofread internal documentation and communication.

UNIVERSITY OF SOUTHERN MAINE – Portland, ME
National Test Proctor (06/2015 – 03/2020)
Key Contributions:

- Administered timed exams for multiple students ranging from a few to 20+.
- Facilitated the organization of materials, management of documentation, and guided students in tasks at hand.
- Prioritized and addressed any issues that arose prior, during and after testing.
- Administered GRE, LSAT, National Accountants exams, subject tests and accommodated exams.
- Conducted security checks for exam candidates throughout the exam process.

FALMOUTH HIGH SCHOOL, MSAD 51
Substitute Teacher & SAT/AP Administrator (08/2009 – 03/2020)
Key Contributions:

- Develop lesson plans and adjust as needed to present materials in succinct and coherent style.
- Completed progress reports which included individualized notes regarding students' strengths and areas of improvement.
- Assessed students' understanding and learning both formally and informally.

PORTLAND PUBLIC HIGH SCHOOLS
Education & Employment Coordinator (1982 – 1987)
Key Contributions:

- Developed and implemented a student work initiative program where 20+ students participated
- Created brand new system to hire, place and supervise 40 tutors throughout the K-12 school system.
- Collaborated with administrators, guidance and teaching staff to execute tutorial services across the Portland Public School System.

COMMUNITY LEADERSHIP & CIVIC ENGAGEMENT

Patient Advisory Committee	MAINE MEDICAL ADMINISTRATION OFFICES	12/2016 – 2/2023
Campaign Election Volunteer	PORTLAND BASED	11/2020
Committee Member	POLICE REVIEW BOARD / PORTLAND	2003-13
Campaign Election Volunteer	PORTLAND BASED	01/2009 – 06/2009
At-large Candidate	PORTLAND CHARTER COMMISSION	01/2009 – 06/2009
Promotional Agent	LOCAL AREA BANDS	2000 - 2009
Facilitator/ Coordinator	JEWISH COMMUNITY ALLIANCE	1994 -1995

EDUCATION & CREDENTIALS

University of Southern Maine – Portland, ME **Masters of Science**
Educational Administration

University of Southern Maine — Portland, ME **Bachelors of Science**
Education with English Minor

University of Southern Maine – Portland, ME **Mediation Certification** *(2015)*

February 9, 2026

To: City Council Subcommittee

From: Madeleine E. Segal

Re: Civil Service Commission Employment Subcommittee

I am applying for the vacancy on the Civil Service Commission Subcommittee and had served on the City of Portland's Police Citizen Review Board until my term expired in 2013. In that capacity, we reviewed closed complaints and met monthly with the Portland Police Department's Internal Affairs staff. We conducted our reviews in confidence, and ensured a timely, objective and fair process during each case review and subsequent discussions with all committee members; we consistently reached consensus as well.

I am currently employed by the Jewish Community Alliance as their Community Engagement and Volunteer Coordinator. In this capacity, I conduct outreach for various JCA endeavors including the upcoming Red Cross Blood Drive and the current AARP Tax Aide program to serve our area communities once again. I am also working on a community meals project and other endeavors which will benefit older adults.

In addition, I have created two early stage dementia related series in partnership with the ME Alzheimer's Association, and these both offer specific formats which are beneficial for participants and for their care partners. I currently coordinate, facilitate and supervise a team of JCA volunteers to offer social engagement and enrichment opportunities in one of these ongoing programs.

Thank you for your consideration and for reviewing my enclosed resume as requested. If you have any questions, please let me know.

Sincerely,

Madeleine E. Segal/encl.

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 30, 2026

SUBJECT: Order 170-25/26 Confirming the Appointment and Setting the Salary of Abbey Lombard as City Clerk - Sponsored by Mark Dion, Mayor

SPONSOR: The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading **Final Action**

Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: Yes

PRESENTATION: Please list the presenter(s), type, and length of presentation

I. SUMMARY

II. AGENDA DESCRIPTION

This order appoints Abbey Lombard as City Clerk at an annual salary of $130,000, concluding an extensive nationwide recruitment process. Ms. Lombard brings over 15 years of public sector experience and has served as Interim City Clerk since January 2026.

Five affirmative votes are required for passage after public comment. Staff recommends that this item be passed as an emergency to allow Ms. Lombard to be sworn in and assume her duties as soon as possible. Seven affirmative votes are required for passage as an emergency after public comment.

III. BACKGROUND

Background information that will not appear in the Agenda Description

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is $50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. Appointment - Appointing Abbey Lombard as City Clerk
2. Abbey Lombard Resume (Redacted)

Prepared by:
Date: 03/30/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER CONFIRMING THE APPOINTMENT AND SETTING SALARY OF ABBEY LOMBARD AS CITY CLERK

ORDERED, that Abbey Lombard is hereby appointed City Clerk for the City of Portland, effective April 13, 2026; and

BE IT FURTHER ORDERED, that the annual salary of the City Clerk is hereby set at $130,000; and

BE IT FURTHER ORDERED, that this appointment is enacted as an Emergency, pursuant to Article II, Section 11 of the Portland City Charter, in order to make it effective immediately.

Abbey Lombard

[redacted]

Skills & Strengths

- **Certifications:** Certified Maine Clerk; Maine State Dedimus Justice and Notary Public; Pursuing the International Institute of Municipal Clerks certification (1 year remaining)
- **Experience & Leadership:** Proven, reliable leader with 20 years of experience in customer service and office administration, consistently producing high-quality results
- **Core Competencies:** Detail-oriented professional recognized for positive attitude, strong communication skills and effective organizational and management abilities
- **Technical Proficiency:** Munis, Google Suite, DAVE, CVR, Moses, Portland's Budget Database, CivicPlus, OnBoardGOV, Microsoft Office

Experience

Deputy City Clerk – City of Portland, Maine **03/2023 – Present**

- Assumed full responsibilities of office operations, including covering Council meetings and all day-to-day duties in the absence of the City Clerk
- Supported elections with 8 years of accumulated experience
- Collaborated with the City Clerk to complete the annual City Clerk's budget
- Supervised and mentored an office of up to 8 employees
- Managed weekly payroll as well as election payroll, with up to 200 employees
- Oversaw all purchasing, invoicing, and credit card coding (PFO and PAO responsibilities)
- Liaison for HR and IT Departments
- Responsible for all monthly reports due to the State
- Processed all records requests for internal City staff and the Public

Deputy Town Clerk/General Assistance Director – Town of Cumberland, Maine **12/2021 – 12/2022**

- Assisted Town Clerk in conducting multiple elections, including tallying grand totals, and reporting to the State
- Supported Town Clerk through the Tax collection process, including filing and releasing liens
- Onboarded new employees, including training on processes and relevant software and systems
- Became a supporting member of the Ordinance Committee
- Continued to provide support for all transactions at the front counter
- Took on the role as Director of General Assistance

Assistant Town Clerk – Town of Cumberland **12/2017 – 12/2021**

- Assisted the Town Clerk in a variety of daily tasks and long-term projects
- Managed multiple State accounts and provided monthly and quarterly reporting
- Proficient in motor vehicle, IF & W licensing, and issuing all vital records
- Collected biannual taxes and created a special report to collect long overdue Personal Property Taxes
- Successfully helped to train new employees during my tenure
- Member of the Legislative Policy Committee
- Provided consistent high-quality customer service
- Town point person for the Cemetery Association

Special Projects – Town of Cumberland **09/2016 – 12/2017**

- Created a digital database of town maps and plans, and digitized local code enforcement plans
- Elementary school aftercare program supervisor

Accounts Receivable Coordinator – TPW Management, Manchester Center, VT **08/2011 – 06/2013**

- Managed the HOA and property maintenance divisions for 100 homeowners' associations across the Northeast
- Researched and reconciled flawed bank account financials after taking on another full resource's workload

MEMORANDUM
City Council Agenda Item

FROM:

DATE: April 3, 2026

SUBJECT: Order 171-25/26 Appointing Abbey Lombard as Registrar of Voters for the Duration of Appointment as City Clerk - Sponsored by Danielle P. West, City Manager

SPONSOR: The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading **Final Action**

Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: No

PRESENTATION: Please list the presenter(s), type, and length of presentation

I. SUMMARY

II. AGENDA DESCRIPTION

This order would confirm Abbey Lombard as Registrar of Voters for the City of Portland for the duration of her appointment as City Clerk, as required by Maine State Law (21-A MRS §101).

Five affirmative votes are required for passage after public comment. Staff recommends that this item be passed as an emergency to allow Ms. Lombard to be sworn in and assume her duties as soon as possible. Seven affirmative votes are required for passage as an emergency after public comment.

III. BACKGROUND

Background information that will not appear in the Agenda Description

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is $50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. Appointment - Appointing Abbey Lombard as Registrar of Voters for the Duration of Appointment as City Clerk

Prepared by:
Date: 04/03/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER APPOINTING ABBEY LOMBARD AS REGISTRAR OF VOTERS FOR THE DURATION OF APPOINTMENT AS CITY CLERK

ORDERED, that pursuant to 21-A M.R.S. Section 101, City Clerk Abbey Lombard is hereby appointed as the Registrar of Voters for the City of Portland for the duration of her appointment as Portland City Clerk; and

BE IT FURTHER ORDERED, that this appointment is enacted as an Emergency, pursuant to Article II, Section 11 of the Portland City Charter, in order to make it effective immediately.

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 20, 2026

SUBJECT: Order 172-25/26 Granting Municipal Officers' Approval of Diguo 37 LLC, dba Empire Chinese Kitchen. Application for Class I FSE 575 Congress Street - Sponsored by Danielle P. West, City Manager

SPONSOR: The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:
1st Reading **Final Action**

Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: N/A

PRESENTATION: Please list the presenter(s), type, and length of presentation

I. SUMMARY

II. AGENDA DESCRIPTION

Application was filed on 3/17/26. This is a change of ownership of an existing establishment.

Five affirmative votes are required for passage of items on the consent calendar after public comment.

III. BACKGROUND

Background information that will not appear in the Agenda Description

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is $50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. 2026.04.13_Empire Chinese Kitchen_Council Order
2. 2026.04.13_Empire Chinese Kitchen_Council Packet

Prepared by:
Date: 03/20/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER
GRANTING MUNICIPAL OFFICERS' APPROVAL OF:

Diguo 37 LLC, dba Empire Chinese Kitchen. Application for Class I FSE 575 Congress Street

March 9th, 2026

Theresa Chan
& Dongjin Zheng
Empire
575 Congress St
Portland, ME 04101

Mayor Mark Dion
& Portland City Council
389 Congress St. Suite 208
Portland, ME 04101

Letter of Intent

Dear Mayor Dion and Members of the Portland City Council,

Empire Chinese Kitchen seeks to apply for a new liquor license under the entity Diguo 37 LLC.

This change in LLC reflects a change in ownership structure, There will be no change in the menu, facility, or management of the day-to-day operations. Since our opening in 2013, Empire has been a premier dining destination in Portland. We intend to continue providing high-quality Cantonese food while adjusting to the current business climate.

Thank you for your attention.

Sincerely, Theresa Chan & Dongjin Zheng

CITY OF PORTLAND, MAINE
Permitting and Inspections Department
Business Licensing and Housing Safety

Application for Food Service Establishment with Alcoholic Beverages License

Maine B.E.L.L.S. Application Information	
File or Tracking Number from BELLS application: 138885	Date of Submission of BELLS application: 3/16/26

Business Information			
Legal Business Entity Applicant Name (corporation, LLC): Diguo 37 LLC		Business Name (D/B/A): Empire Chinese Kitchen	
Individual or Sole Proprietor Applicant Name(s): Dong Jin Zheng		Physical Location: 575 Congress St portland ME 04101	
If applicable, what was formerly at this location: Restaurant		Business Email Address: Empireportland575@gmail.com	
Mailing Address: 575 Congress St portland ME 04101		Contact Person: Han Xu	
Contact Person Phone: 207-680-0198		Contact Person Email: Empireportland575@gmail.com	
Manager of Establishment: Han Xu	Date of Birth: 01/24/81	Manager Phone: 207-680-0198	
Owner of Premises (Landlord): Yue Chan		Address of Premises Owner (Landlord): 138 Grant St. Freeport ME 04032	

Sole Proprietor/Partnership Information (If Corporation, leave blank)		
Name of Owner(s):	Date of Birth:	Residence Address:
Name of Owner(s):	Date of Birth:	Residence Address:

Corporate/LLC/Non-Profit Organization Applicants (If Sole Proprietor or Partnership, leave blank)			
Corporate Name: Diguo 37 LLC		Corporate Mailing Address: 575 congress st portland ME 04101	
Contact Person: Dong Jin Zheng		Contact Phone: 207-518-1957	
Principal Officers	Title	Date of Birth	Residence Address
Dong Jin Zheng	Owner	11/24/83	23 main st Freeport ME 04032

CITY OF PORTLAND, MAINE
Permitting and Inspections Department
Business Licensing and Housing Safety

Class of Liquor License (see fee schedule):			
Type of food served:	Chinese Food		
Please select all that will be served:	☒ Beer ☒ Wine ☒ Liquor		
Projected percentage of sales:	Generated from Food: 85%	Generated from Alcohol: 15%	
Hours & days of operation:	11:30am - 9pm Wed - Mon		
QUESTIONS		YES	NO
Will full-course meals, only capable of consumption with the use of tableware, be served the entire time the establishment is open?		☒	☐
If No, please explain:			
Is the establishment less than 300 feet from a school, dormitory, church or parish house, or similar establishment?		☐	☒
If yes, give the distance:			
Will you have entertainment on the premises? (If yes, a Supplemental Application for Entertainment is required.)		☐	☒
Will you permit dancing after 1:00 a.m.?		☐	☒
Will you have outside dining? (If yes, an Outdoor Dining Application is required)		☐	☒
If yes, will the outside dining be on: ☐ PUBLIC property or ☐ PRIVATE property			
Will you have any amusement devices (pinball, video games, juke box)?		☐	☒
If yes, please list: # of amusements: and # of pool tables:			
What is your targeted opening date? :			
Does the Issuance of this license directly or indirectly benefit any City employee(s)?		☐	☒
If Yes, list name(s) of employee(s) and department(s):			
Have any of the applicants, including the corporation (if applicable), ever held a business license with the City of Portland?		☐	☒
If Yes, please list business name(s) and location(s):			
Is any principal officer under the age of 21?		☐	☒
Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law?		☐	☒
If Yes, please explain:			

I Dong Jin Zheng **do hereby swear and affirm that every employee in my establishment that serves alcohol to the public has attended server training, or will attend server training within 90 days of their hire. I also understand that at any time the City license administrator can, upon request, require me to produce Server Training certificates for each employee that serves alcohol to the public in my establishment. Failure to meet the training requirement imposed by section 15-41 may result in the denial of a liquor license pursuant to 28-A M.R.S.A. § 653 (2) (G).**

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above licensee and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

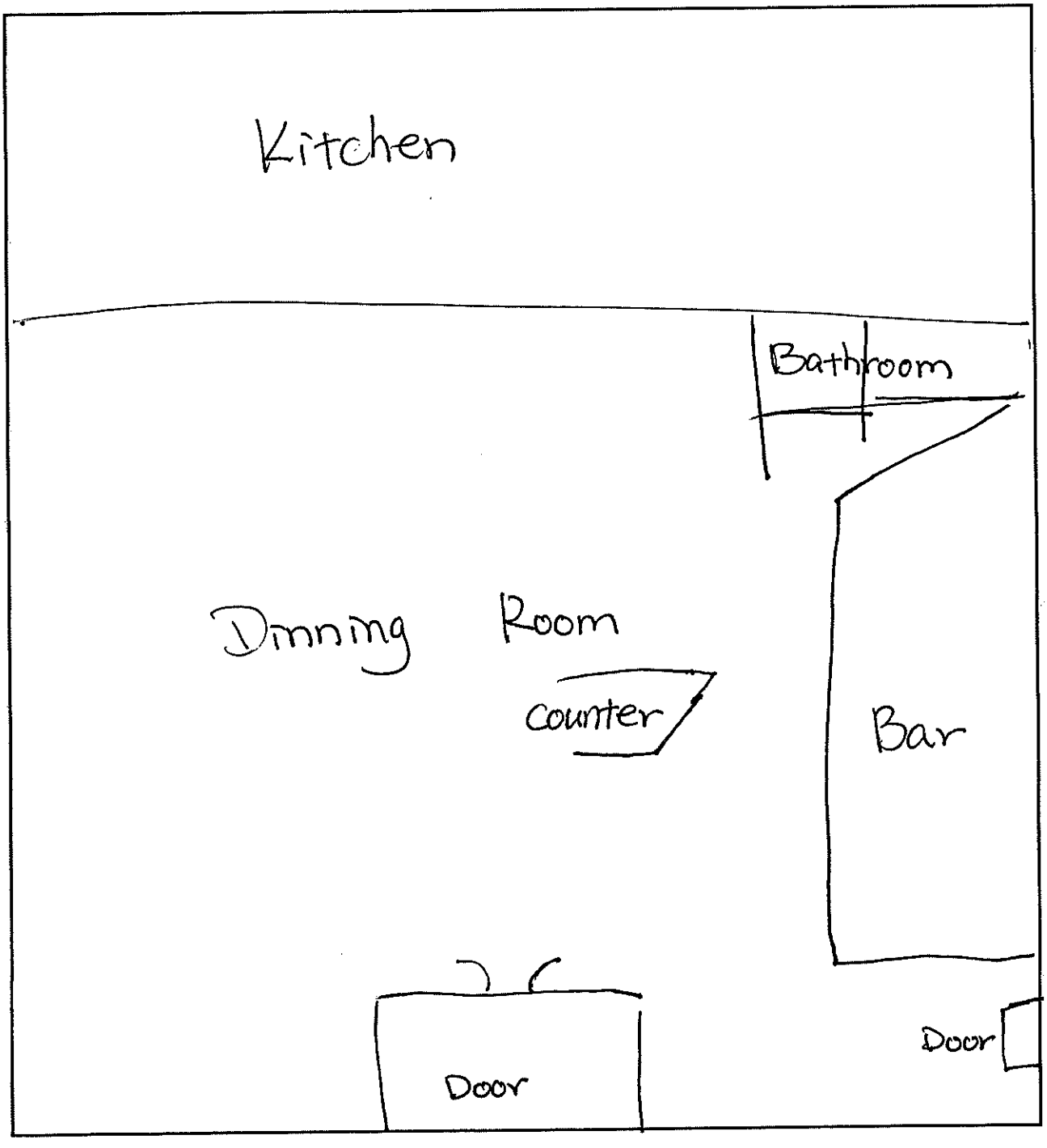
It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto. I/We, hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/We, hereby waive any rights to privacy with respect thereto.

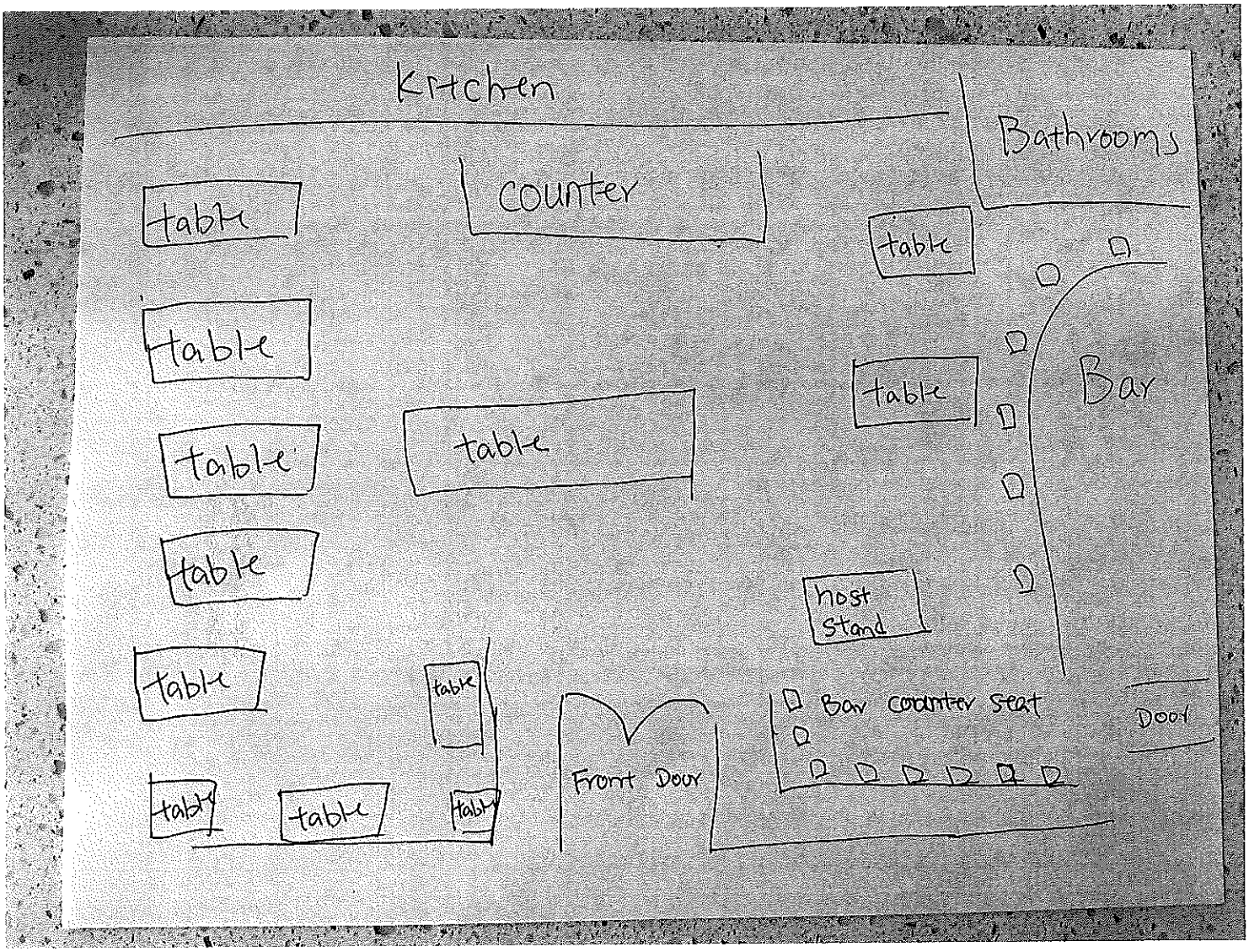
Signature _____ Title Owner Date 3/7/26

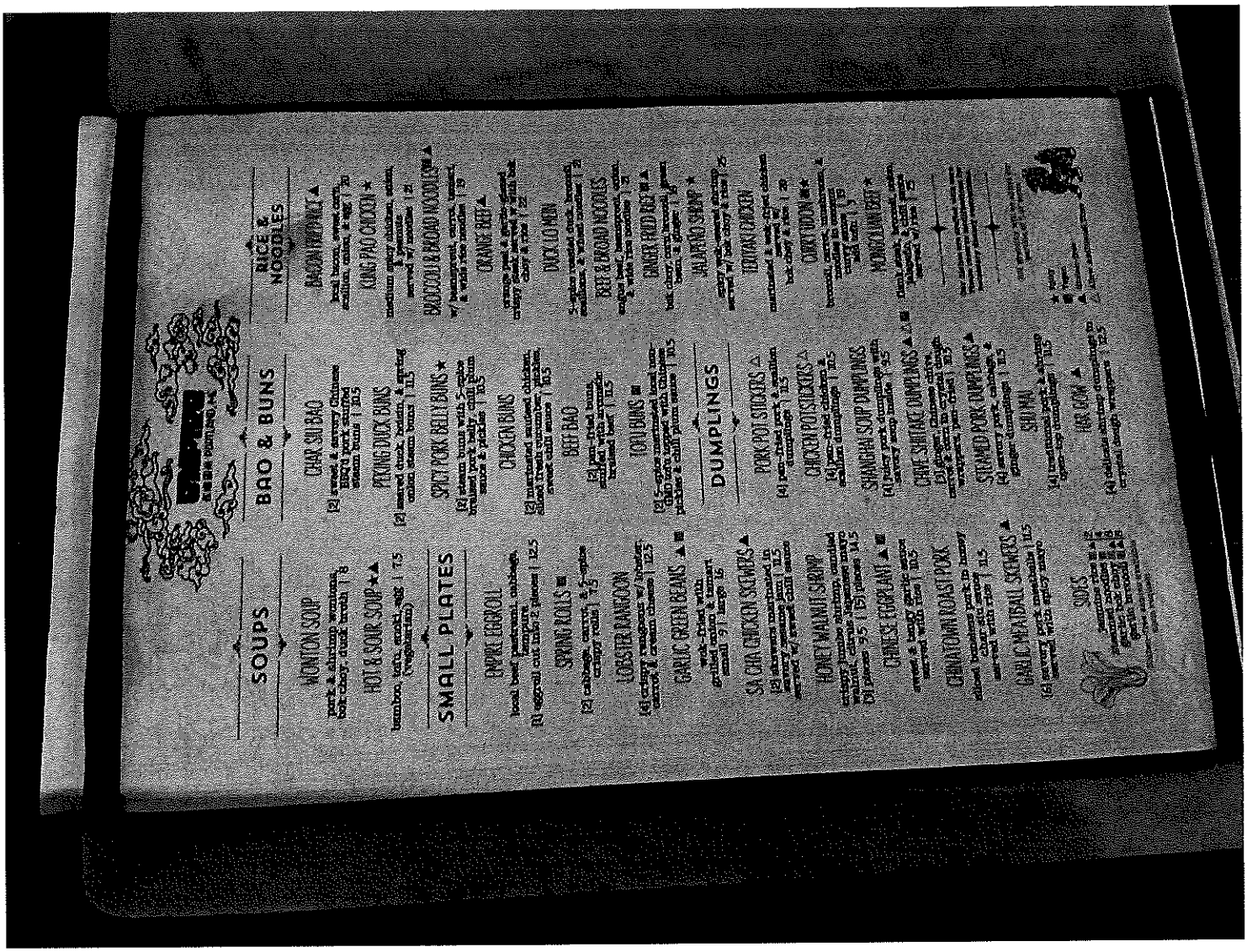
Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.




Kitchen
Bathrooms
counter
table
table
table
table
table
table
table
table
table
table
table
Bar
host stand
Bar counter seat
Door
Front Door


SOUPS
WONTON SOUP
HOT & SOUR SOUP
SMALL PLATES
CHIVE BBQ ROLL
BAO & BUNS
CHAR SIU BAO
STEAMED CHICKEN BUNS
SPICY PORK BELLY BUNS
CHICKEN BUNS
BEEF BAO
LOBSTER WANTON
RICE & NOODLES
BACON FRIED RICE
KUNG PAO CHICKEN
PEKING DUCK BUNS
BEEF & BROAD NOODLES
DUCK LO MEIN
DUMPLINGS
GARLIC GREEN BEANS
SICHUAN CHICKEN SKEWERS
HONEY WALNUT SHRIMP
CHINESE BROCCOLI
CHINATOWN ROAST PORK
GARLIC KALE
SIDES

Katlyn Sawyer <ksawyer@portlandmaine.gov>

Liquor License Application Review for Empire Chinese Kitchen

BABLO Alcohol <alcohol.bablo@maine.gov> Tue, Mar 17, 2026 at 12:28 PM
To: Katlyn Sawyer <ksawyer@portlandmaine.gov>

Hello,

The application was done inhouse I have attached the documents that were submitted with the application.

Derek Trask

Liquor Licensing Associate
BABLO Liquor Licensing and Enforcement
Phone: 207- 287-4468 **Email:** derek.trask@maine.gov
https://alcohol.maine.gov

From: Katlyn Sawyer <ksawyer@portlandmaine.gov>
Sent: Tuesday, March 17, 2026 12:13 PM
To: BABLO Alcohol <alcohol.bablo@maine.gov>
Cc: bl@portlandmaine.gov
Subject: Re: Liquor License Application Review for Empire Chinese Kitchen

EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello

There are no attachments uploaded for this BELLS app

Thank you

On Mon, Mar 16, 2026 at 5:37 PM alcohol.bablo via Business Licensing <bl@portlandmaine.gov> wrote:

Questions	Transfer of Ownership	Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.	No	
Questions	Transfer of Ownership	Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?	No	
Questions	Transfer of Ownership	What is the full name and date of birth of the person managing this premises?	Dong Jin Zheng 11/24/1983	
Questions	Transfer of Ownership	Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?	No	
Questions	Transfer of Ownership	Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?	No	
Questions	Transfer of Ownership	Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?	No	
Questions	Transfer of Ownership	Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?	No	
Questions	Transfer of Ownership	Does the licensee/applicant have any arrangement such as a lease where rent is based on sales, an agreement where another party receives a portion of the revenue or profits from the business, or a right to acquire an ownership interest in the business?	No	
Questions	Transfer of Ownership	At which address are your business records located?	575 Congress St. Portland, Maine 04101	
Questions	Transfer of Ownership	What will be your business hours? Please indicate each day's open and close times.	11:30AM to 9PM, Wed to Monday.	
Questions	Transfer of Ownership	Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.	Maine College of Art 0.1 mile.	
Questions	Transfer of Ownership	Do you have a food menu?	Yes	Please upload a scanned copy of your food menu (document uploaded) in the documents section of this application.
Questions	Transfer of Ownership	Describe each area of the premises where alcoholic beverages will be served, consumed, or stored. Include all interior and exterior areas (e.g., dining rooms, bars, patios, decks, function rooms, etc.) and use names or labels that correspond to your submitted floor plan.	Alcohol will be served at bar and dining room. Storage only behind the bar and office downstairs.	

Step	Type	Heading	Question	Answer	Additional Question	Additional Response
Questions		Transfer of Ownership	Is your business (including any DBA) registered and in good standing with the Maine Secretary of State? Answer "No" if you are a Sole Proprietor.	Yes	Enter your Secretary of State Charter number. Use this link to find your number: https://apps3.web.maine.gov/nei-sos-icrs/ICRS?MainPage=x	20251235TDC
Questions		Transfer of Ownership	What is your expected start date?	ASAP		
Questions		Transfer of Ownership	Has/have applicant(s) formerly held a Maine liquor license?	No		
Questions		Transfer of Ownership	Does the licensee or applicant(s) have any interest in any other Maine Liquor License?	No		
Questions		Transfer of Ownership	Are all licensees/applicants residents of the State of Maine?	Yes		
Questions		Transfer of Ownership	Is the applicant/licensee an individual, partnership, or association? (Not a corporation or LLC)	No		
Questions		Transfer of Ownership	Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?*	No		
Questions		Transfer of Ownership	Do you have a license from the Office of the State Fire Marshal? Contact (207) 626-3870 to determine whether licensure is necessary.	No		
Questions		Transfer of Ownership	Will any law enforcement officer directly benefit financially from this license?	No		

Zachary Lenhert <zlenhert@portlandmaine.gov>

Empire Chinese Kitchen_575 Congress_Class I_Change of Ownership

Zachary Finley <zackf@portlandmaine.gov> Wed, Apr 1, 2026 at 6:05 PM
To: Zachary Lenhert <zlenhert@portlandmaine.gov>

PD approves.
[Quoted text hidden]
--
Lieutenant Zack Finley
Uniformed Patrol Operations
Portland Police Department

Empire Chinese Kitchen_575 Congress_Class I_Change of Ownership

Zoning <zoning@portlandmaine.gov> Thu, Mar 19, 2026 at 4:55 PM
To: Zoning <zoning@portlandmaine.gov>
Cc: Zachary Lenhert <zlenhert@portlandmaine.gov>, Zachary Finley <zackf@portlandmaine.gov>, Fire Prevention <fireprevention@portlandmaine.gov>, Katlyn Sawyer <ksawyer@portlandmaine.gov>, Ron Kelton <rkelton@portlandmaine.gov>, Matthew Caton <mcaton@portlandmaine.gov>, Laurie Carlson <lac@portlandmaine.gov>, Eric Cobb <ecobb@portlandmaine.gov>, "Lynch, Kim" <kim.lynch@maine.gov>, Benjamin Pearson <bnp@portlandmaine.gov>, Elisa Marr <emarr@portlandmaine.gov>, Tom Williams <tw@portlandmaine.gov>, Jason Grant <jgrant@portlandmaine.gov>, Treasury Division <treasury@portlandmaine.gov>, Business Licensing <bl@portlandmaine.gov>, cstacey <cstacey@portlandmaine.gov>

Good Afternoon,

The legal use for 575 Congress ST is restaurant and night club. Zoning approves.

Thank you,

Mac
--
Mac Coldwell

City of Portland
Zoning Specialist
Permitting & Inspections Department
389 Congress ST, Room #315
Email: mcoldwell@portlandmaine.gov
he/him

[Quoted text hidden]

City of Portland | Permitting and Inspections
Zachary Lenhert, Licensing and Housing Safety Manager

March 30, 2026

Diguo 37 LLC
575 Congress Street
Portland, ME 04101

Re: Approval of Diguo 37 LLC, dba Empire Chinese Kitchen. Application for Class I FSE
575 Congress Street

Dear Diguo 37 LLC:

This letter shall serve as a reminder of the public hearing before the Portland City Council on Monday April 13, 2026 at 5:00 p.m., for the review of application for Class I FSE 575 Congress Street. The meeting will take place in person at Portland City Hall, in City Council Chambers on the 2nd Floor of 389 Congress Street.

You or a representative of the business must be present at this meeting in the event that the city council has questions regarding the license application. If there is no representation and questions arise, the item may be postponed.

Please contact our office directly with questions at (207) 874-8557 or at bl@portlandmaine.gov.

Sincerely,

Zachary J. Lenhert
Licensing and Housing Safety Manager

FRAUD ALERT: The City of Portland is aware of a scam involving emails that create fake invoices and request payment for applications, inspections, or permit fees. Please note that the City of Portland will never ask you to wire funds; do not follow any such instructions. If you receive an email you believe to be a scam, please contact bl@portlandmaine.gov.

Legal Advertisement

Notice of Public Hearing
City of Portland

A Public Hearing will be held on April 13, 2026 at 5:00 P.M., in City Council Chambers, 389 Congress St. for approval of Diguo 37 LLC, dba Empire Chinese Kitchen. Application for Class I FSE 575 Congress Street - Sponsored by Danielle P. West, City Manager

Receipt

R25505

RETAIN THIS COPY FOR YOUR RECORDS

RECEIVED ON BEHALF OF	RECEIVED DATE
Huilin Xu	Mar 14, 2026
	PAYMENT AMOUNT
	$910.00
FROM	REFERENCE NUMBER
	175661

PAYMENT DISTRIBUTION

DESCRIPTION	INVOICE #	LICENSE #	FILE #	TAX PAID	AMOUNT PAID
License Fees					
Application Filing Fee			138620	$0.00	$10.00
On-Premises Beer, Wine & Spirits - New			138620	$0.00	$900.00
License Fees Sub-Total				$0.00	$910.00
				Total Paid:	$910.00

TAX REGISTRATION #	CASH HANDLING AREA / RECEIPTING OFFICE
N/A	Applicant Online Bureau of Alcoholic Beverages and Lottery Operations 19 Union Street, 3rd floor Augusta, ME 04330
PAYMENT METHOD	
Credit Card	

Resubmitted under file # 138885 on 3/16/26
no attachments on Bells per BABLO - sent via email

STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Supplemental Ownership Form

28-A M.R.S. §651

All Questions Must Be Answered Completely.

1. Company or sole proprietor legal name:	2. Date of incorporation/registration:	3. State of incorporation:
Diguo 87 LLC	3/25/2025	Maine

List the following information for officers, directors, owners equal to or over 10%, and persons with indirect financial interest in the applicant.

Name	Date of Birth	Phone or E-mail	Address	Title	Ownership Stake (%)
Dong Jin Zheng	11/24/1983	207-518-1987	23 main st Freeport ME 04032	~~President~~ President	100%

1

BABLO/102 01/2025

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 20, 2026

SUBJECT: Order 173-25/26 Granting Municipal Officers' Approval of Barkada LLC, dba Barkada. Application for Class IV FSE with Outdoor Dining on Private Property at 425 Fore Street - Sponsored by Danielle P. West, City Manager

SPONSOR: The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:
1st Reading **Final Action**

Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: N/A

PRESENTATION: Please list the presenter(s), type, and length of presentation

I. SUMMARY

II. AGENDA DESCRIPTION

Application was filed on 3/16/26. Location was previously Gelato Fiasco.

Five affirmative votes are required for passage of items on the consent calendar after public comment.

III. BACKGROUND

Background information that will not appear in the Agenda Description

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is $50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. 2026.04.13_Barkada_Council Order
2. 2026.04.13_Barkada_Council Packet

Prepared by:
Date: 03/20/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER
GRANTING MUNICIPAL OFFICERS' APPROVAL OF:

Barkada LLC, dba Barkada. Application for Class IV FSE with Outdoor Dining on Private Property at 425 Fore Street

Dear Mayor Dion and City Council Members,

I am writing to express our intent to operate Barkada, a locally owned food business rooted in community, culture, and collaboration, within the City of Portland.

Barkada is owned by 2 families, The Dow Family and The Bowers Family. The 4 of us, and our 2 daughters Wilhelmina and Amelia, make up Team Barkada. We moved to Maine last January and created the idea of working together and doing what we love, making people smile with insanely good food.

Barkada is inspired by the Filipino word "barkada," meaning a close-knit group of friends or community. Our mission is to bring people together through approachable Filipino-inspired food while actively participating in Portland's vibrant local economy. We are proud to collaborate with local breweries, small businesses, and community events to create welcoming spaces where residents and visitors can gather, connect, and enjoy unique food offerings.

Our menu highlights Filipino flavors through thoughtfully prepared items such as ube desserts, lumpia, and other culturally inspired dishes that introduce Portland's community to the richness of Filipino cuisine. We are committed to operating responsibly and professionally while maintaining high standards for food safety, cleanliness, and customer service.

As a small, locally operated business, Barkada aims to contribute positively to Portland's food scene and economy. We value partnerships with local producers and businesses, and we strive to support the city's thriving hospitality and tourism sectors by offering an experience that is both distinctive and community-focused.

We appreciate the City of Portland's continued support of small businesses and entrepreneurs. Barkada looks forward to being a responsible member of the local business community and contributing to the city's culture, vibrancy, and economic growth.

Thank you for your time and consideration.

City of Portland - Business Licensing and Housing Safety Division

Online Liquor and Food License Application

Read all information below before continuing

The serving of food and alcoholic beverages in Portland Maine requires:
Portland Municipal Food Service Establishment with Alcoholic Beverages License
State of Maine On-Premises License, and
State of Maine - Municipal Eating and Lodging License Application HHE-638

Before submitting an application to the Business Licensing Office:

- Call the Bureau of Alcoholic Beverages and Lottery Operations (BABLO) in Augusta at 207-624-7220, to determine which class of liquor license should be applied for based on the business model. Delays may occur if the wrong license is applied for and changes need to be made.
- Contact the Portland Zoning/Code Enforcement office at 207-874-8703 to determine if the business address is zoned for use as a restaurant, bar, or brewery.
- Establishments that wish to have entertainment in the Downtown District Overlay Zone (primarily the Old Port) should check with Business Licensing at 207-874-8557 to determine if the business meets required setbacks and is eligible for an entertainment/dance license.
- Contact the Historic Preservation Division at 207-874-8726 for specific requirements if the establishment is located in a Historic District. Visit https://www.portlandmaine.gov/490/Historic-Preservation to determine the district.

The application must be complete in order to be accepted and processed. **Applications must be submitted at least four (4) weeks prior to the Council meeting.** Applications may be delayed for special circumstances of the City Council (e.g. full agenda in budget season)

For council dates please click here

What is Needed to Apply:

- Completed State application for alcohol (including Corporate Supplement, if applicable) submitted through BELLS (https://alcohol.maine.gov/): provide the File Number and date of submission
- Letter of intent addressed to the Mayor and Members of the City Council
- City application for food & alcohol
  - City application for Entertainment (if applicable)
  - Outdoor Dining application (if applicable)
- Diagram showing layout of the premises (PDF)
- Menu (PDF)
- Purchase & Sale, Deed/Title, Lease Agreement, Berthing Agreement (Vessels), or Non-Renewal Notification from previous owner (if applicable)
- Payment of fees: New application, Health Inspection, Criminal History Check, License Fees and Legal Advertisement deposit. An invoice will be created upon completion of application.

After submitting an application to the Business Licensing Office:

- Submit completed State of Maine Municipal Eating and Lodging License Application (HHE-638) to: Health Inspection Program, 286 Water Street 3rd Floor, Augusta ME 04333-0011
- Applicants will receive an email letter confirming the date, time, and location of the City Council meeting.
- Establishments are recommended to schedule inspections AFTER Council approval. If there are questions for inspectors, please find their numbers on the accompanying page.

After an application has been approved by City Council:

- Applicants will receive an invoice for the remaining balance of the legal advertisement.
- Proceed with arranging for final inspections as the establishment is ready.
- Once the Business Licensing Office has received all approvals from the required departments, the office will approve the state license and issue the municipal license.

All applicants must pay the following feel for the application to be submitted for council approval:
Application fee: $45
Liquor Class Fee: (see next page for amounts)
Health Inspection Fee: $150
Background check: $21/person
Additional fees such as Outdoor Dining and Entertainment will be listed in the Application

Liquor Classification of Establishment	Class IV (Malt License) $824.00
Maine B.E.L.L.S. File/Tracking Number	129257
Date of Submission of Maine B.E.L.L.S. application:	01/26/2026
Name of Establishment (Doing Business As)	Barkada
Physical Location of Establishment (Street Address)	425 Fore Street
What is the business' ownership structure?	Corporation/LLC/Non-Profit Organization

Name of Corporation, LLC, or Non-Profit Organization	Barkada LLC
Business Mailing Address	18 leeward psge
City	north yarmouth
State	maine
ZIP	04097
Business Phone	7725778360
Establishment Email	memartzolf@gmail.com
Contact Person Name	Margaret Dow
Contact Person Phone	7725778360
Contact Person Email	memartzolf@gmail.com
What is your targeted opening date?	05/25/2026

Please list names, residence addresses, and birthdates of ALL owners and partners. If for a corporation please include all officers and or persons to satisfy 28-A M.R.S. §651. Click green plus button to add persons.

Owners, Partners, and Officers

i. Name
Luka Dow

Street Address of Primary Residence
18 leeward psge

City
north yarmouth

State
maine

ZIP
04097

Birth Date
01/15/1995

Corporation/LLC Name	Barkada LLC
Corporate Mailing Address	18 leeward psge
City	north yarmouth
State	maine
ZIP	04097
Primary Contact Person	Margaret Dow
Contact Phone	7725778360
Is any principal officer under the age of 21?	NO
Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law?	NO

Please list names, addresses, and contact information for on-site managers.

On-Site Managers

i. Name
Margaret Dow

Date of Birth

06/15/1996

Phone

7725778360

Email

memartzolf@gmail.com

Owner of Premises (Landlord) Name	East Brown Cow
Address of Premises Owner (Landlord)	100 commercial street
City	portland
State	maine
ZIP	04101
Owner of Premises (Landlord) Phone	2077752252
Owner of Premises (Landlord) Email	tdominski@eastbrowncow.com
Type of Food Served:	filipino fast casual
Please select all that will be served:	• Beer
Days and Hours of Operation:	Monday-CLOSED TUES-FRI 11:00a-9:00p SAT 11:00-10:00p SUN 11:00-8:00p
Is the establishment less than 300 feet from a school, dormitory, church or parish house, or similar establishment?	NO
Will you have entertainment on the premises? (If yes, a Supplemental Application for Entertainment is required.)	NO
Will you permit dancing after 1:00 a.m.?	NO
Will you have outside dining? (If yes, an Outdoor Dining Application is required)	YES
If there will be outside dining, will it be on:	PRIVATE Property
Will you have any pool tables or amusement devices (pinball, video games, juke box)?	NO
Does the issuance of this license directly or indirectly benefit any City employee(s)?	NO
Have any of the applicants, including the corporation (if applicable), ever held a business license with the City of Portland?	YES
If Yes, please list business name(s) and location(s):	Barkada Food Truck

Application for Outdoor Dining

Please Note:
Creation or expansion of outdoor dining areas requires building permit approval from the Permitting Department. The outdoor dining area is considered an increase in occupancy for the business as a whole, and may require certain upgrades such as increasing the number of toilet facilities, depending on the current/proposed occupancy figures and the existing plumbing capacity. Your permit application will need to include a plot plan showing the exact dimensions and layout of the proposed outdoor dining area as well as indoor floor plans showing existing facilities.
If you have any questions about this process, please contact the Business Licensing Office: at BL@portlandmaine.gov or 207-874-8557
Additional Licensing Fees
Outdoor Private Dining: $125
Parklet Outdoor Dining: 1 Parklet $3,000/2 Parklet $5,000
Public Outdoor Dining: $84 + $2/sqft
In a City Park: $84 + $6.30/sqft

What type(s) of Outdoor Dining will the establishment have?	• Outdoor Dining on PRIVATE Property

What is total square footage of the Outdoor Dining area?	300
What is total number of tables?	4
What is total number of chairs?	16

Please include the following:

- Letter of intent addressed to the Mayor and Members of the City Council
- Floorplan/Layout of the premises
- Menu
- Purchase & Sale, Deed/Title, Lease Agreement, Berthing Agreement (Vessels), or Non-Renewal Notification from previous owner (if applicable)

Letter of intent addressed to the Mayor and Members of the City Council	loi portland maine .docx
Floorplan/Layout of the premises	A-100_ FLOOR PLAN AND RCP Rev.1 markup.pdf
Menu	Barkada Menu.pdf
Purchase & Sale, Deed/Title, Lease Agreement, Berthing Agreement (Vessels), or Non-Renewal Notification from previous owner (if applicable)	Barkada LLC - Written Consent of the Members and Managers - APA, Lease (8.27.25) (revised to exclude loan rel

Signature Agreement

I hereby swear and affirm that every employee in my establishment that serves alcohol to the public has attended server training, or will attend server training within 90 days of their hire. I also understand that at any time the City license administrator can, upon request, require me to produce Server Training certificates for each employee that serves alcohol to the public in my establishment. Failure to meet the training requirement imposed by section 15-41 may result in the denial of a liquor license pursuant to 28-A M.R.S.A. § 653 (2) (G).

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above licensee and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

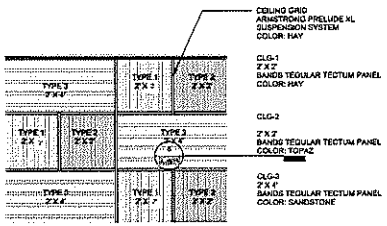
It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto. I/We, hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/We, hereby waive any rights to privacy with respect thereto.

Signature	
Name of Signatory	Margaret Dow
Title of Signatory	Owner
Date	03/11/2026

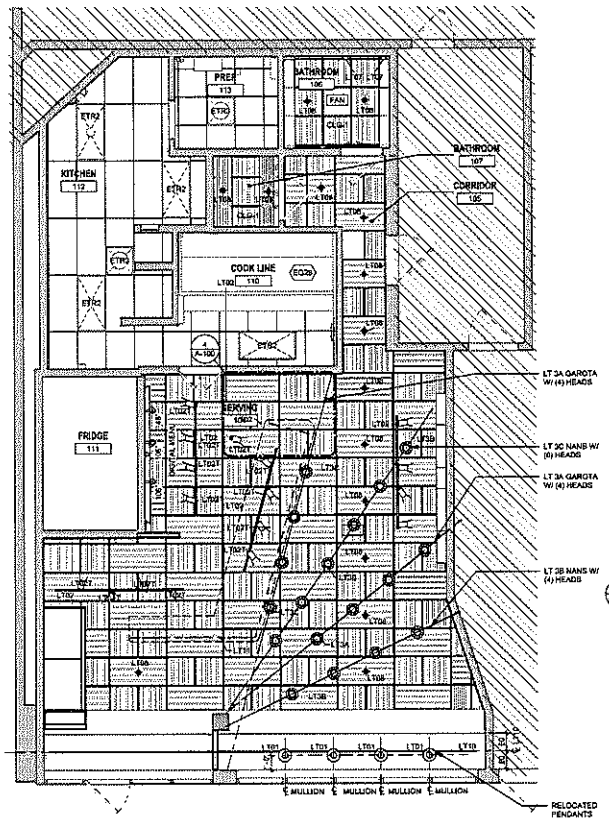
Thank you for providing this information. After clicking 'Submit' your application will be processed by staff as soon as possible. You will receive an invoice of fees due by email or postal service. All fees must be paid before the application is considered complete.

You will be updated by our staff, if necessary, as your submission is processed.

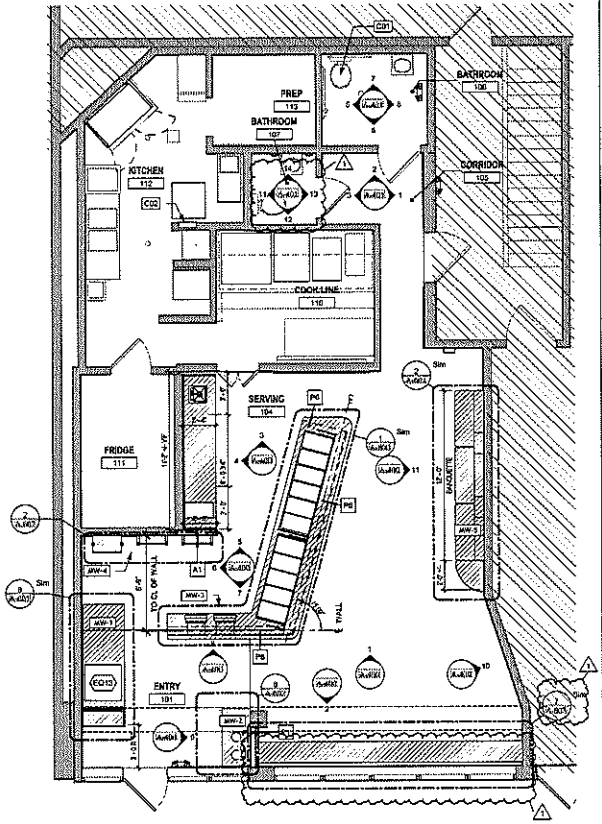
Have a great day!



④ TYPICAL CEILING TILE LAYOUT
1/2" = 1'-0"



③ REFLECTED CEILING PLAN
1/4" = 1'-0"



② FLOOR PLAN
1/4" = 1'-0"

GENERAL NOTES:

1. THIS IS AN ISSUE FOR PERMIT DRAWING SET. ADDITIONAL INFORMATION, DIMENSIONS, CLARIFICATIONS, AND SPECIFICATIONS TO BE REQUESTED FROM THE ARCHITECT AND/OR OWNER AS REQUIRED TO PERFORM THE WORK.
2. DIMENSIONS ARE FROM FACE OF CORE STRUCTURE MATERIAL OR TO GRID FOR NEW PARTITIONS. DIMENSIONS FROM FACE OF FINISH FOR EXISTING.
3. FRAMING AND OPENINGS: REFER TO 3/A100 FOR TYPICAL PARTITION SECTION DETAIL
4. SPECIFICATIONS: REFER TO ARCHITECTURAL MATERIALS LIST ON SHEET A-000.
5. DOORS: ALL EXISTING DOORS TO REMAIN AND BE REFINISHED, SEE ELEVATIONS FOR PAINT COLOR.
6. MEP: MECHANICAL, ELECTRICAL AND PLUMBING WORK IS TO BE DESIGN BUILD BY THE CONTRACTOR. THE ARCHITECT HAS MADE BASIC ASSUMPTIONS FOR SIZE AND SPACE REQUIREMENTS AND LOCATIONS. CONTRACTOR IS TO REVIEW AND BRING TO THE ARCHITECTS ATTENTION IF ADDITIONAL INFORMATION IS REQUIRED
7. REFER TO G-001 FOR ADDITIONAL DOCUMENT USE GUIDELINES.
8. PROVIDE IN WALL BLOCKING FOR ALL SHELVING AND MILLWORK AS REQ'D, SEE A-000 SERIES

KEY NOTES

C01 REINSTALL PLUMBING FIXTURES IN EXISTING LOCATIONS, WHEN REQUIRED

C02 EXISTING ELECTRICAL PANEL TO REMAIN

REFLECTED CEILING PLAN NOTES:

1. LIGHTING - REFER TO LIGHTING SCHEDULE ON A-100 FOR SELECTIONS. NOT ALL SWITCH LOCATIONS TO FIXTURES ARE SHOWN. ALL FIXTURES TO BE LED AND DIMMABLE UNO.
2. SWITCHING IS TO BE REVIEWED IN PERSON WITH OWNER AND ARCHITECT PRIOR TO INSTALLATION.
3. ACCESS PANELS: ALL ACCESS PANELS THROUGH DRYWALL ARE TO BE BAUCO PLUG II MUDIN TYPE UNO.

GENERAL ELECTRICAL NOTES:

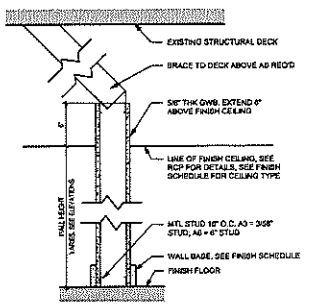
1. ELECTRICAL COMPONENTS ARE TO BE DESIGN-BUILD BY CONTRACTOR AND COORDINATED WITH THE OWNER BASED ON THE DESIGN INTENT SHOWN IN THESE DRAWINGS. ALL NEW WORK IS TO BE INSTALLED IN CONFORMANCE WITH NFPA 70 AND ALL OTHER APPLICABLE LOCAL CODES. CONSULT WITH ARCHITECT FOR CLARIFICATIONS AS REQUIRED.
2. OUTLETS: CONVENIENCE OUTLETS ARE NOT SHOWN FOR CLARITY. CONTRACTOR TO PROVIDE CONVENIENCE OUTLETS AS REQUIRED BY NATIONAL ELECTRIC CODE (NFPA 70). REFER TO RCP'S FOR SWITCHED OUTLET LOCATIONS (IF ANY).
3. PROVIDE NEW WHITE COVER PLATES, SWITCHES, AND OUTLETS THROUGHOUT UNO.
4. SEE ALL EQUIPMENT CUT SHEETS FOR OUTLET LOCATIONS AND REQUIREMENTS.
5. NOTE: ALL FIRE ALARM SYSTEM COMPONENTS ANTICIPATED TO REMAIN AS IS. CONTRACTOR TO VERIFY EXISTING SYSTEM MEETS CODE REQUIREMENTS - TO BE MODIFIED ONLY WHEN NECESSARY

SYMBOL LEGEND

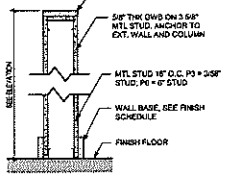
- P1 — WALL TAG
- NEW DRYWALL CONSTRUCTION
- EXISTING CONSTRUCTION
- EXISTING WALLS TO BE DEMOLISHED
- LIMIT OF WORK
- MILLWORK
- NIS - NOT IN SCOPE

LIGHT FIXTURE SCHEDULE

Type Mark	DESCRIPTION	LOCATION	MANUFACTURER	MODEL NUMBER	COMMENTS
ETR2	EXISTING 2 X 4 LIGHTS TO REMAIN	KITCHEN	ETR	N/A	REPLACE ANY DAMAGED OR FAULTY FIXTURES WITH SIMILAR
ETR3	EXISTING 2 X 2 LIGHTS TO REMAIN	KITCHEN	ETR	N/A	REPLACE ANY DAMAGED OR FAULTY FIXTURES WITH SIMILAR
LT01	EXISTING PENDANTS TO BE RE-LOCATED	DINING ROOM	ETR	N/A	PENDANTS CURRENTLY OVER TABLES
LT02	NEW TRACK HEADS	SERVING LINE	~~ELITE~~	GB-CM-XX	
LT02T	NEW LIGHT TRACK	SERVING LINE	~~ELITE~~	GB-T2-3-NFL-27K-90-XX	
LT3A	CATENARY LIGHTS	DINING ROOM	BOVER	SUB335_05_14_100 (4) HEADS	VERIFY LOCATIONS IN FIELD W/ ARCHITECT
LT3B	CATENARY LIGHTS	DINING ROOM	BOVER	309_NANS_16_BEIGE (4) HEADS	VERIFY LOCATIONS IN FIELD W/ ARCHITECT
LT3C	CATENARY LIGHTS	DINING ROOM	BOVER	309_NANS_16_BEIGE (6) HEADS	VERIFY LOCATIONS IN FIELD W/ ARCHITECT
LT07	BATHROOM SCONCES	RESTROOMS	KUZCO	WV37411BUBCR	ALAI 15" WALL SCONCE, URBAN BRONZE
LT08	DOWNLIGHT	DINING ROOM	LIGHT HEADED	OPUS ECO	<varios>
LT10	LINEAR SURFACE MOUNTED DOWNLIGHT	ENTRY VESTIBULE SOFFIT	~~WAC LIGHTING~~	~~CHACSF08WS2203_030~~	
LT11					



① WALL SECTION - TYPE A
1 1/2" = 1'-0"



⑤ WALL SECTION - TYPE P PONY WALL
1 1/2" = 1'-0"

WOODHULL
93 High Street
Portland | ME 04101
(207) 260-9777
woodhullmaine.com

425 FORE STREET
PORTLAND, ME 04101

BARKADA

ISSUED FOR GMP

ISSUANCES:

REV	DATE	DESCRIPTION
A	10/02/2025	ISSUED FOR 50 PRICING
B	11/25/2025	ISSUED FOR PLANNING SET
C	12/22/2025	ISSUED FOR GMP
D	01/30/2026	ISSUED FOR CONSTRUCTION
E	02/20/2026	ADDENDUM #1

PROJECT LEAD:
BC

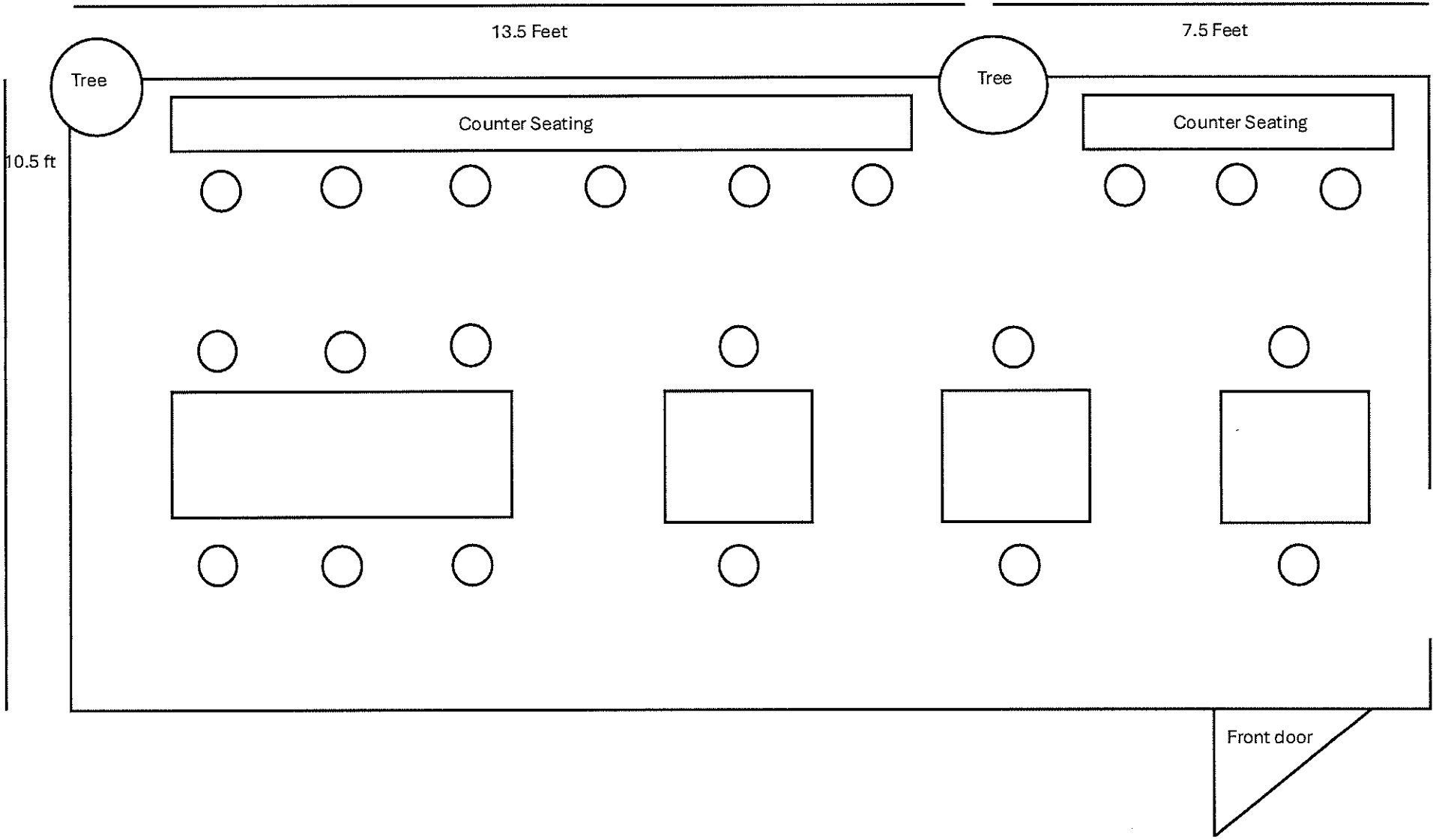
REVIEWED BY:
PB

FLOOR PLAN AND RCP

A-100

3/3/2026 1:27:15 PM

Outdoor Dining



BARKADA MENU

Filipino Build-Your-Own Bowls

Build your bowl in 5 steps

1. BASES

Choose One

- White Rice
- Garlic Rice
- Mixed Greens

2. PROTEINS

Choose One

- Chicken Adobo
- Beef Bistek
- Spicy Chicken Sisig
- Lechon Belly
- Tocino Tofu

3. SIDES

Choose One

- Lumpia
- Grilled Peppers
- Pancit

4. TOPPINGS

Choose As Many As You Like

- Chicharon
- Grilled Corn
- Pickled Onions
- Cucumber & Tomato Salad
- Grilled Pineapple
- Atchara (Papaya Salad)
- Fried Garlic
- Spring Onions
- Chopped Chilis
- Garlic Chili Oil
- Cucumber Sesame Salad

5. SAUCES

Choose One

- Sarap Sauce
- Tocino Sauce
- Lechon Sauce
- Calamansi Garlic Aioli
- Sawsawan

STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Supplemental Ownership Form

28-A M.R.S. §651

All Questions Must Be Answered Completely.

1. Company or sole proprietor legal name:	2. Date of incorporation/registration:	3. State of incorporation:
Barkada LLC	12/20/2024	MAINE

List the following information for officers, directors, owners equal to or over 10%, and persons with indirect financial interest in the applicant.

Name	Date of Birth	Phone or E-mail	Address	Title	Ownership Stake (%)
Margaret Dow	06/15/1996	7725778360	18 Leeward Psge North Yarmouth, ME. 04097	Owner	25
Luka Dow	01/15/1995	2075423054	18 Leeward Psge North Yarmouth, ME. 04097	Owner	25
Ben Bowers	04/26/1995	bowersbhb@gmail.com	862 Washington Avenue Portland Maine 04103	Owner	25
Nicole Bowers	01/25/1993	nicjoyce24@gmail.com	862 Washington Avenue Portland Maine 04103	Owner	25

BARKADA_Class IV_425 Fore

Zachary Finley <zackf@portlandmaine.gov> Wed, Apr 1, 2026 at 6:05 PM
To: Zachary Lenhert <zlenhert@portlandmaine.gov>
Cc: Business Licensing <bl@portlandmaine.gov>

PD approves.
[Quoted text hidden]
--
Lieutenant Zack Finley
Uniformed Patrol Operations
Portland Police Department

portland

Zachary Lenhert <zlenhert@portlandmaine.gov>

BARKADA_Class IV_425 Fore

Zoning <zoning@portlandmaine.gov> Fri, Mar 20, 2026 at 1:34 PM
To: Zoning <zoning@portlandmaine.gov>
Cc: Zachary Lenhert <zlenhert@portlandmaine.gov>, Zachary Finley <zackf@portlandmaine.gov>, Fire Prevention <fireprevention@portlandmaine.gov>, Katlyn Sawyer <ksawyer@portlandmaine.gov>, Ron Kelton <rkelton@portlandmaine.gov>, Matthew Caton <mcaton@portlandmaine.gov>, Laurie Carlson <lac@portlandmaine.gov>, Eric Cobb <ecobb@portlandmaine.gov>, "Lynch, Kim" <kim.lynch@maine.gov>, Benjamin Pearson <bnp@portlandmaine.gov>, Elisa Marr <emarr@portlandmaine.gov>, Tom Williams <tw@portlandmaine.gov>, Jason Grant <jgrant@portlandmaine.gov>, Treasury Division <treasury@portlandmaine.gov>, Business Licensing <bl@portlandmaine.gov>, cstacey <cstacey@portlandmaine.gov>

Good Afternoon,

The legal use for 425 Fore ST, Suite 104, is restaurant. Zoning approves.

Thank you,

Mac
--
Mac Coldwell

City of Portland
Zoning Specialist
Permitting & Inspections Department
389 Congress ST, Room #315
Email: mcoldwell@portlandmaine.gov
he/him
[Quoted text hidden]

City of Portland | Permitting and Inspections
Zachary Lenhert, Licensing and Housing Safety Manager

March 30, 2026

Barkada LLC
18 Leeward Passage
North Yarmouth, ME 04097

Re: Approval of Barkada LLC, dba Barkada. Application for Class IV FSE with Outdoor Dining on Private Property at 425 Fore Street

Dear Barkada LLC:

This letter shall serve as a reminder of the public hearing before the Portland City Council on Monday April 13, 2026 at 5:00 p.m., for the review of application for Class IV FSE with Outdoor Dining on Private Property at 425 Fore Street. The meeting will take place in person at Portland City Hall, in City Council Chambers on the 2nd Floor of 389 Congress Street.

You or a representative of the business must be present at this meeting in the event that the city council has questions regarding the license application. If there is no representation and questions arise, the item may be postponed.

Please contact our office directly with questions at (207) 874-8557 or at bl@portlandmaine.gov.

Sincerely,

Zachary J. Lenhert
Licensing and Housing Safety Manager

FRAUD ALERT: The City of Portland is aware of a scam involving emails that create fake invoices and request payment for applications, inspections, or permit fees. Please note that the City of Portland will never ask you to wire funds; do not follow any such instructions. If you receive an email you believe to be a scam, please contact bl@portlandmaine.gov.

Legal Advertisement

Notice of Public Hearing
City of Portland

A Public Hearing will be held on April 13, 2026 at 5:00 P.M., in City Council Chambers, 389 Congress St. for approval of Barkada LLC, dba Barkada. Application for Class IV FSE with Outdoor Dining on Private Property at 425 Fore Street - Sponsored by Danielle P. West, City Manager

State of Maine

Bureau of Alcoholic Beverages & Lottery Operations

Application Copy

File Number: 129257 Job Type: New Application

LICENSE TYPE	APPLICATION DATE RECEIVED
On-Premises: Beer Only	2026-01-26

SECONDARY LICENSE(S)

None selected

LICENSEE LEGAL NAME	LICENSEE TYPE
Barkada LLC	Limited Liability Company
DOING BUSINESS AS	CORPORATE NUMBER
Barkada	202509097DC
INCORPORATION DATE	
2024-12-20	

CORRESPONDENCE ADDRESS

18 leeward psge north yarmouth ME 04097

MAILING ADDRESS

PHYSICAL ADDRESS

CONTACT NAME	PREFERRED CONTACT METHOD
Margaret Dow	Email
CONTACT PHONE	ALTERNATE PHONE
(772) 577-8360	
FAX	EMAIL
	margaret@barkadamaine.com

CORPORATE STRUCTURE

NAME	POSITION/TITLE	PARENT COMPANY	% INTEREST
Lukas Dow	Owner	Barkada LLC	25
Ben Bowers	Owner	Barkada LLC	25
Nicole Bowers	Owner	Barkada LLC	25

ADDITIONAL INFORMATION

MANAGED BY AGENT

No

PREMISES TYPE

Restaurant (not Class A)

PREMISES NAME

Old Port Square Garage

OPERATOR

Barkada

PHYSICAL ADDRESS

425 Fore Street Portland ME 04101

MAILING ADDRESS

18 Leeward Psge North Yarmouth ME 04097

CONTACT NAME

Margaret Dow

PREFERRED CONTACT METHOD

Phone

CONTACT PHONE

(772) 577-8360

ALTERNATE PHONE

FAX

EMAIL

margaret@barkadamaine.com

QUESTIONS

On-Premises: Beer Only

1. Is your business (including any DBA) registered and in good standing with the Maine Secretary of State?

   Answer "No" if you are a Sole Proprietor.

   Yes
   202509097DC

2. What is your expected start date?

   April 2026

3. Has/have applicant(s) formerly held a Maine liquor license?

   No

4. Does the licensee or applicant(s) have any interest in any other Maine Liquor License?

   No

5. Is the applicant/licensee an individual, partnership, or association? (Not a corporation or LLC)

   No

6. Are all licensees/applicants residents of the State of Maine?

   Yes

7. Is your license for a club with a membership?

   No

8. Is your license application for Vessel Corporation?

   No

9. Do you have a valid and current health license issued by Maine Department of Health and Human Services OR the Department of Agriculture?"

   No

10 Do you have a license from the Office of the State Fire Marshal? Contact (207) 626-3870 to determine whether licensure is necessary.

   No

11 Will any law enforcement officer directly benefit financially from this license, if issued?

No

12 Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

No

13 Is the licensee/applicant(s) directly or indirectly giving aid or assistance in the form of money, property, credit, or financial assistance of any sort, to any person or business entity holding a liquor license granted by the State of Maine?

No

14 What is the full name and date of birth of the person managing this premises?

Lukas Dow 01/15/1995
Margaret Dow 06/15/1996
Ben Bowers 04/26/1995
Nicole Bowers 01/25/1993

15 Has any of the listed applicants, an immediate family member of an applicant, or an employed manager been denied a liquor license or had a liquor license revoked within the last 5 years?

No

16 Is any of the listed applicants the spouse, father, mother, child or other immediate family member of a person whose liquor license has been revoked or denied in the last 6 months?

No

17 Has any licensee/applicant or employed manager ever been convicted of any violation of the liquor laws in Maine or any State of the United States within the last 5 years?

No

18 Has the licensee/applicant(s) or manager ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States?

No

19 Does the licensee/applicant have any arrangement such as a lease where rent is based on sales, an agreement where another party receives a portion of the revenue or profits from the business, or a right to acquire an ownership interest in the business?

No

20 At which address are your business records located?

Bernstein Shur
100 Middle Street
Portland, ME 04101

21 What will be your business hours? Please indicate each day's open and close times.

Closed MONDAY
Tues 11-8
Weds 11-8
Thurs 11-8
Fri 11-9
Sat 11-9
Sun 11-7

22 Please provide the name and distance from the premises to the nearest school, school dormitory and place of place of worship, measured from the main entrance of the premises to the main entrance of the school, school dormitory and place of worship by the ordinary course of travel.

Nearest school (candidate)

- Portland High School – 284 Cumberland Ave, Portland, ME 04101
- Straight-line distance from 425 Fore St: ~0.28 miles (not route distance).

Nearest place of worship (candidate)

- First Parish in Portland (Unitarian Universalist) – 425 Congress St, Portland, ME 04101
- Straight-line distance from 425 Fore St: ~0.24 miles (not route distance).

Nearest school dormitory

- University of Southern Maine (Gorham campus area) – 37 College Ave, Gorham, ME 04038
- Straight-line distance from 425 Fore St: ~9.77 miles (not route distance).

23 Is your application for a Hotel or Bed & Breakfast?

No

24 Do you have a food menu?

Yes
(document uploaded)

25 How many bathrooms do you have available to the public?

2

26 How many seats do you have? Include indoor and outdoor seating.

40

DOCUMENTS

TYPE	FILE NAME	DESCRIPTION
Supplemental Ownership Form	102 Supplemental Ownership Form and Affidavit-2.pdf	
Food Menu	Barkada Menu Report.pdf	
Premises Floor Plan	Barkada - Fore St..pdf	

APPLICANT

Margaret Dow

DECLARATION

☑ I certify that I am the applicant as described in this application, or that I am duly authorized to submit this application on the applicant's behalf.

All information provided in this application is accurate and correct. I understand that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to $2,000 or by both.

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 26, 2026

SUBJECT: Order 174-25/26 Receiving and Referring City Manager's Fiscal Year 2027 Municipal Budget to the Finance Committee and Setting Date of Public Hearing on the Fiscal Year 2027 Municipal Budget and Fiscal Year 2027 Appropriation Resolve - Sponsored by Danielle P. West, City Manager

SPONSOR: The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading **Final Action**

Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: No

PRESENTATION: Please list the presenter(s), type, and length of presentation

I. SUMMARY

II. AGENDA DESCRIPTION

Under this order, the City Council receives the City Manager's proposed budget and refers it to the Finance Committee for review. The Finance Committee will review the budget at its next meeting, scheduled for April 16, 2026. A Finance Committee public hearing on the budget is also scheduled for May 7, 2026.

The first read of the FY27 Appropriation Resolve and Public Hearing is scheduled for the May 18, 2026 City Council meeting.

Five affirmative votes are required for passage. Public comment will be limited to the referral action only.

III. BACKGROUND

Background information that will not appear in the Agenda Description

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is $50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. Budget Item - Receiving and Referring City Manager's Fiscal Year 2027 Municipal Budget to the Finance Comm. & Setting Public Hearing date
2. FY27 City Manager's Recommended Budget - Transmittal Letter and Summary Sheets

Prepared by:
Date: 03/26/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER RECEIVING AND REFERRING CITY MANAGER'S FISCAL YEAR 2027 MUNICIPAL BUDGET TO THE FINANCE COMMITTEE AND SETTING DATE OF PUBLIC HEARING ON THE FISCAL YEAR 2027 MUNICIPAL BUDGET AND FISCAL YEAR 2027 APPROPRIATION RESOLVE

ORDERED, that the City Manager's Fiscal Year 2027 Municipal Budget is hereby received and referred to the Finance Committee for review; and

BE IT FURTHER ORDERED, that a Public Hearing on the Fiscal Year 2027 Municipal Budget and on the Fiscal Year 2027 Appropriation Resolve shall be held by the City Council on May 18, 2026, at 5:00 p.m., or as soon as possible after said time, during its City Council Meeting in Council Chambers, Portland City Hall.

City of Portland, Maine

City Manager's Recommended Budget

FY27 Budget

July 1, 2026 – June 30, 2027

City of Portland | Executive Department
Danielle P. West, *City Manager*

To: Mayor Dion and Members of the Portland City Council
CC: City of Portland Leadership Team and City Staff
From: Danielle P. West, City Manager
Date: April 13, 2026
Re: City Manager's FY27 Recommended Budget

Pursuant to Article VI, Section 5(e) and Article VII, Sections 5 and 6 of the City of Portland Charter, I am hereby submitting the City Manager's Recommended $363.9M Fiscal Year 2027 (FY27) Municipal Operating Budget. This was an extremely difficult budget to formulate within City Council guidance given the increasing costs of goods, services, and labor, heightened funding uncertainty at the state and federal levels, and rapidly rising health insurance costs.

In January, we began the budget process with discussions with the Council and Finance Committee to set shared expectations for the upcoming fiscal year. The Council was briefed on the many challenges facing the City in FY27, most notably a significant increase in the cost of employee health insurance, a large increase in the tax levied by Cumberland County, a reduction in projected State revenue sharing, and a continued rise in the cost of employee salaries and wages. Councilors indicated that in spite of these challenges, they hoped to limit the impact to property taxpayers and not trigger cuts to longtime core City services. Six of the nine Council members weighed in with specific budget guidance seeking to limit the tax rate increase to between 5-7%.

When Department leaders submitted their budget requests this year, however, their initial requests resulted in a proposed tax levy increase of approximately $22.5M (or 19% tax rate increase). When combined with the non-department expense items mentioned above, that increase grew to over $24M (or 21%). In order to achieve the Council's recommended tax rate increase, we had to work with Departments to reduce FY27 their budget requests by approximately $18M in total.

I truly appreciate the work Department leaders did to reduce their requests despite the need and importance of the services they provide. They presented me with many options including, but not limited to, position cuts and not filling vacancies, delaying expenses to future fiscal years, and raising and expanding various fees. After much thought and discussion, and with an eye toward maintaining City core services, we selected several proposed options in order to reduce the proposed tax levy increase. The most notable of these being the reduction of 74.3 FTE's from the general fund budget. Although many of these positions are vacant, others were layoffs resulting from the wind down of shelter operations at 166 Riverside Industrial Parkway. We also added or increased fees in a number of Departments including Fire, Health & Human Services, Parking, Parks, Recreation & Facilities, Planning & Urban Development, Permitting & Inspections, and more.

We additionally had to make several changes to our health insurance plan in order to help control the rising costs. As mentioned above, at the beginning of this process we were faced with an over 30% estimated increase in health insurance costs, which the City pays on behalf of its employees. We have set to work at that time to reduce the City's health insurance expenses. We were able to accomplish that goal by eliminating coverage for GLP1s for weight loss and increasing premiums. We also plan to protect the City moving forward by purchasing stop-loss insurance, which will limit our liability for very large high-cost health insurance claims within our plan that we struggled to address this past fiscal year.

We have been continuing to work with our lobbyists, the State Delegation, and the City's Legislative Committee to address the City's costs related to General Assistance (GA) reimbursement funding. While Portland takes its state mandated GA obligation very seriously, data shows that we continue to serve more people from across the State, and out of the State, than people who are from Portland. Due to this, we continue to advocate for increases in reimbursement and the cost-sharing model between the state and municipalities.

We also continue to work with the Council regarding how we operate and fund our emergency shelter services. This year's budget includes the elimination of the emergency shelter we operated at 166 Riverside Industrial Parkway (based on Council guidance this service ended effective early April 2026) for single asylum seekers, as well as a reduction in costs related to our Family Shelter operation. Both of these items are related to the decrease in the need for such services due to the pace of asylum seeker arrivals slowing significantly.

Thanks to the Council including funds in the FY26 budget, we conducted a community survey in late 2025 that provided an opportunity for Portland residents to share their feedback and insights regarding the programs and services provided by the City. The purpose of this survey was to objectively assess and collect opinions and feedback on City programs, services, and long-term investments; to support decision making that reflects community priorities; and to establish a benchmark to measure ongoing progress.

High levels of satisfaction were reported by residents regarding core operational services, such as public safety, solid waste services, and customer service from City employees. These results directly underscore the importance and effective allocation of current budget funds supporting these functions. The survey results confirmed that the community perceives these essential services as clear strengths of City operations. This positive feedback validates the continued budgetary commitment to maintaining and enhancing the quality of these foundational operations, ensuring resources are directed toward services that consistently meet resident expectations and contribute to a high quality of life within Portland. Because of this, you will see maintenance of core services and many of the Council's goals reflected and addressed in the FY27 recommended budget.

While I was pleased to see the high levels of satisfaction with City services, 75% of respondents did express dissatisfaction with the affordability of living in Portland, and so it was very important for me to bring forward a fiscally responsible budget recommendation within the Council's guidance.

Overall, it was incredibly difficult to close the budget gap described above. This is despite our best efforts to make revisions to Department requested budget proposals, set aside new requests, account for savings from staff vacancies, increase revenue projections, and recommend fee increases. In fact, in order to meet all of the components of the Council guidance, the budget I'm bringing forward recommends the use of $4M in unassigned fund balance to bring the FY27 tax levy to $121,722,845 or an approximately 5% tax levy increase.

When factoring in an estimated increase in the local assessed valuation of $150,000,000 in growth, the impact to the City portion of the projected FY27 tax rate is 24 cents or an approximately 4.2% tax rate increase. At this time, the estimated impact of this increase on an average homeowner with a median property valued at $540,000 would result in an additional $130 in annual property taxes.[1]

[1] It is important to note that the final tax rate increase will not be known until the Assessor's Office completes its assessment work and finalizes the tax commitment in late summer 2026.

FY27 DEPARTMENTS AND BUDGET HIGHLIGHTS OF NOTE

Total general fund spending for FY27 is budgeted to decrease by $8.5M or approximately 3.1% (before consideration of County Tax and METRO Assessment). Inclusive of increases in County Tax and METRO, total general fund and assessment spending is budgeted to decrease by $6.5M or 2.3%.

The following are some Departmental budget highlights of note:

Employee Benefits: The single biggest budget challenge of FY27 was the significant increase in the cost of our employer funded health insurance. The core cost of the services has risen significantly. The City has also been successful in filling vacant positions, increasing the number of employees and family members on the plan. Although we are limited in the ways we can influence health plan costs, we have made a number of changes which have reduced the total increase in this budget. In total, costs of employee benefits (including retirement contributions) is projected to rise by $7.8M in FY27.

County Tax: For FY27, Cumberland County has informed the City that taxes will be rising by over $1.3M (14.5%) and will be nearly $10.4M for FY27. This represents approximately **25% of the total municipal tax levy increase** in the current fiscal year.

City Clerk: The City Clerk budget for FY27 includes the anticipated minimum wage increases from the citizen initiated minimum wage referendum. It also includes new software for clean elections funds tracking, as required by voter approved changes to the City's Charter. Overall, the budget is increasing by $144k (16.7%) for FY27.

City Council: The City Council's budget for FY26 included several one time expenditures that are not being carried forward into FY27. As a result, the budget is decreasing by approximately $158k.

Parking: The Parking Division budget includes increases in fees and expanded hours of operation for FY27. Most notably, the parking meters will be enforced for an additional hour Monday through Saturday from 6PM to 7PM.[2] Additionally, the City will begin limited hours of enforcement on Sundays from 10AM to 4PM. One additional staff member will be needed for this effort.

Police: The Police Department budget for FY27 reflects the elimination of a number of vacant officer positions. This elimination includes assumptions about how many officers we will realistically be able to hire in the upcoming year. The budget includes a $3.7M increase in funding overall (18.4%) resulting from the last City Council approved collective bargaining agreement.

Dispatch: The dispatch budget for FY27 reflects a $313k increase (approximately 6.8%). For many years, dispatch employees were employed by both Portland and South Portland. The +1FTE reflected in FY27's budget reflects finalization of the plan to have all Dispatch employees within Portland's budget. Costs are split between the two communities based on census so there is no significant new cost as a result of this shift.

Health & Human Services (HHS): As determined by the Council in early 2026, we have wound down shelter operations at 166 Riverside Industrial Parkway effective in early April 2026 as asylum seeker arrivals have significantly slowed. As a result, this budget reflects significant reductions in staffing levels and expenses within HHS. The HHS budget also includes minor eliminations of vacant positions at the Barron Center due to lower than anticipated patient census, and changes in staffing within Public Health related to expiration of grants. Overall, HHS's budgeted spending is decreasing by 8.6% or $4.4M for FY27

Portland Public Library: The Portland Public Library budget is rising to approximately $5.4M for FY27. In line with City Council guidance, their increase has been limited to 5%.

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[2] Downtown Portland workers are encouraged to take advantage of the Portland Downtown District's Park and Work Program and/or use public transportation whenever possible.

Debt Service: The Debt Service budget is decreasing by $20.9M due to pending expiration of the pension obligation bonds on June 1, 2026. However, the majority of this decrease is not having an impact on the tax rate, as there is also a year over year reduction in the use of debt service reserve and fund balance of approximately $11M, and a loss in debt service reimbursement from the School Department and the Enterprise Funds related to their portion of pension obligation bond debt service.

METRO: As described to the Council in the late fall and mentioned above, the METRO budget included a nearly $600k increase in assessment to Portland (20%) due to their expansion of service levels with Federal funds which are set to expire over the next 18 months. Council was supportive of continuing to fund these service levels with taxpayer dollars in FY27.

FY26 RECAP

Despite continued staff vacancies across City departments, City staff did amazing things in FY26 with the resources they had available. I am continually amazed and proud of all the work they do on a daily basis. Since a municipality's budget is the primary policy document reflecting the Council's and our community's priorities for the year, I feel it's important for my budget letter to include key highlights (as outlined below) from several of our departments for FY26. This is one communication tool that we use to inform our residents and taxpayers about the services the City provides.

During the calendar year 2025, the City's **Social Services Division** successfully transitioned 682 individuals from homelessness into permanent housing. Our Project HOPE (Housing Opportunities for People in Encampments) and Resettlement program housed 160 individuals directly without ever needing to enter the shelter system. For those requiring immediate stabilization, the City maintained 583 year-round beds across three facilities: the Homeless Services Center (HSC), the Family Shelter, and 166 Riverside. Together, these sites served 1,641 individuals, providing 164,883 bed nights (representing over 451 years of homelessness). These shelters focused on comprehensive wrap-around services to connect guests with healthcare and long-term supportive housing. Social Services also assumed direct operation of the 2025-2026 emergency warming shelter. This move increased capacity by 60 guests during extreme weather events, ultimately serving an additional 382 individuals.

Over the past year, the **Public Health Division** continued its efforts to provide essential services, strengthen community health and safety, and respond to the evolving public health needs of the community. Staff distributed 31,916 Naloxone doses and other harm reduction supplies directly to clients and through organizational partners across Cumberland and York counties. The availability of naloxone has been a driving factor in Maine's declining overdose fatalities. Clients reported 857 community overdose reversals (Naloxone was administered by someone other than a first responder, resulting in a non-fatality) and a 31% decrease in non-fatal overdoses was tracked across Cumberland County. With Opioid Settlement Funding, a Syringe Redemption Project increased the return rate of syringe waste to the city-run Syringe Services Program by 22%, bringing the total return rate to 86%. Staff are proud of the work to reduce overdose deaths and the risks of drug use. Additionally, patient navigators made 4,516 referrals to connect clients with medical care, case management, substance use treatment, and recovery services. Through the clinical programs, staff delivered free and low-cost services to connect patients with essential services. Most common program engagement by patients included: Immunization (2,866), Portland Community Free Clinic (215), Maternal & Child Health (97), and STD Clinic (860). Patients are not necessarily unique as some see multiple services. Additional highlights include: 101 patients receiving free optometry consults and eyewear through a short-term grant; 110 patients utilizing DoxyPEP upon its introduction to the STD Clinic; and expanding vaccination availability and reducing barriers to access by offering a walk-in vaccination clinic twice every week.

The **Barron Center**, committed to being the preferred nursing provider for long-term and/or rehabilitative care, received a 4-star rating from the Centers for Medicare & Medicaid Services. In the 2025 calendar year, they served 193 unique residents with a combined 40,246 bed nights (~equivalent to over 110 years). A major highlight this year was the introduction of the Lucynt Machine, an innovative tool that uses light and motion to physically and cognitively engage residents in a way that

feels like play. Additionally, while still recovering from staffing declines that occurred during the Covid pandemic, the Barron Center achieved a lower nursing turnover rate, outperforming 77% of skilled nursing facilities nationwide.

The **Office of Elder Affairs** achieved significant success in 2025 by hosting its Age-Friendly Portland summit for Portland's older residents. Other service accomplishments included: 455 patients receiving care through their senior outreach nursing program, specifically designed for low-income seniors who don't qualify for other in-home care; connecting 132 volunteers and 121 households participating in the volunteer snow shoveling program to ensure safe, accessible paths and driveways, thereby supporting continued independence at home; and 69 adult day program clients, many with cognitive and physical health conditions, receiving 16,222 service hours of programming, offering essential respite for their caregivers.

Our **Parks, Recreation and Facilities Department** is the proud steward of our parks, open spaces, and public facilities. The budget supports the beautification and enjoyment of the city through the Parks Division, which oversees planting of 200 trees annually, perennial plants, tulip beds, urban meadows and orchards, oversight of eight miles of multi-use bike paths, and basic maintenance of our 67 parks and open spaces spread over 1,400 acres. We added an additional Park Project Manager position to help us better plan and execute capital improvements to our park system, ranging from court lighting projects and ADA accessibility projects to new courts, athletic fields, tree planting projects, and 30 city and school playgrounds. The project managers apply for grants and alternative funding sources, and work to quickly complete approved CIP and CDBG projects throughout the city. We also funded a third full time Park Ranger position to focus on park safety and cleanliness, as well as leading nature and history-based programming for all age groups in our park system.

The Recreation division supports recreational activities for the community such as the Before and After School Program with more than 1,000 participants, a youth basketball league with 500 participants, a Senior Adult program with over 500 participants, three city pools, and the Riverside Golf Course. Over the last year we added four recreation program staff to allow us to offer 50 additional before and after care slots for children.

The Public Assembly Division runs our city venues and cultural institutions such as Merrill Auditorium, The James A. Banks, Sr. Portland Expo, Troubh Ice Arena, and Ocean Gateway. We hired a Venue Manager for the Expo to oversee the entire facility, from event services to custodial, marketing, and promotion, and will serve to activate and enhance the nation's oldest municipal arena.

We also continued to invest in maintenance and upkeep of our treasured public buildings, from City Hall ventilation and efficiency projects, to access improvements at the Police Station and improved living quarters at Fire Stations, to resilience work along our waterfront and piers.

For the **Planning & Urban Development Department**, 2025 included a significant level of both development review and long-range planning activity. With respect to new housing, 1,440 units were approved citywide, including 380 (27%) deed-restricted affordable units—the highest number of approved housing units in the City's recent history. Significant projects shepherded through the planning review process included 125 Thompsons Point (255 units), 165 Washington Avenue (325 units), 61 Preble / 60 Elm Street (217 units), 9 Boyd Street (82 affordable units), and 1877 Congress Street (78 affordable units). The City also saw 187 units from prior-year approvals completed and occupied. Additionally, the City established a new institutional overlay zone for the University of New England's Portland Campus.

Long-range planning, transportation, and policy initiatives included leading and completing an update to the City's Complete Streets Policy, along with advancing several major efforts such as the Reimagining Franklin Street initiative; completing the Forest Avenue redesign study to improve safety and multimodal accessibility; commencing construction of the Union Branch pathway project; securing a $2,120,000 Safe Streets for All grant for Brighton Avenue to support the City Council's

Vision Zero initiative; advancing and completing updates to the City's Hotel Inclusionary Zoning ordinance; and initiating the City's Inclusionary Zoning study.

The Department also launched several digital tools to enhance data capabilities, transparency, and data quality, including the official digital zoning map; continued maintenance and enhancements to the Housing Data Dashboard; the release of the Historic Preservation Mapper; and the recent launch of the City's Site Plan Application Mapper. The tools make thousands of pages of historic survey records and photographs readily accessible to the public, allow users to easily determine whether a property is historically designated, track data related to housing, easily understand a parcels zoning, and make information related to site plan approvals readily accessible to the public.

Historic Preservation had another record-setting year, reviewing 600 applications. The program also completed an update to the Historic Resource Design Manual, the first comprehensive overhaul of the document since the early 1990s. Additional achievements included the addition of Western Cemetery to the National Register of Historic Places and the award of three CLG grants: $3,783 to support staff attendance at a conference, $14,332 as a pass-through to the Fifth Maine Museum, and $13,257 as a pass-through to Mechanics' Hall.

Our **Permitting and Inspections Department** continues to see its workload increase. In FY25, we saw averages of more than 100 permits applied for each week, more than 270 inspections performed each week, more rental units added to the City, and business licenses continuing to be applied for in vacant storefronts. Those averages have continued through the first half of FY26.

In FY25, permitting staff processed 5,603 building permits applications, and the City's five Building Inspectors performed 7,316 inspections. The Business Licensing office is also consistently busy with new businesses and renewal business license applications. In FY25, staff issued 1,525 business licenses and performed 1,384Health Inspections. That office also issued 82 Marijuana Licenses and performed 323 Marijuana Inspections.

The Housing Safety Office is required to collect data on more than 20,000 units, staff the Rent Board, perform housing inspections and investigate rental violations. This Office's Housing Safety Inspectors performed 3,531 inspections in FY25. The Rental Registration Inspectors conducted inspections on 7,657 during the 2025 Calendar Year. These account for 654 complaints and 7,003 proactive inspections. Staff issued Long Term licenses for 19,673 units. They also issued 917 Short-Term Rental unit licenses.

Our **Public Works Department** continues to keep our city clean and moving. The Water Resources division maintains 200 miles of sewer lines and 100 miles of storm water lines; 4,400 catch basins; several thousand sewer and storm water manholes, and 500 lane miles of street sweeping. This division also completed the construction of the Back Cove South Storage Conduit in 2025; the sewer separation project on Hersey Street began, and when completed it will include pedestrian safety elements. Water Resources also continues to line aging sewer infrastructure to extend the life of aging sewer lines around the city. The Streets & Sidewalks team provides maintenance and repair of 500 lane miles of streets and 200 miles of sidewalks including patching, rebuilding and roadside maintenance. The Winter Operations team provides all plowing, snow removal and winter road maintenance to 500 lane miles of Portland streets. The Traffic team provides maintenance and repair of 130 signalized intersections, 6,400 street lights, citywide lane striping, crosswalk painting, and in-house street sign production and installation. The Solid Waste crew provides weekly trash and recycling service to 21,000 customers located on the mainland and all of Portland's island communities, services for 250 public property barrels daily, dumpster trash removal services for city buildings, as well as yearly yard waste, leaf, and tree collections. The Engineering team has 25 projects with MaineDOT in various stages of development, seven FEMA-funded projects either under construction or in design, as well as the annual local street and sidewalk paving projects.

Our Transportation Engineering team continues to work on a number of transportation safety and calming projects, in addition to many of the components outlined in our Vision Zero Action Plan, which the Council adopted in August of 2025 to improve pedestrian safety and reduce fatalities. In

2025, the City modernized its complete streets policy, transforming a long-standing vision into a data driven accountability framework. The policy mandates regular reporting on key performance indicators, ensuring that our commitment to safety, equity, and accessibility is backed by measurable action. Significant complete streets construction also occurred in 2025 with the addition of 1.3 miles of new bike lanes, 1.5 miles of new and improved sidewalks, seven new crosswalks, five new pairs of rectangular rapid flashing beacon signals to improve pedestrian access, and one new transit shelter.

The **Portland Police Department** answered a total of 72,926 calls for service in 2025, despite being down more than 20 officers. Over the last several months, the Department worked to hire a team of Urban Rangers to work collaboratively with police officers, park rangers, and city businesses to ensure that downtown public areas remain accessible, welcoming, and well-maintained for all residents and visitors. This group will serve as a uniformed, non-law-enforcement presence with a focus on building positive relationships, supporting safe public spaces, and protecting community resources. The Department also received an overall satisfaction rating of 72% in the 2025 community survey, notably higher than the national average of 58.8%. Additionally, 71% of respondents indicated their level of trust in the department was either high or somewhat high. The Department outperformed national benchmarks in several key areas, including the quality of local police services (60.6% compared to 49% nationally), response times (61.7% compared to 51.7%), and community programs and outreach (45.9% compared to 42.1%). The Police Department's Traffic team also plays a key role in our Vision Zero efforts.

The **Fire Department** continued to be productive and busy in 2025. The Department has been fortunate to stay fully staffed with 15 new employees entering the department over the last year. The Department's workload continues to increase with calls for service rising 2-3% a year, and the handling of roughly 50-60 emergency calls each day. The Department has seen several cardiac arrest saves with our recent rate of patients walking out of the hospital without deficits nearly 20%, while the national average is below 10%. The Mobile Medical Outreach program, a community based medical and social service effort for unsheltered residents, continues to expand and with assistance to our most vulnerable citizens. MMO is managed collectively by the Fire Department and the City's Public Health division.

The **Portland International Jetport** continued its strong passenger growth in 2025 serving an all-time record 2.59 million total passengers, which was up 6.3% over the prior year. This was driven by seven consecutive all-time record months for passenger volumes, from April through October 2025. Seven airlines currently serve the Jetport. Year-round service is provided by American, Breeze, Delta, JetBlue, Southwest, and United; and seasonal service is provided by Sun Country. The Jetport remains a substantial economic driver for the region. The Maine State Aviation System Plan noted that the Jetport provides an economic benefit to the state of $1.175 billion, supporting over 10,000 jobs, and providing state and local tax revenues of $86.5 million.

The Jetport continued its long standing industry recognition for exceptional customer service receiving the 2025 Airports Council International's Best Airport at Departures of Two to Five Million Passengers in North America, Most Dedicated Staff in North America, and Easiest Airport Journey in North America. This is consistent with the 2025 City of Portland Community Survey, which found 84% of respondents were "very satisfied" and "satisfied" with the ease of using the Jetport. Additionally, the Jetport recently saw its rating from S&P Global raised to "A" from "A-" on declining debt, steady passenger growth, and consistent demand for air travel in the Portland metropolitan area.

In FY26, programming in the **Sustainability Office** emphasized building community resilience. Our Sustainable Neighborhoods Mini-Grant program allowed neighborhood organizations or groups of neighbors to apply for up to $500 to help fund an event or project that would build connections among those who live near them. We awarded 30 grants that supported actions in neighborhoods across the city, including two on Peaks Island. Funded actions included a community dinner for residents of three apartment buildings in the West End, a community gardening project on Rowe Avenue, a pet parade on the Bayside Trail, a collaborative project to mend clothes, and a neighborhood Halloween dance party. During the grant period from October 1 to December 31, more than 1,000 residents participated in a

mini-grant funded project and we are pleased to learn several projects continue as regular events in their neighborhood. To build on this success, the Sustainability team hosted a Neighborhood Leaders Summit inviting nearly 70 informal community leaders to exchange their work and discuss how social connections make our neighborhoods more resilient.

The second round of our Electrify Bikes! incentives helped 30 income-eligible Portland residents purchase an e-bike. Combining both rounds of incentives, this program has enabled 100 residents to acquire a reliable, carbon free vehicle that may not have been accessible to them otherwise. It also supported Portland's economy by partnering with local bike shops who can also help program participants maintain their e-bikes.

Sustainability staff also implemented the Resilience Education Project, which highlights how Portland's built and natural infrastructure contributes to our city's resilience to climate change. Colorful signs placed near important infrastructure offer quick facts and QR codes leading to a detailed story map; the map explains how specific infrastructure mitigates flooding and heat, while assets like pools and playgrounds bolster social resilience. Examples of all of the signs are currently on display near the Myrtle Street entrance of City Hall.

This small but mighty team also conducted several projects to educate people about sustainable landcare practices in alignment with Portland's landcare ordinance. This included the Landcare Lunchbreak series that featured webinars about removing introduced plants without the use of pesticides, selecting plants that provide food and habitat for pollinators, and avoiding introduced plants that do not provide food or habitat.

CONCLUSION

I would like to thank Finance Director Brendan O'Connell, Deputy Finance Director Anne Bilodeau, Budget Manager Sasha Pavlak, Assistant City Managers Greg Jordan and Dena Libner, Human Resources Director Anne Torregrossa, and Communications Director Jessica Grondin for their assistance in developing this budget recommendation and presentation, and recognize the hard work and diligence of all of the Department Directors and their staff in developing their budget requests.

I'd also like to thank all City employees for all the work they've done in helping us address some extremely complex issues over this last year, as well as the exemplary municipal services they continue to provide each and every day. I'm proud of how we all worked together to keep our community strong.

Finally, I'd like to thank the Council for advising us on your priorities and working collaboratively as we prepared and now review this recommended budget in more detail in the weeks ahead.

Sincerely,

Danielle P. West
City Manager

Budget Appropriations & Comparative Summary

		FY25	FY26	CM Recommended FY27	FY27 / FY26 $ chg	FY27 / FY26 % chg
City General Fund Revenues						
31	Property Taxes	$113,473,286	$115,926,519	$121,722,845	5,796,326	5.0%
31	Other Local Taxes	4,591,511	4,228,477	1,866,477	(2,362,000)	-55.9%
32	Licenses & Permits	13,094,035	8,619,540	9,797,172	1,177,632	13.7%
33	Intergovernmental Revenue	35,532,936	21,959,353	22,976,434	1,017,081	4.6%
34	Charges for Services	40,380,586	48,353,619	49,283,995	930,376	1.9%
35	Fines, Forfeits and Penalties	2,741,251	2,587,135	2,620,635	33,500	1.3%
36	Use of Money and Property	20,506,310	18,291,950	18,505,077	213,127	1.2%
39	Other Sources	54,437,294	56,283,586	47,712,853	(8,570,733)	-15.2%
	Fund Balance Use / (Restoration)	-	8,800,000	4,000,000	(4,800,000)	-54.5%
	Total General Fund Revenues	$284,757,209	$285,050,179	$278,485,488	(6,564,691)	-2.3%
City General Fund Expenditures						
100-11	***City Council***	$480,786	$687,937	$530,310	(157,627)	-22.9%
100-12	***City Clerk***	733,525	869,026	1,013,064	144,038	16.6%
100-13	***Executive***	1,384,639	1,736,794	1,684,371	(52,423)	-3.0%
100-14	***Assessor***	599,654	851,874	868,512	16,638	2.0%
100-15	Admin	1,485,438	1,557,717	1,646,868	89,151	5.7%
	Treasury	884,371	889,624	957,187	67,563	7.6%
	Finance	2,369,809	2,447,341	2,604,055	156,714	6.4%
100-16	***Legal***	1,155,072	1,307,446	1,398,180	90,734	6.9%
100-17	***Human Resources***	1,463,638	1,680,747	1,724,097	43,350	2.6%
100-18	Admin	1,552,503	1,575,807	1,752,990	177,183	11.2%
	Elm Street Garage	302,345	327,125	340,321	13,196	4.0%
	Spring Street Garage	925,337	609,962	623,916	13,954	2.3%
	Temple Street Garage	59,970	121,800	123,108	1,308	1.1%
	Parking	2,840,155	2,634,694	2,840,335	205,641	7.8%
100-19	Admin	926,512	1,020,107	1,089,131	69,024	6.8%
	Portland Development Corp	37,750	42,352	42,352	-	0.0%
	Housing & Comm. Development	687,944	834,035	837,552	3,517	0.4%
	Housing & Econ. Development	1,652,206	1,896,494	1,969,035	72,541	3.8%
100-21	Administration	1,572,815	1,590,363	1,754,676	164,313	10.3%
	Uniformed Operations Group	12,896,976	13,310,915	16,506,859	3,195,944	24.0%
	Bureau Investigative Services	2,946,653	3,467,795	3,555,853	88,058	2.5%
	Operations Support Services	1,556,918	1,273,309	1,462,222	188,913	14.8%
	Jetport Security	693,102	703,876	814,022	110,146	15.6%

Budget Appropriations & Comparative Summary

		FY25	FY26	CM Recommended FY27	FY27 / FY26 $ chg	FY27 / FY26 % chg
	Police	19,666,464	20,346,258	24,093,632	3,747,374	18.4%
100-22	Admin	1,138,286	1,175,147	1,085,905	(89,242)	-7.6%
	Code Enforcement & Comm Svcs	408,614	405,844	350,957	(54,887)	-13.5%
	Field Operations	18,217,222	18,742,973	19,903,641	1,160,668	6.2%
	Operations Support Services	1,074,659	1,156,546	1,117,399	(39,147)	-3.4%
	Air Rescue	1,695,122	1,726,759	1,788,125	61,366	3.6%
	Fire	22,533,903	23,207,269	24,246,027	1,038,758	4.5%
100-23	***Dispatch Services***	3,793,217	4,585,476	4,898,506	313,030	6.8%
100-24	Admin	247,436	259,723	236,425	(23,298)	-9.0%
	Planning	1,332,176	1,498,170	1,555,728	57,558	3.8%
	Planning & Urban Development	1,579,612	1,757,893	1,792,153	34,260	1.9%
100-25	Admin	225,757	236,112	252,031	15,919	6.7%
	Inspections	1,530,111	1,669,548	1,741,444	71,896	4.3%
	Housing Safety	914,893	1,080,755	1,106,230	25,475	2.4%
	Business Licensing	384,073	419,516	438,783	19,267	4.6%
	Permitting & Licensing	3,054,834	3,405,931	3,538,488	132,557	3.9%
100-29	***Information Technologies***	3,417,854	3,365,861	3,424,116	58,255	1.7%
100-31	Admin	745,119	772,751	1,037,656	264,905	34.3%
	Streets (Districting)	2,131,548	2,205,898	2,301,740	95,842	4.3%
	Solid Waste	3,639,282	3,346,490	3,391,456	44,966	1.3%
	Communications	229,227	239,267	253,797	14,530	6.1%
	Portland Downtown District	554,168	652,865	692,212	39,347	6.0%
	Winter Operations	1,719,977	1,646,072	1,928,013	281,941	17.1%
	Island Services	1,135,107	1,167,817	1,214,517	46,700	4.0%
	Traffic & Transportation Ops	1,989,620	2,040,752	2,413,749	372,997	18.3%
	Transportation Engineering	478,404	560,448	566,371	5,923	1.1%
	Engineering	1,393,813	1,601,497	1,642,611	41,114	2.6%
	Fleet Services	4,694,818	4,640,319	4,781,930	141,611	3.1%
	Public Works	18,711,083	18,874,176	20,224,052	1,349,876	7.2%
100-33	Admin	783,111	822,204	958,508	136,304	16.6%
	Parks	1,536,006	1,622,069	1,962,073	340,004	21.0%
	Forestry	941,834	1,046,482	1,194,247	147,765	14.1%
	Athletic Facilities	1,118,851	1,154,495	1,198,695	44,200	3.8%
	Cemeteries	830,307	756,406	785,072	28,666	3.8%
	Recreation	2,223,812	2,475,302	2,492,426	17,124	0.7%
	Aquatics	474,190	591,562	870,268	278,706	47.1%
	Golf Course	1,314,853	1,344,894	1,448,597	103,703	7.7%
	Golf Course Restaurant	23,722	23,400	21,660	(1,740)	-7.4%

Budget Appropriations & Comparative Summary

		FY25	FY26	CM Recommended FY27	FY27 / FY26 $ chg	FY27 / FY26 % chg
	Ice Arena	669,245	624,773	654,898	30,125	4.8%
	Public Assemblies	1,192,256	1,260,378	1,708,793	448,415	35.6%
	Concessions	986,412	811,140	863,034	51,894	6.4%
	Custodial Services	1,448,796	1,368,143	-	(1,368,143)	-100.0%
	Merrill Auditorium	246,365	237,149	264,057	26,908	11.3%
	Parks Rec & Facilities	13,789,760	14,138,397	14,422,328	283,931	2.0%
100-35	Admin	525,923	482,719	530,042	47,323	9.8%
	Trades	698,594	811,547	937,387	125,840	15.5%
	School HVAC	586,779	-	-	-	0.0%
	Public Safety Bldg.	372,239	291,730	292,510	780	0.3%
	City Hall	1,439,329	2,127,491	2,103,060	(24,431)	-1.1%
	Merrill Auditorium (PB)	196,322	298,965	269,745	(29,220)	-9.8%
	Hadlock Stadium	407,032	350,570	365,995	15,425	4.4%
	Expo Building	243,528	281,900	281,970	70	0.0%
	Canco Road Buildings	350,804	407,630	467,730	60,100	14.7%
	Other Public Buildings	205,444	245,025	251,085	6,060	2.5%
	Waterfront	1,467,173	1,570,113	1,658,428	88,315	5.6%
	Custodial Services	-	-	799,462	799,462	100.0%
	Public Buildings & Waterfront	6,493,167	6,867,690	7,957,414	1,089,724	15.9%
100-44	Admin	629,224	793,870	696,685	(97,185)	-12.2%
	Public Health	3,181,940	4,074,557	3,733,815	(340,742)	-8.4%
	Social Services	25,449,151	28,652,282	25,073,090	(3,579,192)	-12.5%
	Barron Center	15,925,698	18,307,608	17,881,864	(425,744)	-2.3%
	HHS	45,186,013	51,828,317	47,385,454	(4,442,863)	-8.6%
100-47	***Debt Service***	59,676,737	60,899,384	40,028,844	(20,870,540)	-34.3%
100-48	***Public Library***	4,891,900	5,136,495	5,393,315	256,820	5.0%
100-51	***Pension***	10,786,586	11,521,999	12,021,999	500,000	4.3%
100-52	Health Insurance	25,632,374	27,067,549	34,185,162	7,117,613	26.3%
	Workers' Comp	1,275,307	1,714,400	1,679,400	(35,000)	-2.0%
	FICA	1,606,565	1,578,873	1,791,074	212,201	13.4%
	Group Life	306,286	260,451	260,451	-	0.0%
	Unemployment	67,857	100,000	100,000	-	0.0%
	Employee Benefits	28,888,389	30,721,273	38,016,087	7,294,814	23.7%
100-61	***Contingency***	8,407	250,000	250,000	-	0.0%
100-62	***Liability Insurance***	1,037,339	1,258,404	1,296,908	38,504	3.1%
100-65	Regional Transpotation Program	68,199	70,000	70,000	-	0.0%

Budget Appropriations & Comparative Summary

		FY25	FY26	CM Recommended FY27	FY27 / FY26 $ chg	FY27 / FY26 % chg
	Contributions	563,118	621,050	616,452	(4,598)	-0.7%
	Memberships/Contributions	631,317	691,050	686,452	(4,598)	-0.7%
100-67	*Wage Adjustment*	-	-	184,211	184,211	100.0%
	Total General Fund Expenditures	$256,826,066	$272,968,226	$264,491,945	(8,476,281)	-3.1%
100-63	***County Tax***	8,414,303	9,082,446	10,395,163	1,312,717	14.5%
100-65	***Metro Assessment***	3,092,221	2,999,507	3,598,380	598,873	20.0%
Total General Fund & Assessments		$268,332,590	$285,050,179	$278,485,488	(6,564,691)	-2.3%
Enterprise Fund Revenues						
31	Property Taxes, Current Year	-	-	-	-	
32	Licenses & Permits	$5,300	$5,050	$5,300	250	5.0%
33	Intergovernmental	-	123,200	-	(123,200)	-100.0%
34	Charges for Services	40,428,381	41,044,111	42,285,183	1,241,072	3.0%
36	Use of Money and Property	39,882,779	38,096,431	40,254,435	2,158,004	5.7%
39	Other Sources	955,057	547,260	546,260	(1,000)	-0.2%
	Fund Balance Use / (Surplus)	-	2,060,067	2,350,769	290,702	14.1%
	Total Enterprise Fund Revenues	$81,271,517	$81,876,119	$85,441,947	3,565,828	4.4%
Enterprise Fund Expenditures						
530	Fish Pier	$327,368	$417,522	$471,988	54,466	13.0%
	Portland Fish Exchange	1,697,930	1,347,758	1,352,219	4,461	0.3%
	Fish Pier	2,025,298	1,765,280	1,824,207	58,927	3.3%
570	Finance Admin	93,583	104,038	106,257	2,219	2.1%
	Public Works Admin	871,965	949,561	1,027,189	77,628	8.2%
	Operations (Districting)	3,274,709	3,251,188	3,188,082	(63,106)	-1.9%
	Communications	75,125	78,967	81,221	2,254	2.9%
	Engineering	620,016	733,388	771,173	37,785	5.2%
	Debt Service	9,212,202	9,998,373	9,398,845	(599,528)	-6.0%
	Fringe Benefits	1,482,267	1,674,920	1,199,920	(475,000)	-28.4%
	PWD Assessment	16,826,174	18,137,448	19,459,896	1,322,448	7.3%
	Sewer	32,456,041	34,927,883	35,232,583	304,700	0.9%
571	Finance Admin	288,517	307,228	299,882	(7,346)	-2.4%
	Management	2,098,435	2,575,341	3,599,447	1,024,106	39.8%
	Debt Service	4,113,479	4,024,875	4,429,213	404,338	10.0%
	Fringe Benefits	430,393	456,945	461,444	4,499	1.0%
	Stormwater	6,930,824	7,364,389	8,789,986	1,425,597	19.4%

Budget Appropriations & Comparative Summary

		FY25	FY26	CM Recommended FY27	FY27 / FY26 $ chg	FY27 / FY26 % chg
583	Admin	1,296,481	1,350,885	1,402,625	51,740	3.8%
	Marketing	367,581	610,565	611,280	715	0.1%
	Fringe, Indirects, & Chgbacks	5,219,360	5,922,615	5,017,332	(905,283)	-15.3%
	Field	5,348,361	5,928,840	6,182,483	253,643	4.3%
	General Aviation	19,271	20,112	20,655	543	2.7%
	Operations	3,341,496	3,632,294	4,105,583	473,289	13.0%
	Terminal	9,545,734	9,531,611	15,052,060	5,520,449	57.9%
	Parking	4,504,218	5,071,620	5,061,211	(10,409)	-0.2%
	Airfield Deicing	761,189	769,527	792,532	23,005	3.0%
	Anticipated Surplus	-	4,980,498	1,349,410	(3,631,088)	-72.9%
	Jetport	30,403,691	37,818,567	39,595,171	1,776,604	4.7%
	Total Enterprise Fund Expenditures	$71,815,854	$81,876,119	$85,441,947	3,565,828	4.4%
	Total City Expenditures	$340,148,444	$366,926,298	$363,927,435	(2,998,863)	-0.8%
	School Department Revenues					
	Property Taxes	$119,402,624	$127,225,979	$135,356,947	8,130,968	6.4%
	Local Revenue	6,761,509	6,005,902	6,872,799	866,897	14.4%
	State Subsidy	25,016,840	24,575,422	20,116,993	(4,458,429)	-18.1%
	Surplus Use	1,757,133	4,993,671	3,900,000	(1,093,671)	-21.9%
	Total School Revenues	152,938,106	162,800,974	166,246,739	3,445,765	2.1%
	School Department Expenditures					
	Total School Expenses	152,938,106	162,800,974	166,246,739	3,445,765	2.1%
	Total City & Schools Expenditures	**$493,086,550**	**$529,727,272**	**$530,174,174**	**446,902**	0.1%

FY 2027 Non-Tax Revenue

**Excludes Taxes & Surplus*

Department	FY25 Collected	FY26 Estimated (budget)	FY26 Projected	FY27 Estimated (budget)	FY27 Estimated vs FY26 Estimated (budget)	%
General Fund Revenues:						
City Council	$5,000	$5,000	$5,000	$5,000	$0	0.0%
City Clerk	316,245	306,953	306,953	334,002	27,049	8.8%
Executive	1,276,753	924,532	924,532	873,996	(50,536)	-5.5%
Assessor	268	1,000	1,000	2,000	1,000	100.0%
Finance	27,069,707	20,359,358	20,359,358	17,346,555	(3,012,803)	-14.8%
Legal	256,593	233,537	236,537	233,537	-	0.0%
Human Resources	86,088	71,420	71,420	71,420	-	0.0%
Parking	11,926,871	11,552,224	11,552,224	12,338,078	785,854	6.8%
Housing & Economic Development	1,615,958	1,796,494	1,723,270	1,889,549	93,055	5.2%
Police	2,795,457	2,676,610	2,676,610	2,626,728	(49,882)	-1.9%
Fire	5,333,211	6,427,199	5,679,180	6,839,610	412,411	6.4%
Dispatch Services	1,623,710	2,100,916	2,100,916	2,207,605	106,689	5.1%
Planning & Development	988,734	697,769	697,769	651,128	(46,641)	-6.7%
Permitting & Inspections	11,582,784	6,714,934	6,352,249	7,312,911	597,977	8.9%
Information Technology	363,679	359,568	376,059	394,862	35,294	9.8%
Public Works	6,080,794	6,726,041	6,726,041	7,616,174	890,133	13.2%
Parks, Recreation, & Facilities	9,957,452	10,262,475	10,444,888	11,436,948	1,174,473	11.4%
Public Buildings & Waterfront	5,640,599	4,721,973	5,019,134	5,078,926	356,953	7.6%
HHS - Administration	-	53,274	-	-	(53,274)	-
HHS - Public Health	1,824,264	2,948,981	2,104,456	2,265,579	(683,402)	-23.2%
HHS - Social Services	19,948,203	9,251,701	15,468,146	13,077,428	3,825,727	41.4%
HHS - Barron Center	16,926,793	23,036,267	18,094,463	22,977,684	(58,583)	-0.3%
Debt Service Reimbursements	32,760,652	35,585,367	35,585,367	24,464,276	(11,121,091)	-31.3%
Employee Benefits	7,452,855	8,385,431	7,786,195	9,374,824	989,393	11.8%
Insurance	296,174	305,407	298,047	313,780	8,373	2.7%
Memberships / Other	563,566	563,566	563,566	1,163,566	600,000	106.5%
Wage Adjustment	-	27,186	27,186	-	(27,186)	-100.0%
Total General Fund:	$166,692,410	$156,095,183	$155,180,566	$150,896,166	($5,199,017)	-3.3%

Tax Levy by Budget Category

City Manager Recommended

Department	FY 2027 Tax Levy	FY 2027 Tax Rate	% of Taxes
Debt Service	15,564,568	0.76	12.8%
Fire	21,371,538	1.05	17.6%
Police	25,328,711	1.24	20.8%
Public Works	14,004,179	0.68	11.5%
County Tax	10,395,163	0.51	8.5%
Library	5,393,315	0.26	4.4%
General Government	7,021,432	0.34	5.8%
Health & Human Services	12,637,693	0.62	10.4%
Parks, Rec & Facilities	4,366,732	0.21	3.6%
Metro	2,504,814	0.12	2.1%
Dispatch Services	3,134,700	0.15	2.6%
	121,722,845	**5.95**	**100.0%**

Authorized Employees

FY 2027

Department:	FY22	FY23	FY24	FY25	FY26	CM Recommended FY27	+/- Chg
City Council	-	-	-	-	-	-	-
City Clerk	7.9	8.6	8.7	8.3	8.0	8.0	-
Executive	8.5	10.5	12.5	13.0	13.0	13.0	-
Assessor	5.9	5.9	5.9	6.9	7.6	7.9	0.3
Finance	25.0	25.0	25.0	25.6	25.6	25.6	-
Legal	8.0	9.0	9.0	9.0	9.0	9.0	-
Human Resources	11.5	12.0	13.6	14.6	15.3	15.0	(0.3)
Parking	29.2	29.2	29.0	29.0	28.8	29.8	1.0
Housing/Econ. Developmer	16.0	16.8	15.8	14.8	16.0	16.0	-
Police	189.0	187.0	187.0	190.0	190.0	182.0	(8.0)
Fire	224.0	226.0	229.0	229.0	229.3	229.0	(0.30)
Dispatch Services	36.0	36.0	37.0	37.0	37.0	38.0	1.0
Planning/Urban Developm	17.0	17.0	17.0	17.0	17.0	17.0	-
Permitting/Inspections	35.0	36.0	40.0	40.0	41.0	41.0	-
Information Technologies	15.8	16.0	19.0	19.1	19.0	19.0	-
Public Works	126.5	129.0	129.5	135.5	137.5	137.8	0.3
Parks & Recreation	113.7	126.7	130.4	134.8	142.8	134.9	(7.9)
Public Buildings/Waterfron	24.0	24.4	24.6	26.6	24.6	33.9	9.3
HHS - Administration	4.0	5.0	5.0	6.0	8.0	6.0	(2.0)
HHS - Public Health	32.8	38.4	36.6	40.6	40.4	32.2	(8.2)
HHS - Social Services	96.2	118.0	163.6	221.8	222.8	175.4	(47.4)
Barron Center	245.0	244.8	202.2	204.2	215.8	203.7	(12.1)
Total HHS	*378.0*	*406.2*	*407.4*	*472.6*	*487.0*	*417.3*	*(69.7)*
General Fund Total:	1,271.0	1,321.3	1,340.4	1,422.8	1,448.5	**1,374.2**	**(74.3)**
	2%	*4%*	*1%*	*6%*	*2%*	*-5%*	
Enterprise Funds:							
Sewer Fund	34.0	34.0	34.0	34.0	34.0	34.0	-
Stormwater Fund	10.0	10.0	10.0	10.0	10.0	10.0	-
Jetport Fund	57.0	58.0	58.0	60.0	64.0	66.0	2.0
Enterprise Fund Total:	101.0	102.0	102.0	104.0	108.0	110.0	2.0
	1%	*1%*	*0%*	*2%*	*4%*	*2%*	
Total City Employees:	**1,372.00**	**1,423.30**	**1,442.40**	**1,526.80**	**1,556.50**	**1,484.20**	**(72.30)**
	2%	*4%*	*1%*	*6%*	*2%*	*-5%*	

MEMORANDUM
City Council Agenda Item

FROM: Mary Davis, Division Director

DATE: March 24, 2026

SUBJECT: Resolve 9-25/26 Adopting the Fiscal Year 2026-2027 Annual Action Plan including Appropriations for Community Development Block Grant Program, HOME Program, and Emergency Solutions Grant Program and Certifications Pertaining Thereto - Sponsored by Danielle West, City Manager

SPONSOR: Danielle West, City Manager

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading 4/13/2026 **Final Action 4/27/2026**

Can action be taken at a later date: No This item requires public notice of the public hearings on April 13 and April 27; this notice has already been published in the Press Herald. This item must be read on two separate days. This is its first reading and first public hearing. At the second public hearing on April 27, five affirmative votes are required for passage after public comment.

Does this item involve a new contract with the City: This item involves grant agreements that will be sent to the City upon HUD's approval of the Annual Action Plan.

PRESENTATION:
The Chair of the CDBG Annual Allocation Committee will present the Allocation Committee's recommendations. The City Manager will present her recommendations. HCD Staff are available for questions.

I. SUMMARY

The resolution adopts the 2026-2027 Annual Action Plan including appropriations for Community Development Block Grant, HOME, and Emergency Solutions Grant Programs.

II. AGENDA DESCRIPTION

The Housing and Economic Development Committee reviewed the Housing Program Budget at their meeting on March 31, 2026, and voted unanimously (4-0) to recommend City Council approval of the budget.

The 2026-2027 Housing and Community Development Program Annual Action Plan reports to the U.S. Department of Housing and Urban Development (HUD) a total budget of $5,722,680 including $1,806,420 of CDBG Entitlement Funds; $30,000 in Downtown TIF District funds; $20,000 in Cotton Street proceeds; $796,646 in HUD HOME Program Grant allocation; $135,763 in HUD HOME Program Income and Recaptured Funds; $796,646 in HOME County Prior Year Funds; $1,125 in HUD Lead Safe Housing Program Income; and $1,989,361 from the Jill C. Duson Housing Trust Fund, and $158,872 of HUD Emergency Solutions Grant funds.

The CDBG Annual Allocation Committee, appointed by the City Council, reviewed each application and made funding recommendations that will be presented to the Council. The City Manager reviewed the Committee's recommendations and submitted her funding recommendations to the Council.

The City's public participation process requires two public hearings to consider the City's Housing and Community Development Program proposal. The hearings allow the public to comment on the City's

Consolidated Annual Action Plan. Public hearings are set for April 13, 2026, and April 27, 2026. People who wish to speak may do so one time; they may not speak at both public hearings.

This item must be read on two separate days. This is its first reading and first public hearing. At the second public hearing on April 27, five affirmative votes are required for passage after public comment.

III. BACKGROUND

The CDBG Annual Allocation Committee reviewed all applications and made funding recommendations to the City Manager; both sets of recommendations are included in the attached backup materials. These recommendations were based on estimated allocations.

Final funding allocations were published on April 3, 2026 by the U.S. Department of Housing and Urban Development. The attachments reflect the final funding allocations as follows:

a. Resolution: The resolution reflects the final funding allocations.
b. Memo to Council Budget: The memo reflects the final funding allocations.
c. Memo Budget and Cap Calculations: This memo is unchanged, as it is informational and doesn't reference specific allocation amounts.
d. City Manager Recommendations: This document now contains a spreadsheet with the original recommendations based on estimated amounts, and an updated spreadsheet with recommendations based on the final allocations.
e. Allocation Committee Recommendations: This document is unchanged and is based on estimated funding amounts.
f. Memo Housing Program Budget: The memo reflects the final funding allocations.
g. Final Housing Budget: The budget reflects the final funding allocations.
h. ESG Budget: The budget reflects the final funding allocations.
i. DRAFT Annual Action Plan: This document is unchanged and will be updated with final funding amounts after the City Council takes action on the CDBG, HOME, and ESG Budgets and activities.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

The HUD Annual Action Plan and the allocations for the CDBG, HOME and ESG Programs will work to address several of the 2026 City Council Goals. The activities supported by these grants address housing and homelessness, as well as infrastructure improvements that may impact climate change and sustainability.

V. FINANCIAL IMPACT

Please see the attached budgets for each program. Funding for these activities is provided through grants from the US Department of Housing and Urban Development; allocations were announced on April 3, 2026.

VI. STAFF ANALYSIS AND BACKGROUND

For additional details, reference is made to the attachments included in the backup materials.

VII. RECOMMENDATION

Staff recommends that the City Council vote to approve the 2026-2027 Annual Action Plan.

VIII. LIST ATTACHMENTS

1. Resolution - CDBG Anual Action Plan
2. Bullett Amendment 1 to CDBG Resolution
3. Michniewicz Amendment 2 to CDBG Resolution
4. b. Memo to Council budget 26-27
5. c. Memo budget and cap calculations background Council 2026-2027
6. e. Allocation Committee Recommendations
7. d. City Manager Recommendations

8. f. Memo Housing Program Budget
9. g. FINAL HOUSING BUDGET 2026-2027 04.03.2026
10. h. ESG Budget 2026-2027 DRAFT 04.03.2026
11. i. DRAFT AAP 3.16.26

Prepared by:
Mary Davis, Division Director
Date: 03/24/2026

MARK DION (MAYOR)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

RESOLUTION ADOPTING THE FISCAL YEAR 2026-2027 ANNUAL ACTION PLAN INCLUDING APPROPRIATIONS FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, HOME PROGRAM, AND EMERGENCY SOLUTIONS GRANT PROGRAM AND CERTIFICATIONS PERTAINING THERETO

WHEREAS, the City of Portland, Maine has determined that there are pressing community and neighborhood needs for further federal assistance for housing and community development activities; and

WHEREAS, activities for the Fiscal Year 2026-2027 Annual Action Plan have been recommended; and

WHEREAS, the City of Portland will receive an annual allocation from the United States Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Entitlement Funds in the amount of $1,806,420 for the program year 2026-2027; and

WHEREAS, the City has received HUD program income funds from the sale of City-owned property on Cotton Street in the amount of $20,000; and

WHEREAS, the City will receive a HUD HOME Program Grant allocation in the amount of $784,492.27; HUD HOME Program Income and Recaptured Funds in the amount of $135,763; HUD Lead Safe Housing Program Income in the amount of $1,125; HUD HOME County Prior Year Funds in the amount of $796,646, and HUD Emergency Solutions Grant funds (ESG) allocation of $158,872; and

WHEREAS, the City also has local funds available from the Downtown TIF District in the amount of $30,000 and funds from the Jill C. Duson Housing Trust Fund $1,989,361; and

WHEREAS, the City Council of the City of Portland, Maine, desires to utilize these funds to support housing and community development activities;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Portland, Maine, hereby adopts the FY 2026-2027 Annual Action Plan in substantially the form attached; and

BE IT FURTHER RESOLVED, that the annual sums of $1,806,420 of CDBG Entitlement Funds, for the program year 2026-2027; $20,000 in Cotton Street proceeds; the $784,492.27 HUD HOME Program Grant allocation; $135,763 in HUD HOME Program Income and Recaptured Funds; $1,125 in HUD Lead Safe Housing Program Income; $796,646 in HOME County Prior Year Funds; $158,872 of HUD Emergency Solutions Grant funds; $30,000 in Downtown TIF District funds; and $1,989,361 from the Jill C. Duson Housing Trust Fund (collectively, the "Annual Action Plan Funds") are hereby appropriated for the purposes approved in the attached Plan and budgets set forth in the Attached Exhibits; and

BE IT FURTHER RESOLVED, that the City of Portland, Maine, possesses legal authority to apply for the above referenced Community Development Block Grant Program Funds, HOME Program funds and Emergency Shelter Grant Program funds for the Program Year 2026-2027; and

BE IT FURTHER RESOLVED, that the City Manager or designee be authorized to:

1) Apply for, accept, and expend the Annual Action Plan Funds; and

2) Officially represent the City of Portland, Maine, in connection with the applications, including the execution of contracts on behalf of the City; and

3) Act as the certifying officer for HUD environmental documents related to these grants and to execute said documents and any other related documents necessary or convenient to carry out the intent of said grants; and

4) Make adjustments to all proposed activities' budgets as noted below:

(a). If estimated allocations decrease, activities under the CDBG, HOME and ESG Programs be proportionately decreased from the estimated funding levels to match the actual allocation amounts AND/OR, for CDBG, decrease the lowest scoring HUD funded development and public service activities in each category by the difference between the estimated and actual allocations;

(b). If estimated allocations increase, activities under the HOME and ESG Programs be proportionately increased to match the actual allocation amounts;
and

(c). If the estimated CDBG allocation increases, any partially funded projects will be proportionately increased until fully funded. Once all

recommended projects are fully funded, any remaining balance will be allocated to fully funding unfunded projects from greatest score to least, unless another funding source can be identified for the next eligible project; and

BE IT FURTHER RESOLVED, that the City of Portland, Maine certifies that it will comply with all of the attached assurances and provide such additional information as may be required by the U.S. Department of Housing and Urban Development; and

BE IT FURTHER RESOLVED, that the foregoing FY 2026-2027 Annual Action Plan funds are hereby appropriated pursuant to the Budget attached hereto.

AMENDMENT 1 TO RESOLVE 9-25/26
PREPARED BY CORPORATION COUNSEL
FOR COUNCILOR BULLETT
RE: COTTON STREET FUNDING ALLOCATION

***

BE IT FURTHER RESOLVED, that the annual sums of $1,806,420 of CDBG Entitlement Funds, for the program year 2026-2027; $20,000 in Cotton Street proceeds; the $784,492.27 HUD HOME Program Grant allocation; $135,763 in HUD HOME Program Income and Recaptured Funds; $1,125 in HUD Lead Safe Housing Program Income; $796,646 in HOME County Prior Year Funds; $158,872 of HUD Emergency Solutions Grant funds; $30,000 in Downtown TIF District funds; and $1,989,361 from the Jill C. Duson Housing Trust Fund (collectively, the "Annual Action Plan Funds") are hereby appropriated for the purposes approved in the attached Plan and budgets set forth in the Attached Exhibits as amended; and

CDBG Allocation 2026-27 updated 04.03.2026 Final Allocation

Total Final HUD Allocation:	$1,806,420.00
Estimated Program Income	**$0.00**
Total HUD funding	**$1,806,420.00**
HUD Administrative Cap (20%)	$361,284.00
City Admin TIF	*$30,000.00*
Administrative	**$391,284.00**
HUD Social Service Cap (33%)	$596,118.60
Cotton St Funds	*$20,000.00*
Social Service	**$616,118.60**
HUD Development Activities	$849,017.40
Downtown TIF	*$90,000.00*
Development Activities	**$939,017.40**
Total Estimated Funding	$1,946,420.00

Administration and Planning

Case Id	App Type	Priority	Organization	Project Name	Funding Requested	Avg Committee Score	Point Deductions	Final Score	Committee Recommendation	City Manager Recommendation	*	Final City Council Allocation	*	Adjusted for Final HUD Allocation
N/A	Admin	N/A	Housing and Economic Development Department	CDBG Admin and Planning	$361,527.20				$361,527.20	$361,284.00				

Development Activities Applications

Case Id	App Type	Priority	Organization	Project Name	Funding Requested	Avg Committee Score	Point Deductions	Final Score	Committee Recommendation	City Manager Recommendation	*	Final City Council Allocation	*	Adjusted for Final HUD Allocation
30676	Cons.	HA	Greater Portland Family Promise	Family Promise Transitional Housing	$221,000.00	89.67	0.00	**89.67**	$221,000.00	$221,000.00				
30668	Cons.	NI	City of Portland Parks, Recreation, and Facilities Department	Portland's Community Gardens Rebuild Equity Project	$250,000.00	87.33	0.00	**87.33**	$250,000.00	$250,000.00				
30661	ED	EO	City of Portland's Housing and Economic Development Department (HEDD) and Portland Development Corporation (PDC)	Microenterprise Grant and Training Program	$212,500.00	81.11	0.00	**81.11**	$212,500.00	$212,500.00				
30653	Cons.	NI	Port Resources **	Group Home Generator Project	$31,500.00	77.89	0.00	**77.89**	$31,500.00	$0.00	**		**	
30657	Cons.	NI	Portland Recovery Community Center	Portland Recovery Community Center Parking Lot Project	$150,000.00	74.89	0.00	**74.89**	$134,588.90	$150,000.00				
30662	Cons.	NI	Trustees of First Parish Church	Retaining Wall	$250,000.00	73.11	0.25	**72.86**	$0.00					
				Total Cost of Project Requests	$1,115,000.00			Total:	**$849,588.90**	**$833,500.00**				
			* No projects are eligible for the Downtown TIF City Infrastructure Set Aside	Total Estimated HUD Funds Available	$849,017.40									
				Total Available (HUD Funds + TIF)	*$939,017.40*									
				Estimated City Project Cap (85%)	*$721,664.79*									
			** Port Resources request withdrawn by applicant	*Estimated Public Infrastructure Set Aside (60% of City Cap)*	*$432,998.87*					*Indicates allocation of TIF Funding ($90,000)				

Social Service Applications

Case Id	App Type	Priority /Goal	Organization	Program Name	Funding Requested	Avg Committee Score	Point Deductions	Final Score	Committee Recommendation	City Manager Recommendation	*	Councilor Bullett Amendment	*	Final City Council Allocation	Adjusted for Final HUD Allocation
30679	SS	EO	Quality Housing Coalition	Project HOME	$150,000.00	95.890	0.000	**95.89**	$150,000.00	$150,000.00		$150,000.00			
30664	SS	ANGHP	Through These Doors	Community Based Domestic Violence Services	$53,483.00	93.890	0.000	**93.89**	$53,483.00	$53,483.00		$53,483.00			
30674	SS	EO	Hope Acts	Economic Opportunity for New Americans	$150,000.00	93.890	0.000	**93.89**	$150,000.00	$150,000.00		$150,000.00			
30651	SS	EO	Catholic Charities Maine	Immigration Legal Services	$65,974.00	92.000	0.000	**92.00**	$65,974.00	$65,974.00		$65,974.00			
30665	SS	ANGHP	Milestone Recovery	HOME Team	$100,000.00	90.670	0.000	**90.67**	$100,000.00	$100,000.00		$100,000.00			
30640	SS	ANGHP	Preble Street	Youth Street Outreach	$89,768.00	90.560	0.000	**90.56**	$77,062.88	$76,661.60		$76,661.60			
30641	SS	ANGHP	Preble Street	Nourish Initiative	$75,000.00	90.220	0.000	**90.22**	$0.00	$20,000.00	*	$0.00			
30670	SS	ANGHP	Milestone Recovery	Food Access and Engagement	$50,000.00	89.560	0.000	**89.56**	$0.00	$0.00		$0.00			
30671	SS	ANGHP	Wayside Food Programs	Direct Services Program	$44,400.00	88.110	0.000	**88.11**	$0.00	$0.00	*	$20,000.00	*		
30675	SS	ANGHP	Greater Portland Family Promise	Homelessness Prevention and Housing Stabilization	$127,625.00	87.780	0.000	**87.78**	$0.00	$0.00					
30645	SS	ANGHP	Maine Needs	Portland Maine Needs	$149,401.00	81.890	0.000	**81.89**	$0.00	$0.00					
				Total Cost of Project Requests	$1,055,651.00			Total:	**$596,519.88**	**$616,118.60**		**$616,118.60**		**$0.00**	**$0.00**
				Total Estimated HUD funds Available	$596,118.60										
			No Applicants are eligible for the New Applicant Set Aside	*Annual Cotton St Funding*	*$20,000.00*					*Indicates allocation of Cotton St Funding ($20,000)					
				Total Estimated Funds Available	$616,118.60										

AMENDMENT 2 TO RESOLVE 9-25/26
PREPARED BY CORPORATION COUNSEL
FOR COUNCILOR MICHNIEWICZ
RE: GREATER PORTLAND FAMILY PROMISE (GPFP) FUNDING ALLOCATION

***

BE IT FURTHER RESOLVED, that the annual sums of $1,806,420 of CDBG Entitlement Funds, for the program year 2026-2027; $20,000 in Cotton Street proceeds; the $784,492.27 HUD HOME Program Grant allocation; $135,763 in HUD HOME Program Income and Recaptured Funds; $1,125 in HUD Lead Safe Housing Program Income; $796,646 in HOME County Prior Year Funds; $158,872 of HUD Emergency Solutions Grant funds; $30,000 in Downtown TIF District funds; and $1,989,361 from the Jill C. Duson Housing Trust Fund (collectively, the "Annual Action Plan Funds") are hereby appropriated for the purposes approved in the attached Plan and budgets set forth in the Attached Exhibits as amended; and

CDBG Allocation 2026-27 updated 04.03.2026 Final Allocation

Total Final HUD Allocation:	$1,806,420.00
Estimated Program Income	**$0.00**
Total HUD funding	**$1,806,420.00**
HUD Administrative Cap (20%)	$361,284.00
City Admin TIF	*$30,000.00*
Administrative	**$391,284.00**
HUD Social Service Cap (33%)	$596,118.60
Cotton St Funds	*$20,000.00*
Social Service	**$616,118.60**
HUD Development Activities	$849,017.40
Downtown TIF	*$90,000.00*
Development Activities	**$939,017.40**
Total Estimated Funding	$1,946,420.00

Administration and Planning

Case Id	App Type	Priority	Organization	Project Name	Funding Requested	Avg Committee Score	Point Deductions	Final Score	Committee Recommendation	City Manager Recommendation	*	Final City Council Allocation	*	Adjusted for Final HUD Allocation
N/A	Admin	N/A	Housing and Economic Development Department	CDBG Admin and Planning	$361,527.20				$361,527.20	$361,284.00				

Development Activities Applications

Case Id	App Type	Priority	Organization	Project Name	Funding Requested	Avg Committee Score	Point Deductions	Final Score	Committee Recommendation	City Manager Recommendation	*	Final City Council Allocation	*	Adjusted for Final HUD Allocation
30676	Cons.	HA	Greater Portland Family Promise	Family Promise Transitional Housing	$221,000.00	89.67	0.00	**89.67**	$221,000.00	$221,000.00				
30668	Cons.	NI	City of Portland Parks, Recreation, and Facilities Department	Portland's Community Gardens Rebuild Equity Project	$250,000.00	87.33	0.00	**87.33**	$250,000.00	$250,000.00				
30661	ED	EO	City of Portland's Housing and Economic Development Department (HEDD) and Portland Development Corporation (PDC)	Microenterprise Grant and Training Program	$212,500.00	81.11	0.00	**81.11**	$212,500.00	$212,500.00				
30653	Cons.	NI	Port Resources **	Group Home Generator Project	$31,500.00	77.89	0.00	**77.89**	$31,500.00	$0.00	**		**	
30657	Cons.	NI	Portland Recovery Community Center	Portland Recovery Community Center Parking Lot Project	$150,000.00	74.89	0.00	**74.89**	$134,588.90	$150,000.00				
30662	Cons.	NI	Trustees of First Parish Church	Retaining Wall	$250,000.00	73.11	0.25	**72.86**	$0.00					
				Total Cost of Project Requests	$1,115,000.00			Total:	**$849,588.90**	**$833,500.00**				
			* No projects are eligible for the Downtown TIF City Infrastructure Set Aside	Total Estimated HUD Funds Available	$849,017.40									
				Total Available (HUD Funds + TIF)	*$939,017.40*									
				Estimated City Project Cap (85%)	*$721,664.79*									
			** Port Resources request withdrawn by applicant	*Estimated Public Infrastructure Set Aside (60% of City Cap)*	*$432,998.87*					*Indicates allocation of TIF Funding ($90,000)				

Social Service Applications

Case Id	App Type	Priority /Goal	Organization	Program Name	Funding Requested	Avg Committee Score	Point Deductions	Final Score	Committee Recommendation	City Manager Recommendation	*	Councilor Michniewicz Amendment	*	Final City Council Allocation	Adjusted for Final HUD Allocation
30679	SS	EO	Quality Housing Coalition	Project HOME	$150,000.00	95.890	0.000	**95.89**	$150,000.00	$150,000.00		$135,000.00			
30664	SS	ANGHP	Through These Doors	Community Based Domestic Violence Services	$53,483.00	93.890	0.000	**93.89**	$53,483.00	$53,483.00		$53,483.00			
30674	SS	EO	Hope Acts	Economic Opportunity for New Americans	$150,000.00	93.890	0.000	**93.89**	$150,000.00	$150,000.00		$135,000.00			
30651	SS	EO	Catholic Charities Maine	Immigration Legal Services	$65,974.00	92.000	0.000	**92.00**	$65,974.00	$65,974.00		$60,974.00			
30665	SS	ANGHP	Milestone Recovery	HOME Team	$100,000.00	90.670	0.000	**90.67**	$100,000.00	$100,000.00		$90,000.00			
30640	SS	ANGHP	Preble Street	Youth Street Outreach	$89,768.00	90.560	0.000	**90.56**	$77,062.88	$76,661.60		$71,661.60			
30641	SS	ANGHP	Preble Street	Nourish Initiative	$75,000.00	90.220	0.000	**90.22**	$0.00	$20,000.00	*	$20,000.00			
30670	SS	ANGHP	Milestone Recovery	Food Access and Engagement	$50,000.00	89.560	0.000	**89.56**	$0.00	$0.00		$0.00			
30671	SS	ANGHP	Wayside Food Programs	Direct Services Program	$44,400.00	88.110	0.000	**88.11**	$0.00	$0.00		$0.00			
30675	SS	ANGHP	Greater Portland Family Promise	Homelessness Prevention and Housing Stabilization	$127,625.00	87.780	0.000	**87.78**	$0.00	$0.00		$50,000.00			
30645	SS	ANGHP	Maine Needs	Portland Maine Needs	$149,401.00	81.890	0.000	**81.89**	$0.00	$0.00					
				Total Cost of Project Requests	$1,055,651.00			Total:	**$596,519.88**	**$616,118.60**		**$616,118.60**		**$0.00**	**$0.00**
				Total Estimated HUD funds Available	$596,118.60										
			No Applicants are eligible for the New Applicant Set Aside	*Annual Cotton St Funding*	*$20,000.00*					*Indicates allocation of Cotton St Funding ($20,000)					
				Total Estimated Funds Available	$616,118.60										

City of Portland | Housing and Economic Development Department
Mary Davis, Housing and Community Development Division Director

Memorandum

To: Mayor Dion and the Portland City Council
Cc: Danielle West, City Manager
From: Mary Davis, Division Director Housing and Community Development Division
Date: April 13, 2026
Re: **HUD's Annual Action Plan 2026-2027**

The Annual Action Plan includes budgets for the Community Development Block Grant, HOME Program, and the Emergency Solutions Grant, as well as local funding sources such as program income, TIF, and Jill C Duson Housing Trust Fund. The amounts below reflect final allocations published on April 3, 2026 by the U.S. Department of Housing and Urban Development.

CDBG	
Attachments: CDBG Recommendation Letter from City Manager, CDBG Recommendation Letter from CDBG Allocation Committee, Spreadsheet summarizing recommendations of Allocation Committee and City Manager, Budget and Cap Calculation Background Memo	
$1,806,420.00	Estimated HUD Allocation 26-27
$0.00	Program Income (HDF)
$0.00	Contingency Funds
$30,000.00	TIF Funds for Administration*
$0.00	TIF Funds for Construction*
$20,000.00	Cotton Street Proceeds for Social Services*
$1,856,420.00	**Total Estimated CDBG and local funds to allocate for 2026-2027**
*CDBG Funds by Category for HUD Budget *Does not include TIF or Cotton St proceeds.*	
$361,284.00	*Administration and Planning*
$596,118.60	*Social Services*
$849,017.40	*Development Activities*
$1,806,420.00	*Total CDBG Funds by category*
Housing Funding	
Attachments: Housing Budget Memo	
HOME	
$784,493	Estimated HUD Allocation 26-27
$135,763	HOME Program Income and Recaptured Funds 2025
$796,646	HOME County Prior Year Funds
$1,716,902	**Total Estimated HOME funds to allocate for 2026-2027**
Local Housing Funding	
$1,125	Lead-Safe Housing Program Income Funds
$1,989,361	Local Jill C Duson Housing Trust Funds
$1,990,486	**Total Estimated Local Housing Funding for 2026-2027**
ESG	
Attachments: ESG Budget	
$158,872	**Total Estimated ESG funds to allocate for 2026-2027**
Total Funding	
$5,722,680	

City of Portland | Housing and Economic Development Department
Mary Davis, Housing and Community Development Division Director

Memorandum

To:	Mayor Dion and City Council
From:	Mary Davis, Division Director Housing and Community Development Division
Date:	April 13, 2026
Subject:	**2026-2027 CDBG Budget and Cap Calculations**

In past years, the CDBG budget submitted as part of the HCD Annual Action Plan matched the local CDBG budget presented on the allocation summary sheet. Starting in 2018, the budget differs due to the replacement of program income with TIF funds and Cotton Street proceeds. Staff would like to take the opportunity to address how these changes impact the overall CDBG budget and cap calculations.

CDBG budget and cap calculations: Each year staff calculate the HUD mandated funding caps for the following CDBG funding categories: Planning and Admin, and Social Services. The budget for our local CDBG program is created once the HUD mandated funding caps have been determined. The CDBG budget combines the CDBG entitlement funds with program income, reprogramed funds, and available local funds. These local resources are not included in the cap calculations nor are they required to be included in the HUD CDBG budget.

In past years, the CDBG program received program income from a parcel of land known as the Cotton Street parking lot. Following the HUD cap calculations, 20% of the program income went to Planning and Admin, 33% went to Social Services, and the remainder went to Development Activities. In 2017, the City sold the Cotton Street parcel. In order to make up the loss of program income funds for each category, the City Council allocated $120,000 of TIF revenue to be used for Planning and Administration ($30,000) and for TIF-eligible public infrastructure projects ($90,000). In addition, the City Council allocated $20,000 from the Cotton Street proceeds to be used for social service activities.

The budget submitted to HUD in the HCD Annual Action Plan excludes local funding for the purposes of HUD mandated cap calculations, but they are included in the Annual Action Plan as other funding sources.

City of Portland | Housing and Economic Development Department
Housing and Community Development Division
Mary Davis, Division Director

February 12, 2026

Danielle West
City Manager
Portland City Hall
389 Congress Street
Portland, Maine 04101

Dear Danielle:

We are pleased to submit the Community Development Block Grant (CDBG) Allocation Committee's recommended budget for the 2026-2027 program year.

This letter includes a description of this year's process, how the applications were reviewed and scored, along with our recommendations for funding.

The U.S. Department of Housing and Development (HUD) has not released the 2026-2027 allocations. This information should be available in the coming months and we are unsure whether the funding will remain level with the previous year's funding.

The need for CDBG funds, in general, exceeds the available resources.

This year, the City received applications for 6 Development Activities projects (four less than last year) and 11 eligible Social Service projects (nine less than last year). The Committee's allocation recommendation, the funding requested, and the resulting difference are represented in the following table.

CDBG Year	**ESTIMATED HUD ALLOCATION**	**REQUEST**	**DEFICIT**
Planning and Administration	$361,527.20	$361,527.20	$0
Social Service Activities	$596,519.88	$1,055,651	$459,132
Development Activities	$849,588.92	$1,115,000	$265,412
TOTAL	$1,807,636	$2,532178	$724,544

Application Review Process

The mandatory applicant meeting was held on October 15, 2025. CDBG Applications were made available on October 20, 2025, and submissions were due Monday, November 17, 2025, by 4:00pm.

The Committee has met 7 times between December 10, 2025, and February 12, 2026, to discuss Development Activities and Social Service applications. The Committee members read each application individually prior to the meeting and discussed each as a group. When questions about the applications arose, staff documented the questions and forwarded them to the applicant to respond, and the applicant's responses were then shared with the Committee and reviewed. Allocation Committee members then scored each application individually, using the scoring matrix structured in accordance with the priorities established by the City Council.

After all the scores were received from Allocation Committee members, staff organized the applications by score from the highest to the lowest within each application category. The City Council has directed the Committee to recommend full funding based on the request of each applicant; therefore, each applicant was awarded full funding in descending order, by total score, until the anticipated funding was exhausted.

Funding Caps and Set Asides

The funding caps for individual projects are set at $150,000 for Social Service applicants and $250,000 for Development activities. Administration and Planning funding is limited to 20% of the entire CDBG budget. City applicants are eligible for up to 85% of available funds for Development Activities, with a minimum 15% reserved for outside organizations. In addition to the 85% cap, a public infrastructure set aside of up to 60% of the City’s maximum 85% request remains in effect.

This year’s allocations again features a structure where 20% of available funds for Social Services is set aside for projects submitted by applicants that have not previously received CDBG funding. These projects must receive a minimum average score of 75 but then are ranked among the subset of new applicants for the 20% funding set aside. This year no applicants met these criteria.

RECOMMENDATIONS

Administration and Planning Funding

The Committee reviews information regarding Administration and Planning but does not score the application competitively. Administration funding is essential for operating the CDBG program and reporting to HUD. The Housing and Economic Development Department is proposing a budget of $361,527 with the understanding that Administration and Planning funding is limited to 20% of the entire CDBG budget. This year, the 20% cap is estimated to be $361,527; increases to the estimated cap will also increase the budget proposal.

Development Activities Funding

The Committee received 6 eligible Development Activity applications requesting $1,115,000 which includes both construction activities and economic development initiatives. For 2026-2027, $849,588.92 is available for Development Activity funding. The following table lists in descending scoring point order the applicant organization, program, funding request, and committee recommendation. There is a deficit of $265,412 needed to fund all Development Activities.

If there are contingency funds available the committee recommends allocating funds to the next highest score in Development Activities.

Organization	Program	Request	Points	Committee Recommendation
Greater Portland Family Promise	Family Promise Transitional Housing	$221,000.00	89.67	$221,000.00
City of Portland Department of Parks, Recreation, and Facilities	Community Garden Project	$250,000.00	87.33	$250,000.00
City of Portland's Housing and Economic Development Department (HEDD) and Portland Development Corporation (PDC)	Microenterprise Grant and Training Program	$212,500.00	81.11	$212,500.00

Organization	Program	Request	Points	Committee Recommendation
Port Resources	Group Home Generator Project	$31,500.00	77.89	$31,500
Portland Recovery Community Center	Community Center Parking Lot Project	$150,000.00	74.89	$134,588.00
Trustees of First Parish	Retaining Wall Project	$250,000.00	72. 86	$0

Social Service Funding

The Committee received 11 eligible Social Service applications. A total of $1,055,651 in Social Service requests were received with an estimated $596,519.88 in available funding. The following table lists in descending scoring point order the applicant organization, program, funding request, and committee recommendation.

Organization	Program	Request	Points	Committee Recommendation
Quality Housing Coalition	Project HOME	$150,000.00	95.89	$ 150,000.00
Through These Doors	Community Based Domestic Violence Services	$53,483.00	93.89	$ 53,483.00
Hope Acts	Economic Opportunity for New Americans	$150,000.00	93.89	$ 150,000.00

Organization	Program	Request	Points	Committee Recommendation
Catholic Charities Maine	Immigration Legal Services	$65,974.00	92.00	$ 65,974.00
Milestone Recovery	HOME Team	$100,000.00	90.67	$ 100,000.00
Preble Street	Youth Street Outreach	$89,768.00	90.56	$ 77,062.00
Preble Street	Nourish Initiative	$75,000.00	90.22	
Milestone Recovery	Food Access and Engagement	$50,000.00	89.56	
Wayside Food Programs	Direct Services Program	$44,400.00	88.11	
Greater Portland Family Promise	Homelessness Prevention and Housing Stabilization	$127,625.00	87.78	
Maine Needs	Portland Maine Needs	$149,401.00	81.89	

*Indicates new applicants

Additional Considerations

There are 2 points related to the submitted projects that deserve additional consideration beyond the scoring rubric we have applied in the above allocations.

1. The Committee proposes allocating the additional $20,000 from the Cotton Street funds to a food program proposal. Despite the high scores, the current funding proposal does not support any food-related initiatives.

2. The Committee acknowledges the upcoming Consolidated Plan process will allow changes to the CDBG program policies and application process. The Committee recommends the Council and upcoming CDBG Priority Setting Task Force explore measures to strengthen the program in the following ways:

    - Review the possibility for scoring minimums, updating funding limits, altering set asides, exploring partial funding recommendations and award requests, etc

    - Analyze the weight given to certain scoring categories (such as Letters of Support and Sustainability) as well as how certain categories interact with each other (such as Financial Need balancing out Financial Stability)

    - Find ways for City leadership and staff to provide additional information at the beginning of the annual application review process for the overall goals and needs, especially as they relate to the common themes in the applications (homelessness, food, domestic violence, housing, etc)

    - Explore mechanisms for how to review whether each year's awarded programs address the range of the City's Consolidated Plan goals in order to ensure progress towards each goal over time

    - Collect data for the long term impact of programs which consistently receive CDBG funding

We respect that you may have different priorities from those reflected in the Committee's allocation recommendations, and that you have flexibility that is not afforded by the structure of the Committee's scoring system. We look forward to learning of your and the City Council's conclusions regarding CDBG allocations.

Summary

Portland is fortunate to have a diverse and talented community of organizations seeking the development of the City and the redress of the needs of its residents. All projects that applied to the program would benefit our City, but scarce funding prevents us from funding all of them. This

is a competitive process; each applicant competes against all other applicants in their respective Development and Social Services categories.

We thank you for your commitment to this program and hope you are satisfied with the results. We take the opportunity to serve on this committee with the utmost seriousness and diligence and feel the outcomes above reflect our best adherence to the rules and guidance provided.

We offer our recommendations for your consideration. We look forward to seeing you during your upcoming meetings and hearing your response.

Sincerely,

The CDBG Annual Allocation Committee for Program Year 2026-2027:

Teale Smith, Chair	Kim Vandermuelen, Vice Chair
Natalie King	Kristen Dunphey
Carly Lappas	Kristina Randall
Sean Fitzpatrick	Jay Knowlton
Claire Maurer	

Attachments: CDBG Allocation Committee Funding Recommendations 2026-2027 (spreadsheet)

Executive Department
Danielle P. West
City Manager
March 13, 2026

Mayor Dion and Members of the Portland City Council:

I am pleased to submit to you my recommendations for the Community Development Block Grant (CDBG) Program for the fiscal year beginning July 1, 2026 to June 30, 2027. I would like to note that the U.S. Department of Housing and Urban Development (HUD) has not released the final allocations for the 2026-2027 Community Development Block Grant (CDBG), HOME, and Emergency Solutions Grant Programs (ESG); and therefore, the final award amounts may be proportionally amended at that time.

To begin, I would like to thank the CDBG Allocation Committee for their dedication and extensive work over the last few months. They began their work mid-December 2025 and met a total of 7 times to discuss each application. I have reviewed their recommendations and acknowledge the difficult task they were presented with. After reviewing the CDBG applications, I met with Housing and Community Development (HCD) staff and carefully considered the Allocation Committee's recommendations before forming and finalizing my attached recommendations. *[City Manager's Recommendations A1.]* My recommendations ultimately align with the Allocation Committee's recommendations as shown in the following sections.

1) ***Social Services.*** As in past years, the City received a wide variety of competitive social service applications, requesting $1,055,651. With an estimated $596,519 in available funding, there is a gap of $459,131. Unfortunately, additional funds that have been allocated in recent years, such as COVID-19 Aid, are no longer available. The only additional source of funds this year is $20,000 from the Cotton Street fund, which I am recommending be put towards the Preble Street Nourish Initiative. My recommendation follows that of the Allocation Committee in all other regards.

2) ***Development Activities.*** Funds in this category are used to improve and invest in the physical infrastructure and the economic development of our city. This year, we received 6 eligible applications in this category requesting $1,115,000 in funding. A total of $849,588 is available in this category, a gap of $265,411. This represents the amount available from the HUD allocation. There are no projects that fit the eligibility criteria for the annual $90,000 in Downtown TIF funding. Currently, four projects are fully funded and one project is unfunded due to the lack of available funding. Port Resources elected to withdraw their application. My recommendations again match those from the Allocation Committee.

3) ***Administration and Planning.*** The Housing and Economic Development Department is required to submit a non-competitive application to the Allocation Committee. The Housing and Economic Development Department submitted an initial request of $361,527. These funds are used to administer the program. I recommend full funding of this application to administer the program.

The above funding recommendations comply with the regulatory requirements set forth by HUD, while also helping to address the critical needs and gaps in services in our community. I thank you for the opportunity to share my recommendations, and I hope you join me in commending all of the good work being done in our City.

Sincerely,

Danielle P. West
City Manager

CDBG Allocation 2026-27

Total Estimated HUD Allocation:	$1,807,636.00
Estimated Program Income	**$0.00**
Total HUD funding	**$1,807,636.00**
HUD Administrative Cap (20%)	$361,527.20
City Admin TIF	*$30,000.00*
Estimated Administrative	**$391,527.20**
HUD Social Service Cap (33%)	$596,519.88
Cotton St Funds	*$20,000.00*
Estimated Social Service	**$616,519.88**
HUD Development Activities	$849,588.92
Downtown TIF	*$90,000.00*
Estimated Development Activities	**$939,588.92**
Total Estimated Funding	$1,947,636.00

Administration and Planning

Case Id	App Type	Priority	Organization	Project Name	Funding Requested	Avg Committee Score	Point Deductions	Final Score	Committee Recommendation	City Manager Recommendation	*	Final City Council Allocation	Adjusted for Final HUD Allocation
N/A	Admin	N/A	Housing and Economic Development Department	CDBG Admin and Planning	$361,527.20				$361,527.20	$361,527.20			

Development Activities Applications

Case Id	App Type	Priority	Organization	Project Name	Funding Requested	Avg Committee Score	Point Deductions	Final Score	Committee Recommendation	City Manager Recommendation	*	Final City Council Allocation	Adjusted for Final HUD Allocation
30676	Cons.	HA	Greater Portland Family Promise	Family Promise Transitional Housing	$221,000.00	89.67	0.00	**89.67**	$221,000.00	$221,000.00			
30668	Cons.	NI	City of Portland Parks, Recreation, and Facilities Department	Portland's Community Gardens Rebuild Equity Project	$250,000.00	87.33	0.00	**87.33**	$250,000.00	$250,000.00			
30661	ED	EO	City of Portland's Housing and Economic Development Department (HEDD) and Portland Development Corporation (PDC)	Microenterprise Grant and Training Program	$212,500.00	81.11	0.00	**81.11**	$212,500.00	$212,500.00			
30653	Cons.	NI	Port Resources **	Group Home Generator Project	$31,500.00	77.89	0.00	**77.89**	$31,500.00	$0.00	**		
30657	Cons.	NI	Portland Recovery Community Center	Portland Recovery Community Center Parking Lot Project	$150,000.00	74.89	0.00	**74.89**	$134,588.92	$150,000.00			
30662	Cons.	NI	Trustees of First Parish Church	Retaining Wall	$250,000.00	73.11	0.25	**72.86**	$0.00				
				Total Cost of Project Requests	$1,115,000.00			Total:	**$849,588.92**	**$833,500.00**			
			* No projects are eligible for the Downtown TIF City Infrastructure Set Aside	Total Estimated HUD Funds Available	$849,588.92								
				Total Available (HUD Funds + TIF)	*$939,588.92*								
				Estimated City Project Cap (85%)	*$722,150.58*								
			** Port Resources request withdrawn by applicant	*Estimated Public Infrastructure Set Aside (60% of City Cap)*	*$433,290.35*					*Indicates allocation of TIF Funding ($90,000)			

Social Service Applications

Case Id	App Type	Priority /Goal	Organization	Program Name	Funding Requested		Avg Committee Score	Point Deductions	Final Score		Committee Recommendation	City Manager Recommendation	*	Final City Council Allocation	Adjusted for Final HUD Allocation
30679	SS	EO	Quality Housing Coalition	Project HOME	$150,000.00		95.890	0.000	**95.89**		$150,000.00	$150,000.00			
30664	SS	ANGHP	Through These Doors	Community Based Domestic Violence Services	$53,483.00		93.890	0.000	**93.89**		$53,483.00	$53,483.00			
30674	SS	EO	Hope Acts	Economic Opportunity for New Americans	$150,000.00		93.890	0.000	**93.89**		$150,000.00	$150,000.00			
30651	SS	EO	Catholic Charities Maine	Immigration Legal Services	$65,974.00		92.000	0.000	**92.00**		$65,974.00	$65,974.00			
30665	SS	ANGHP	Milestone Recovery	HOME Team	$100,000.00		90.670	0.000	**90.67**		$100,000.00	$100,000.00			
30640	SS	ANGHP	Preble Street	Youth Street Outreach	$89,768.00		90.560	0.000	**90.56**		$77,062.88	$77,062.88			
30641	SS	ANGHP	Preble Street	Nourish Initiative	$75,000.00		90.220	0.000	**90.22**		$0.00	$20,000.00	*		
30670	SS	ANGHP	Milestone Recovery	Food Access and Engagement	$50,000.00		89.560	0.000	**89.56**		$0.00				
30671	SS	ANGHP	Wayside Food Programs	Direct Services Program	$44,400.00		88.110	0.000	**88.11**		$0.00				
30675	SS	ANGHP	Greater Portland Family Promise	Homelessness Prevention and Housing Stabilization	$127,625.00		87.780	0.000	**87.78**		$0.00				
30645	SS	ANGHP	Maine Needs	Portland Maine Needs	$149,401.00		81.890	0.000	**81.89**		$0.00				
				Total Cost of Project Requests	$1,055,651.00				Total:		**$596,519.88**	**$616,519.88**		**$0.00**	**$0.00**
				Total Estimated HUD funds Available	$596,519.88										
			No Applicants are eligible for the New Applicant Set Aside	*Annual Cotton St Funding*	*$20,000.00*							*Indicates allocation of Cotton St Funding ($20,000)			
				Total Estimated Funds Available	$616,519.88										

CDBG Allocation 2026-27

Total Estimated HUD Allocation:	$1,806,420.00
Estimated Program Income	**$0.00**
Total HUD funding	**$1,806,420.00**
HUD Administrative Cap (20%)	$361,284.00
City Admin TIF	*$30,000.00*
Estimated Administrative	**$391,284.00**
HUD Social Service Cap (33%)	$596,118.60
Cotton St Funds	*$20,000.00*
Estimated Social Service	**$616,118.60**
HUD Development Activities	$849,017.40
Downtown TIF	*$90,000.00*
Estimated Development Activities	**$939,017.40**
Total Estimated Funding	$1,946,420.00

Administration and Planning

Case Id	App Type	Priority	Organization	Project Name	Funding Requested	Avg Committee Score	Point Deductions	Final Score	Committee Recommendation	City Manager Recommendation	*	Final City Council Allocation	Adjusted for Final HUD Allocation
N/A	Admin	N/A	Housing and Economic Development Department	CDBG Admin and Planning	$361,527.20				$361,527.20	$361,284.00			

Development Activities Applications

Case Id	App Type	Priority	Organization	Project Name	Funding Requested	Avg Committee Score	Point Deductions	Final Score	Committee Recommendation	City Manager Recommendation	*	Final City Council Allocation	Adjusted for Final HUD Allocation
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30653	Cons.	NI	Port Resources **	Group Home Generator Project	$31,500.00	77.89	0.00	**77.89**	$31,500.00	$0.00	**		
30657	Cons.	NI	Portland Recovery Community Center	Portland Recovery Community Center Parking Lot Project	$150,000.00	74.89	0.00	**74.89**	$134,588.90	$150,000.00			
30662	Cons.	NI	Trustees of First Parish Church	Retaining Wall	$250,000.00	73.11	0.25	**72.86**	$0.00				
				Total Cost of Project Requests	$1,115,000.00			Total:	**$849,588.90**	**$833,500.00**			
			* No projects are eligible for the Downtown TIF City Infrastructure Set Aside	Total Estimated HUD Funds Available	$849,017.40								
				Total Available (HUD Funds + TIF)	*$939,017.40*								
				Estimated City Project Cap (85%)	*$721,664.79*								
			** Port Resources request withdrawn by applicant	*Estimated Public Infrastructure Set Aside (60% of City Cap)*	*$432,998.87*					*Indicates allocation of TIF Funding ($90,000)			

Social Service Applications

Case Id	App Type	Priority /Goal	Organization	Program Name	Funding Requested	Avg Committee Score	Point Deductions	Final Score	Committee Recommendation	City Manager Recommendation	*	Final City Council Allocation	Adjusted for Final HUD Allocation
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30664	SS	ANGHP	Through These Doors	Community Based Domestic Violence Services	$53,483.00	93.890	0.000	**93.89**	$53,483.00	$53,483.00			
30674	SS	EO	Hope Acts	Economic Opportunity for New Americans	$150,000.00	93.890	0.000	**93.89**	$150,000.00	$150,000.00			
30651	SS	EO	Catholic Charities Maine	Immigration Legal Services	$65,974.00	92.000	0.000	**92.00**	$65,974.00	$65,974.00			
30665	SS	ANGHP	Milestone Recovery	HOME Team	$100,000.00	90.670	0.000	**90.67**	$100,000.00	$100,000.00			
30640	SS	ANGHP	Preble Street	Youth Street Outreach	$89,768.00	90.560	0.000	**90.56**	$77,062.88	$76,661.60			
30641	SS	ANGHP	Preble Street	Nourish Initiative	$75,000.00	90.220	0.000	**90.22**	$0.00	$20,000.00	*		
30670	SS	ANGHP	Milestone Recovery	Food Access and Engagement	$50,000.00	89.560	0.000	**89.56**	$0.00				
30671	SS	ANGHP	Wayside Food Programs	Direct Services Program	$44,400.00	88.110	0.000	**88.11**	$0.00				
30675	SS	ANGHP	Greater Portland Family Promise	Homelessness Prevention and Housing Stabilization	$127,625.00	87.780	0.000	**87.78**	$0.00				
30645	SS	ANGHP	Maine Needs	Portland Maine Needs	$149,401.00	81.890	0.000	**81.89**	$0.00				
				Total Cost of Project Requests	$1,055,651.00			Total:	**$596,519.88**	**$616,118.60**		**$0.00**	**$0.00**
				Total Estimated HUD funds Available	$596,118.60								
			No Applicants are eligible for the New Applicant Set Aside	*Annual Cotton St Funding*	*$20,000.00*					*Indicates allocation of Cotton St Funding ($20,000)			
				Total Estimated Funds Available	$616,118.60								

City of Portland | Housing and Economic Development Department
Housing and Community Development Division
Mary P. Davis, Division Director

To: Mayor Dion
Members of the City Council

MEETING DATE: April 13, 2026

AGENDA ITEM
Review and approval to the City Council of the 2026-2027 Housing Program Budget.

PURPOSE
The City Council has final approval.

COMMITTEE WORK PLAN/CITY COUNCIL GOAL ALIGNMENT
Council Goal 2: Housing Affordability
"Implement solutions to the housing crisis, including building more working-class housing…"

BACKGROUND/ANALYSIS
HOME Program: The Home Investments Partnerships Program (HOME) was established by Congress in 1992. Since 1992, the City of Portland and the Cumberland County HOME Consortium have received over $27.7 million dollars in HOME funding. In 2009, the City became the lead entity in the Cumberland County HOME Consortium (CCHC). The Consortium is a partnership of the communities in Cumberland County that administers HOME Program funds in Cumberland County. The creation of the consortium expanded the financial resources for affordable housing activities in the region. The City retains independent operation of its HOME program. Because the City serves as the "Lead Entity" and City staff administers the County portion of the funding, all administrative funds are retained by the City. The County's Municipal Oversight Committee controls the allocation of the County's portion of the HOME funds.

When the Consortium was formed in 2009, it included a "hold harmless" clause to ensure that the City, as an existing HOME grantee, would continue to receive funding equal to its allocation prior to the formation of the consortium. The "hold harmless" formula was based on a comparison ratio to the HOME funding for the Lewiston/Auburn (L/A) Consortium. The formula identified Portland's "hold harmless" amount at 118% of the HOME allocation for the L/A Consortium. The Cumberland County HOME Agreement did allow for adjustments to be made if the current level of funding to the L/A HOME Consortium varied from historic levels. Over the years the L/A allocation has decreased which has resulted in the Portland "hold harmless" amount to decrease. As a result, by agreement with the other members of the CCHC, the annual allocation is divided with 57% of the allocation, after the administrative set-aside, to the City and 43% of the allocation to the County.

As a point of reference, if the City were a stand-alone grantee, the estimated HOME allocation for Portland (using a HUD HOME Allocation estimated calculation) would be approximately $528,440. Of that amount 10% would be set aside for administrative costs ($52,844) leaving $475,596 for program funding. Under the current consortium agreement, the city receives the administrative set-aside ($80,065) along with approximately $410,736 in program funds. These amounts are based on the HUD allocation only and do not include any program income. Participation in the HOME consortium benefits Portland as well as the county as a whole.

HUD released the allocation amounts for FY 2026-2027 on April 3, 2026. The HUD HOME allocation is $784,492.27. $303,598.78 is reserved for County projects. The budget proposal was developed after a historical review of HOME funding allocations, previous year's budget allocations, program expenditures and program income (loan repayments) received. Currently, the City's HOME Program is divided into three funding categories:

1. Administration
2. Tenant Based Rental Assistance (TBRA)
3. Affordable Housing Development [including the required Community Housing Development Organization (CHDO) set-aside mandated by HUD]

HOME Program Budget	FY 2025-2026 Budgeted (entitlement + program income)	**FY 2026-2027 Budget proposal (entitlement)**
Administration	$87,959	$78,449.30
Tenant Based Rental Assistance	$136,392	$132,246.70
Affordable Housing Development includes CHDO requirement	$274,344	$270,198.19

LEAD SAFE HOUSING (Program Income): Lead Safe Housing Program Income is generated through repayment of loans given under prior Lead Safe Housing Grants. These funds can only be used for lead safe housing eligible activities. The City recently received a Lead Hazard Reduction Grant of $2,619,960 (over 48 months 2/1/2025-2/1/2029) in funding for lead paint remediation and $748,000 in funding to assist with code and life safety improvements.

Lead Safe Housing Program Income	FY 2025-2026 Budgeted	**FY 2026-2027 Budget Proposal**
	$22,744	$1,125

JILL C. DUSON HOUSING TRUST FUND: Revenue for the Jill C. Duson Housing Trust Fund is primarily generated from fees triggered by the City's Housing Preservation and Replacement Ordinance, fee-in-lieu contributions from the Inclusionary Zoning Ordinance and Hotel Inclusionary Zoning fee. Including the current balance of the Housing Trust Fund in the Housing Program Budget gives budget authority for the use of the funds. The amount budgeted is the maximum that might be expended in FY27. Staff continues to recommend maintaining a

minimum balance in the Housing Trust. The current balance in the Housing Trust Fund is $2,489,361, while the effective budget would be $1,989,361 ($2,489,361 less $500,000.)

Jill C. Duson Housing Trust Fund (HTF) Budget	FY 2025-2026 Budgeted	**FY 2026-2027 Budget Proposal**
	$863,559	$2,489,361

FISCAL IMPACT

The annual housing program budget does not include general fund revenue. The sources included in the annual housing program budget include estimated Federal HOME Investment Partnership Program funding, current funding available in the Jill C. Duson Housing Trust Fund and Lead Safe Housing program income.

CONCLUSIONS

The proposed Housing Program budget will be adjusted once HUD announces the final fiscal year allocations for the HOME Program, which may occur sometime in April.

The budget was reviewed by the Housing and Economic Development Committee on March 31, 2026. The City Council will consider the item during two Public Hearings on April 13, 2026 and April 27, 2026. While the final budget and Annual Action Plan are typically due to HUD 45 days before the start of the fiscal year (May 17 for the FY beginning July 1, 2026), HUD has extended the deadline to June 1, 2026 due to the delay in receiving final allocations.

Staff is requesting approval of the FY 26/27 Housing Program Budget as outlined above and summarized in the attached spreadsheet. If the HUD allocation amount is different from the estimate used in this budget, program budgets will be adjusted accordingly.

PREPARED BY

Mary Davis
Division Director, Housing and Community Development Division

2026-2027 HOUSING PROGRAM BUDGET

DRAFT 02.20.2026

Total HUD HOME Entitlement Allocation	784,492.97
Portland Program Portion	402,444.89
Portland Admin Portion	78,449.30
County Program Portion	303,598.78

Recommended by HEDC (4-0) 02.03.2026
Approved by Council xx.xx.2026
HUD Allocation Date: 04.03.2026

REVENUES- Housing Programs	***HOME***	***LEAD Safe Housing Program Income***	***Housing Trust Fund***	***TOTAL BUDGET***
2026-27 HOME Consortium Admin (10% of allocation)	78,449.30			*78,449*
2026-27 HOME Consortium Programming	402,444.89			*402,445*
2025 Calendar Year HOME Program Income*	59,623.00			*59,623*
2025 Calendar Year HOME Program Income Recaptured Funds*	76,140.00			*76,140*
2025 Calendar Year HOME Program Income and Recapture Deduction for County*	-135,763.00			*-135,763*
2025-26 Housing Trust Fund			2,489,361	*2,489,361*
2025 Lead Safe Housing Program Income		1,125		*1,125*
REVENUE TOTALS (Portland)	480,894.19	1,125	2,489,361	***2,971,381***

*For FY27 budget PI & Recapture based on actuals from Jan -Dec 2025

2026-27 HOUSING Budget by Activity (Portland)	***HOME***	*Housing*	*Housing Trust Fund*	***TOTAL BUDGET***
Administration 243027QQ01 (does not includes 10% of PI)	78,449.30			*78,449*
Tenant-Based Rental Assistance 443026QT01	132,246.70			*132,247*
Affordable Housing Development 243027QA00	203,124.04		2,489,361	*2,692,485*
CHDO 243027QA00	67,074.15			*67,074*
Lead Safe Housing 243019PLL1 (PLL036)	0.00	1,125		*1,125*
EXPENDITURE TOTALS (Portland)	480,894.19	1,125	2,489,361	***2,971,381***

2026-27 HOME Consortium COUNTY - approved by MOC on 03.04.2026

County HOME Program budget provided for reference only; adjusted for final HUD Allocation 04.03.2026

Allocation of County funds is done by the County's Municipal Oversight Committee

REVENUES- Housing Programs	***HOME County***
2026-27 HOME Consortium Non-Portland Programming	303,598.78
2025 HOME County Program Income and Recapture	135,763.00
Unexpended Prior Year Balance*	796,646.00
	1,236,007.78

2026-27 HOUSING Budget by Activity	***HOME County***
Affordable Housing Development 243027QC00	1,185,407.98
CHDO 243027QC00	50,599.80
	1,236,007.78

Draft 2026-2027 Budget for ESG

Emergency Solutions Grant 2022-2026

rev. 04.03.2026

ALLOWABLE PROGRAM COMPONENT*		ESG Budgeted Funding Amount by Fiscal Year				
	Program	FY 22-23 (Y1)	FY 23-24 (Y2)	FY 24-25 (Y3)	FY25-26 (Y4)	FY26-27 (Y5)
	Operations: Homeless Health	$0	$0	$0	$0	**$0**
2. Emergency Shelter	Emergency Shelter: Family Shelter	$82,216	$81,427	$81,184	$80,332	**$79,764**
3. Homeless Prevention	Homeless Prevention: Family Shelter	$0	$0	$0	$0	**$0**
3. Homeless Prevention	Homeless Prevention: Homeless Service Center	$16,102	$15,948	$15,948	$15,948	**$15,380**
4. Rapid Re-Housing	Rapid Rehousing: Homeless Service Center	$54,803	$54,277	$54,277	$54,277	**$53,709**
5.Admin/HMIS	Administration and HMIS	$10,692	$10,589	$10,589	$10,589	**$10,019**
	Total (Actual)	$163,813	$162,241	$161,998	*$161,146*	*$158,872*
	Admin/HMIS cap	$12,286	$12,168	$12,150	$12,086	$11,915

Explanation (City FY27/FFY26)

Operations: Homeless Health	This program is no longer administered by the City of Portland
Emergency shelter: Family Shelter	Funds pay for staff who provides housing assistance by seeking affordable units, applying for eligible subsidies and accessing transitional housing opportunities and follow-up case management services by assisting with life skills training, budgets, tenant/ landlord negotiations, and connecting to area resources. There is a need in Portland to expand the essential services with the high number of families arriving. The budget is adjusted to cover 1 .25 FTE, this will allow the case manager to work with 5-10 families (17-34 individuals).
Homeless Prevention: Homeless Service Center	Homeless Service Center: Funds pay for staff who assist in preventing individuals from becoming homeless and providing necessary case management and referrals.
Rapid Rehousing: Homeless Service Center	Funds pay for staff who assist persons who have become homeless by quickly moving them into permanent housing and providing the necessary case management and referrals to address individual needs.
Administration and HMIS	Funding goes to pay administration and HMIS expenses
Budget Notes	2.10.2026 HUD has not yet released ESG allocations for federal fiscal year 2026 (City fiscal year 2027). Once the final allocation is announced, any necessary adjustments will be proportionately to increase or decrease the budget to match the final allocation amount.

*1. Street Outreach not utilized

NOTE:
City Council will take public comment on this budget

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The U.S. Department of Housing and Urban Development (HUD) requires jurisdictions to combine the planning and applications for the Community Development Block Grant (CDBG), the HOME Investment Partnership Program, and the Emergency Solutions Grant (ESG) into a single submission known as the Consolidated Plan. The Consolidated Plan provides a basis and strategy for the use of federal funds granted to the City of Portland's CDBG and ESG programs as well as the Cumberland County HOME Consortium's programs. The City of Portland's Department of Housing and Economic Development, Housing and Community Development (HCD) Division, is the lead entity for managing and distributing the HOME Consortium funding. The Consolidated Plan covers the period beginning July 1, 2022 through June 30, 2027, which includes five program years.

In addition to the Consolidated Plan, HUD requires jurisdictions to submit an Annual Action Plan which describes how the funds for a program year will be distributed to address the needs, goals, and priorities identified in the Consolidated Plan. The programs and activities described in the Annual Action Plans are primarily intended to benefit low- and moderate-income residents of the City of Portland and, through the HOME Consortium, Cumberland County. This Annual Action Plan describes the use of fund allocations for 2026-2027, Year 5 of the five-year plan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The objectives and outcomes identified in this Consolidated Plan are based on a combination of HUD-provided data, independent research, community outreach, consultation with various agencies and service providers, and the established goals and priorities of the City of Portland and the Cumberland County HOME Consortium. Based on the information collected, the following goals will be used to allocate funding for 2022-2026, including Year 5 of the Plan, 2026-2027. All programs and activities funded through the CDBG, HOME, and ESG programs will help to fulfill one of these four goals:

1. Neighborhood Investment & Infrastructure- Create strong, safe, accessible, and vibrant neighborhoods.

2. Housing Availability- Increase housing availability and affordability.

3. Economic Opportunity – Create economic opportunities to transition people out of poverty.

4. Address the Needs of the Growing Homeless Population- Prevent and reduce homelessness.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Limited financial resources are the City's biggest constraint to meeting the needs and goals of our community. Year after year, the request for funding far exceeds the amount of funds available through the City's CDBG, HOME, and ESG programs. However, the use of the HUD funds allows for increased leveraged funds through many of the programs' subrecipients. In order to maximize the effectiveness of the HUD funds distributed within our community, each subrecipient's application goes through an extensive evaluation process. During this process, the CDBG Allocation Committee reviews previous awards to evaluate the past CDBG grant performance of each applicant, including expenditures and outcomes.

The needs, goals, and priorities identified in this Annual Action Plan represent a continuing evaluation and evolution of the City's CDBG, HOME, and ESG programs. As community needs emerge, HCD staff works with City officials to ensure program goals align with the direction, goals, and needs of the City. Through the continued evaluation process, HCD staff is able to make sure that evolving needs are addressed in every funding cycle.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City holds multiple public meetings each year, including a service providers meeting, to make sure the needs of the community are heard. Per HUD requirement, two public hearings are held each year to allow the public to give input directly to the City Council on how HUD program funding should be allocated. In addition to the public hearings and meetings, HCD staff welcomes meetings with concerned citizens, neighborhood organizations, and other community groups. HCD staff also serve on several committees and are active members of organizations related to improving the quality of life for low- and moderate-income Portland residents.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

See appendix for summary of all written and verbal public comments received.

6. Summary of comments or views not accepted and the reasons for not accepting them

All public comments were accepted

7. Summary

The CDBG, HOME, and ESG programs are vital to the health and success of the community.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	PORTLAND	
CDBG Administrator	PORTLAND	Housing and Economic Dev Dept, HCD Division
HOPWA Administrator	PORTLAND	Frannie Peabody Center, ME
HOME Administrator	PORTLAND	Housing and Economic Dev Dept, HCD Division
ESG Administrator	PORTLAND	Health and Human Services Department, SS Division
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative

Consolidated Plan Public Contact Information

Mary Davis, Housing and Community Development Division Director

389 Congress St Portland ME 04101

mpd@portlandmaine.gov

(207) 874-8711

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Portland Housing and Community Development Division works with multiple City divisions and departments, regional coalitions, state programs, and county partners to achieve its goals. The HUD Citizen Participation Plan (CPP) ensures that the City undertakes an effective public process that encourages input and participation from residents, non-profit organizations, and other stakeholders; guarantees access to meetings, information, and public hearings on CDBG-, HOME-, and ESG-funded activities, goals, and priorities; and provides procedures for reducing barriers to those who may need accommodations to participate. Technical assistance is provided upon request to organizations that would like to develop proposals for funding under the City's Housing and Community Development programs.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The City of Portland utilizes 33% of CDBG funds for social service supports, including housing programs, homeless services, crisis management services, childcare, family support services, substance use disorder services, youth and adolescent support services, senior services, and neighborhood-based programs and projects. City staff meets with agencies throughout the year to provide technical assistance and ensure they are serving the needs of target populations while meeting HUD guidelines and regulations.

There are four public housing authorities within Cumberland County: Portland Housing Authority, Brunswick Housing Authority, South Portland Housing Authority, and Westbrook Housing Authority. The City of Portland collaborates extensively with these housing authorities in several areas including development of affordable housing, recreational activities for at-risk youth, self-sufficiency programs, and vouchers for families, unhoused individuals, and disabled persons. City of Portland staff participates in the Maine Affordable Housing Coalition which is a collaborative group of developers, Community Action agencies, public housing authorities, investors, housing and service providers, advocates, and others working to increase the supply of quality, affordable housing throughout Maine.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Maine Continuum of Care is a group of service providers who work together in a collaborative planning process to develop programs that address homelessness. Continuums can apply to the U.S. Department of Housing and Urban Development (HUD) for McKinney-Vento funding to support these

programs. Local agencies wishing to access these funds must do so through their Continuum's annual CoC NOFA application process. Cumberland County Community Development Division staff members regularly attend Maine Continuum of Care meetings and provide input on plans for regional service provision. City of Portland Staff from the Health and Human Services Department and Housing and Community Development Division coordinate with members of the Emergency Shelter Assessment and Response Team (ESART) and the United Way of Greater Portland to support the Continuum of Care and monitor shelter bed usage for single adults, adolescents, and families. ESART members include shelter providers for singles, adolescents, individuals with mental illness, women, families with children, victims of domestic violence, supportive housing providers, mental health services providers, and general services. ESART also produces monthly and quarterly statistics on shelter usage and provides a forum to discuss new programs, resource availability, and emerging trends.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Maine HMIS is a collaborative effort between MaineHousing, the dedicated lead agency, and the Maine Continuum of Care, of which the City of Portland and Cumberland County are members. The Maine Continuum of Care (MCOC) covers the entire State of Maine and supports projects throughout the region. The MCOC's mission is to plan and coordinate an inclusive system that helps Maine people avoid or exit quickly from homelessness, and to address the underlying causes of homelessness. Organizations that receive CoC or ESG (Emergency Solutions Grant) funding are expected to be members in good standing of their local Continuum of Care in order to continue to be eligible for funding.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	CITY OF PORTLAND
	Agency/Group/Organization Type	Housing Services - Housing Services-Elderly Persons Services-homeless Services-Health Service-Fair Housing Health Agency Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Other government - Local Planning organization Civic Leaders Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy Sustainability and Climate Change

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Portland includes several departments integral to the formation and execution of this plan. The Planning and Urban Development Department is responsible for zoning and other ordinances which affect development of housing. The Health and Human Services Department is responsible for homeless needs for families with children, single adults, and chronically homeless individuals. The Public Works and Recreation Departments engage in infrastructure projects which improve the health and well-being of Portland residents. The Executive Department, including the City Manager, provides policy guidance and an interdepartmental vision and budget for the City. The Housing and Economic Development Department is responsible for housing and community development needs, lead-based paint remediation, and strategies to reduce both poverty and barriers to affordable housing. The Office of Sustainability works to manage and mitigate the results of climate change on the City's water resources, vulnerable low-income residents, and environmental assets. The City of Portland is age-friendly and has an AARP steering committee with members from various organizations that provide services to elderly individuals and families including Alpha One, Opportunity Alliance, ITN, and more.
2	**Agency/Group/Organization**	CUMBERLAND COUNTY
	Agency/Group/Organization Type	Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Portland and Cumberland County are partners in the HOME consortium. The two entities work collaboratively to distribute resources and address affordable housing needs for residents of Portland and Cumberland County.

3	**Agency/Group/Organization**	Portland Housing Development Corporation
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Portland Housing Authority was consulted to provide information regarding housing and public housing needs.
4	**Agency/Group/Organization**	South Portland Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	South Portland Housing Authority was consulted to provide information regarding housing and public housing needs.
5	**Agency/Group/Organization**	Brunswick Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Brunswick Housing Authority was consulted to provide information regarding housing and public housing needs.

6	**Agency/Group/Organization**	Westbrook Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Westbrook Housing Authority was consulted to provide information regarding housing and public housing needs.
7	**Agency/Group/Organization**	Quality Housing Coalition
	Agency/Group/Organization Type	Services - Housing Services-homeless Services-Education Services-Employment Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Quality Housing Coalition provides supportive housing for households at or below the poverty level.
8	**Agency/Group/Organization**	Greater Portland Family Promise
	Agency/Group/Organization Type	Services - Housing Services-homeless

	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Greater Portland Family Promise works to prevent homelessness through a community-based response.
9	**Agency/Group/Organization**	Milestone Foundation
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Milestone provides health and basic needs outreach to the most vulnerable populations including people with substance use disorder, people experiencing mental illness, and people with developmental, physical, and intellectual disabilities. Milestone coordinates with HCD staff, the Portland Police Department, and other social service and health providers in the city.
10	**Agency/Group/Organization**	Preble Street
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Preble Street is an integral partner in addressing shelter and basic needs of the City's most vulnerable populations. They are consulted on a regular basis due to their teen shelter, women's shelter, and food program.
11	**Agency/Group/Organization**	Through These Doors
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Through These Doors is domestic violence resource center providing a full array of services to people experiencing domestic abuse and related issues.
12	**Agency/Group/Organization**	Hope Acts
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Hope Acts offers asylum seekers access to housing and basic needs, assistance in navigating complex immigration processes, and resources for learning English to help them successfully transition to a new life in Maine.

13	**Agency/Group/Organization**	Catholic Charities Maine
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Catholic Charities offers support, comfort, food, and and other services to help change lives for the better.

Identify any Agency Types not consulted and provide rationale for not consulting

All agencies pertaining to public services and infrastructure available in the City of Portland and housing services available in Cumberland County and the City of Portland were consulted. See appendix for a complete list.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Maine Continuum of Care	The Maine Continuum of Care, which merged with the Portland COC in 2017, has a goal of ending homelessness.
Portland's Plan 2030	City of Portland	This is the comprehensive plan of the City of Portland which outlines goals and policies of the City for housing, sustainability, and the economy.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Analysis of Impediments to Fair Housing	City of Portland Housing and Community Development Division and Cumberland County Comm Dev	City of Portland Housing and Community Development Division and Cumberland County Community Development Division. This plan identifies barriers to Fair Housing within the jurisdiction through robust public outreach and will guide the strategy for mitigating those barriers. This plan was accepted by the City Council on June 5, 2023 as order 238-22/23.

Table 3 – Other local / regional / federal planning efforts

Narrative

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City of Portland CDBG Priority Task Force is a group of residents appointed by the City Council through an application process to review goals, needs, and priorities of the CDBG program for the five-year Consolidated Plan. Although the City had planned numerous in-person outreach events to gather data, these events were unable to proceed due to the Covid-19 pandemic through 2020. The Task Force met 12 times between March and September 2020 in public meetings held mostly virtually due to Covid-19. The task force used data from 477 respondents of targeted surveys for the general public, business owners, social service providers, and past applicants and subrecipients of CDBG funding to update priorities and goals which are used for each subsequent Annual Action Plan within the five-year plan.

Each fall, the City of Portland hosts a meeting in each of Portland's five council districts. HCD staff attends these meetings and presents about how funding has been used in each district. Staff also takes questions and provides information on how interested parties can stay informed about HCD activities, including CDBG-funded community development activities.

HCD staff makes every effort to encourage public comment and participation. For CDBG, a mandatory meeting about the application process and requirements was held via Zoom for all potential CDBG applicants. The CDBG Allocation Committee met seven times. Each meeting was advertised on the City calendar and website. The committee reviewed and discussed CDBG applications at these meetings. HOME funds were reviewed and discussed by the Housing and Economic Development Committee. Priorities and funding allocations were reviewed and approved at these meetings, which are open to the public and noticed on the City's website. Public comment, if any, was taken at the HEDC meeting. The Emergency Solutions Grant was presented and discussed at Emergency Shelter Assessment and Response Team (ESART) meetings. The funding allocations and action plan were advertised in the paper. The Action Plan budgets for CDBG, HOME and ESG were presented to the City Council at the April 13 and April 27 Council Meetings.

Public hearings for the Annual Action Plan were held on April 13, 2026 and April 27, 2026. These hearings were noticed in the Portland Press Herald on March 20, 2026. This information was also posted to the City's website. A notice of public comment was published in the Portland Press Herald on 3/20/25, outlining the 30-day public comment period from March 26, 2026 to April 27, 2026. The draft Annual Action Plan was published on the City of Portland's website for review prior to 3/20/2026. The notice included information on access for individuals who require accommodation, including interpretation or translation as necessary. Portland City Council meetings are held in person and are live-streamed. The public can comment in-person at the meeting or provide written comment in advance of the meeting.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)

1	Public Meeting	Minorities Non-English Speaking - Specify other language: French, Arabic, Spanish, Somali, Portuguese Persons with disabilities Non-targeted/ broad community Residents of Public and Assisted Housing	Each year, the City of Portland holds five district meetings across the City to engage City residents. The Housing and Community Development Department presents information about department programs, including CDBG and HOME, at each meeting. Individuals can sign up for a mailing list to be updated when relevant events are happening.	HCD Staff was available at the meetings to answer any questions or comments and provided contact information so residents could reach out to City staff with any questions.	All comments and questions were accepted.	https://www.portlandmaine.gov/730/Annual-District-Meetings
2	Public Meeting	Minorities Non-English	All CDBG Allocation Committee Meetings	No comments were received.	No comments were received.	https://www.portlandmaine.gov/693/CDBG-Annual-Allocation-Committee

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
		Speaking - Specify other language: French, Arabic, Spanish, Somali, Portuguese Persons with disabilities Non-targeted/ broad community Residents of Public and Assisted Housing	are public and posted on the City website and City calendar. Meetings are held virtually.			

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Newspaper Ad	Minorities Non-English Speaking - Specify other language: French, Arabic, Spanish, Somali, Portuguese Persons with disabilities Non-targeted/ broad community Residents of Public and Assisted Housing	The ad informed the public about two public hearings held on April 13, 2026 and April 2027, 2026 along with the 30-day public comment period held from March 26, 2026 to April 27, 2026. A copy of this newspaper ad can be found in the appendix to this document.	Comments were taken at both hearings and during the comment period. A summary of all comments from the public hearings and comment period can be found in the appendix to this document.	All comments were accepted	TBD

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

For the Year 5 Annual Action Plan, resources include federal CDBG, HOME, and ESG.

When the federal allocation is not released before the plan is approved by Council, the following actions are taken:

(a). If estimated allocations decrease, activities under the CDBG, HOME and ESG Programs will be proportionately decreased from the estimated funding levels to match the actual allocation amounts.

(b). If estimated allocations increase, activities under the HOME and ESG Programs will be proportionately increased to match the actual allocation amounts.

(c). If the estimated CDBG allocation increases, any partially funded projects will be proportionately increased until fully funded. Once all recommended projects are fully funded, any remaining balance will be allocated to fully funding unfunded projects from greatest score to least, unless another funding source can be identified for the next eligible project.

Lead Safe Housing funding is program income from past grants. Payments are typically made when owners who received past grants sell or refinance their homes. The local Jill C. Duson Housing Trust Fund is funded in part by the City's Inclusionary Zoning ordinance. In 2017, the City sold a parking garage at Cotton St that was originally purchased with UDAG funds; the proceeds were a one-time payment from which $20,000 will be used for a CDBG eligible public service activity each year. Tax-Increment Finance revenue up to $120,000 per year may be used for CDBG-eligible administration and public infrastructure activities. HOME-ARP funding is one-time funding made available through the American Rescue

Plan Act of 2021.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,807,636.00	0.00	0.00	1,807,636.00	0.00	Up to 33% of funds will be used for public services, 20% for planning and administration, and the remainder for economic development, housing, and public improvement activities. Prior Year Resources are CDBG Contingency. The Expected Amount Available Remainder of Con Plan is the total of the annual allocation and program income (not prior year resources), multiplied by the number of years remaining in the Plan. The Expected Amount Available is the total of annual allocation, program income, and prior year resources.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	800,654.00	135,763.00	796,646.00	1,733,063.00	0.00	Program income is generated by repayment of HOME program loans. The Expected Amount Available Remainder of Con Plan is the total of the annual allocation and program income (not prior year resources), multiplied by the number of years remaining in the Plan.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	161,146.00	0.00	0.00	161,146.00	0.00	The Emergency Solutions Grant goes to fund both serving those in need of emergency shelter and assistance, and also to prevent homelessness and rapidly rehouse those who are homeless. The Expected Amount Available Remainder of Con Plan is the annual allocation multiplied by the number of years remaining in the Plan.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
Housing Trust Fund	public - local	Acquisition Multifamily rental new construction Multifamily rental rehab New construction for ownership	1,989,361.00	0.00	0.00	1,989,361.00	0.00	The Jill C Duson Local Housing Trust Fund is allocated under an annual plan that is approved by the City Council. Amount available for remainder of plan is based on the average of the previous 3 years multiplied by the number of years remaining in the Plan.
Other	public - federal	Multifamily rental rehab	1,125.00	0.00	0.00	1,125.00	0.00	Program Income from prior HUD Healthy Home/Lead Safe Housing Grants. Wherever possible, the City will utilize rehab program funds in combination with lead program income funds to complete additional lead-safe units.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
Other	public - local	Acquisition Admin and Planning Conversion and rehab for transitional housing Economic Development Public Improvements Transitional housing	30,000.00	0.00	0.00	30,000.00	0.00	Funding from TIF to support CDBG-eligible activities
Other	public - local	Public Services	20,000.00	0.00	0.00	20,000.00	0.00	Funding from sale of Cotton St property to support CDBG eligible activities.

Table 2 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

CDBG funds are leveraged considerably for their investment. Year 5 of the Consolidated Plan is expected to leverage at least $4,553,026. The CDBG application process discourages applicants from using CDBG funds as the sole source of project funding and encourages use of other resources as leveraged funding. The City will continue to make this a focus of the program.

The HOME Program leverages considerable funds, primarily through the Affordable Housing Development Program. This program encourages use of funding from several sources including state and federal Low-Income Housing Tax Credits, state and federal Historic Tax Credits, state funds from the Maine State Housing Authority, and local Housing Trust funds. The City of Portland meets its match requirement through the expenditure of local General Assistance funds providing tenant based rental assistance to low- and very low-income households and will continue this assistance.

The ESG Program is expected to provide matching funds equal to the amount of ESG funds allocated through the City's General Assistance fund.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

In 2012, the City Council adopted a Housing Investment Policy which directed the Housing & Economic Development Committee (HEDC) to complete an annual review of program priorities that includes the type and location of housing and an analysis of tax acquired or City-owned property that may be included as a development resource. From 2019 to 2021, several city-owned and tax-acquired properties were identified as potential development sites. The Housing and Economic Development Committee will continue to analyze whether there are any additional city-owned sites that may be suitable for housing development.

Discussion

The City Council has been committed to utilizing all available resources to assist with meeting the City's housing needs. In addition to the federal resources mentioned in Table 2 and making city-owned land available for housing development, the City has utilized the State's Affordable Housing Tax Increment Financing Program to support 28 affordable housing developments since 2008.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Neighborhood Investment and Infrastructure	2022	2026	Non-Housing Community Development	Eligible Census Tracts CDBG Target Neighborhoods	Neighborhood Investment and Infrastructure	CDBG: $400,000.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 7380 Persons Assisted
2	Housing Availability	2022	2026	Affordable Housing Public Housing	PORTLAND, MAINE Eligible Census Tracts Cumberland County	Housing Availability	CDBG: $221,000.00 HOME: $1,652,998.00 Housing Trust Fund: $1,989,361.00 Lead-Safe PI: $1,125.00	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 64 Households Assisted Rental units constructed: 6 Household Housing Unit Rental units rehabilitated: 2 Household Housing Unit Tenant-based rental assistance / Rapid Rehousing: 75 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Economic Opportunity	2022	2026	Non-Housing Community Development Economic Development	PORTLAND, MAINE Eligible Census Tracts Cumberland County	Economic Opportunity	CDBG: $578,474.00	Public service activities other than Low/Moderate Income Housing Benefit: 2920 Persons Assisted Homelessness Prevention: 96 Persons Assisted Jobs created/retained: 40 Jobs
4	Addressing Needs of Growing Homeless Population	2022	2026	Homeless	PORTLAND, MAINE	Address Needs of the Growing Homeless Population	CDBG: $230,545.88 ESG: $150,557.00 Cotton St: $20,000.00	Public service activities other than Low/Moderate Income Housing Benefit: 1150 Persons Assisted Tenant-based rental assistance / Rapid Rehousing: 75 Households Assisted Homeless Person Overnight Shelter: 300 Persons Assisted Homelessness Prevention: 50 Persons Assisted

Table 3 – Goals Summary

Goal Descriptions

1	**Goal Name**	Neighborhood Investment and Infrastructure
	Goal Description	Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility and livability through age-friendly designs and ADA compliance. Build sidewalks and trails to improve connectivity, increase the use of bicycles as a mode of transportation, and redevelop streetscapes to create shared streets for cars, bikes, and pedestrians that integrate with the fabric of the neighborhood. Support programs that increase safety in neighborhoods for residents and visitors. Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods.
2	**Goal Name**	Housing Availability
	Goal Description	Increase housing availability and affordability to all Portland residents regardless of income, race, ethnicity, and family size. Encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce and age-friendly housing in significant development projects.
3	**Goal Name**	Economic Opportunity
	Goal Description	Invest in Portland businesses to enable them to expand to create jobs. Invest in persons wanting to create microenterprises. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and ability to maintain employment. Focus on barriers to employment for vulnerable populations including homeless, new Americans, and single parent head of households. Combine resources and build partnerships between public and private entities to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability.
4	**Goal Name**	Addressing Needs of Growing Homeless Population
	Goal Description	Prevent individuals and families from becoming homeless and entering into the shelter system. Rapidly rehouse those who enter the shelter system. Provide necessary resources to assist transition out of homelessness for vulnerable populations, including housing opportunities for chronically homeless or long-term stayers at homeless shelters.

AP-35 Projects - 91.420, 91.220(d)

Introduction

The City of Portland's Housing and Community Development Program budget currently has the following estimated funding allocations: CDBG which includes $1,807,636 in direct allocation and $0 in Program Income; $161,146 in Emergency Solutions Grant funding; and HOME funding as part of the Cumberland County HOME Consortium which includes $800654.48 in direct allocation and $135,763 in Program Income. Additional amounts from Lead-Safe Housing ($1,125) and the local Jill C Duson Housing Trust Fund income are available.

Of the CDBG allocation and program income, $596,519.88 is available for public services (locally called social services). The City of Portland is allowed to use 33% of CDBG funding for public services .Annual Allocation ($1,807,636) X 33% = $596,519.88. An additional $20,000 is available from Cotton Street Funding.

The HOME CHDO funding is included in projects City Affordable Housing Development and County HOME Affordable Housing Development. Fifteen percent (15%) of HOME funding is set-aside for CHDO.

City Affordable Housing Development includes $68,456 in CHDO set-aside funds.

County HOME Affordable Housing Development includes $51,642 in CHDO set-aside funds.

#	Project Name
1	HCD Grant Administration 26-27
2	Construction Activities NI 26-27
3	Construction Activities HA 26-27
4	Development Activities EO 26-27
5	EO Public Services 26-27
6	ANGHP Public Services 26-27
7	HOME Administration 26-27
8	Tenant-Based Rental Assistance 26-27
9	City Affordable Housing Development 26-27
10	County Affordable Housing Development 26-27
11	ESG26 Portland (26-27)

Table 4 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary

Project Summary Information

1	**Project Name**	HCD Grant Administration 26-27
	Target Area	PORTLAND, MAINE Eligible Census Tracts CDBG Target Neighborhoods
	Goals Supported	Neighborhood Investment and Infrastructure Housing Availability Economic Opportunity Addressing Needs of Growing Homeless Population
	Needs Addressed	Neighborhood Investment and Infrastructure Housing Availability Economic Opportunity Address Needs of the Growing Homeless Population
	Funding	CDBG: $361,527.00 TIF: $30,000.00
	Description	Grant administration and management
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	This funding will not directly benefit families but supports activities that will.
	Location Description	389 Congress St Portland
	Planned Activities	Grant administration including compliance, reporting, and subrecipient management
2	**Project Name**	Construction Activities NI 26-27
	Target Area	Eligible Census Tracts
	Goals Supported	Neighborhood Investment and Infrastructure
	Needs Addressed	Neighborhood Investment and Infrastructure
	Funding	CDBG: $400,000.00
	Description	This project contains activities involving neighborhood investments and infrastructure improvements.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	7380 Individuals assisted, 6629 LMI
	Location Description	Eligible Census Tracts in Portland
	Planned Activities	City of Portland Parks, Recreation and Facilities Community Garden and Rebuild Equity Portland Recovery Community Center Parking Lot Project
3	**Project Name**	Construction Activities HA 26-27
	Target Area	Eligible Census Tracts
	Goals Supported	Housing Availability
	Needs Addressed	Housing Availability
	Funding	CDBG: $221,000.00
	Description	This project contains construction activities which increase housing availability to low- to moderate-income individuals.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	64 individuals will receive transitional housing
	Location Description	Census Tract 22
	Planned Activities	New construction of a 4-unit transitional housing building
4	**Project Name**	Development Activities EO 26-27
	Target Area	PORTLAND, MAINE
	Goals Supported	Economic Opportunity
	Needs Addressed	Economic Opportunity
	Funding	CDBG: $212,500.00
	Description	This project contains construction activities which promote economic opportunity for low- to moderate-income individuals.
	Target Date	6/30/2028

	Estimate the number and type of families that will benefit from the proposed activities	40 individuals, 21 LMI
	Location Description	Portland
	Planned Activities	Microenterprise grant and training
5	**Project Name**	EO Public Services 26-27
	Target Area	PORTLAND, MAINE
	Goals Supported	Economic Opportunity
	Needs Addressed	Economic Opportunity
	Funding	CDBG: $365,974.00
	Description	Activities will provide economic opportunity to low- to moderate-income individuals
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	3016 families and individuals, 2766 LMI
	Location Description	Various locations in Portland
	Planned Activities	Hope Acts Economic Opportunity for New Americans Catholic Charities/ILAP Legal Services Quality Housing Coalition Project HOME
6	**Project Name**	ANGHP Public Services 26-27
	Target Area	PORTLAND, MAINE
	Goals Supported	Addressing Needs of Growing Homeless Population
	Needs Addressed	Address Needs of the Growing Homeless Population
	Funding	CDBG: $230,545.88 Cotton St: $20,000.00
	Description	Activities will address the needs of the growing homeless population including food, shelter, and homeless prevention services.
	Target Date	6/30/2027

	Estimate the number and type of families that will benefit from the proposed activities	1150 LMI individuals
	Location Description	Various places in Portland
	Planned Activities	Through These Doors Community Based Domestic Violence Services Milestone HOME Team Preble St Nourish Initiative Preble St Youth Street Outreach
7	**Project Name**	HOME Administration 26-27
	Target Area	PORTLAND, MAINE Cumberland County
	Goals Supported	Neighborhood Investment and Infrastructure Housing Availability Economic Opportunity Addressing Needs of Growing Homeless Population
	Needs Addressed	Neighborhood Investment and Infrastructure Housing Availability Economic Opportunity Address Needs of the Growing Homeless Population
	Funding	HOME: $80,065.00
	Description	These funds will be used to administer the HOME program.
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	No families will directly benefit from administration funds, but families will benefit from the activities the administration funds support.
	Location Description	389 Congress St Portland
	Planned Activities	Activities related to administering HOME funds including applications, monitoring, and oversight.
8	**Project Name**	Tenant-Based Rental Assistance 26-27
	Target Area	PORTLAND, MAINE Cumberland County
	Goals Supported	Housing Availability

	Needs Addressed	Housing Availability
	Funding	HOME: $136,392.00
	Description	These funds will support individuals and families in need of rental assistance.
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	75 individuals and families will benefit from TBRA
	Location Description	Various locations within the jurisdiction.
	Planned Activities	Rental assistance for individuals and families at risk of homelessness
9	**Project Name**	City Affordable Housing Development 26-27
	Target Area	PORTLAND, MAINE
	Goals Supported	Housing Availability
	Needs Addressed	Housing Availability
	Funding	HOME: $274,344.00 Housing Trust Fund: $1,989,361.00 Lead-Safe PI: $1,125.00
	Description	Activities which support the creation of safe, sanitary, affordable housing units.
	Target Date	6/30/2028
	Estimate the number and type of families that will benefit from the proposed activities	Over 100 safe and sanitary units will be created. Up to 4 families will have safe, sanitary, affordable housing through HOME-assisted units.
	Location Description	Various locations within Portland
	Planned Activities	New construction and rehabilitation of affordable housing units
10	**Project Name**	County Affordable Housing Development 26-27
	Target Area	Cumberland County
	Goals Supported	Housing Availability
	Needs Addressed	Housing Availability
	Funding	HOME: $1,242,262.00

	Description	Over 100 safe and sanitary units will be created. Up to 4 families will have safe, sanitary, affordable housing through HOME-assisted units.
	Target Date	6/30/2028
	Estimate the number and type of families that will benefit from the proposed activities	Over 100 safe and sanitary units will be created. Up to 4 families will have safe, sanitary, affordable housing through HOME-assisted units.
	Location Description	Various locations within Cumberland County
	Planned Activities	New construction and rehabilitation of affordable housing units
11	**Project Name**	ESG26 Portland (26-27)
	Target Area	PORTLAND, MAINE
	Goals Supported	Addressing Needs of Growing Homeless Population
	Needs Addressed	Address Needs of the Growing Homeless Population
	Funding	ESG: $161,146.00
	Description	Funding will be used to address the needs of the homeless population in Portland. $12,150, or 7.5% of the allocation, is available for administration and HMIS. The total amount for shelter activities is $80,332, which is less than 60% of the allocation. There will be no street outreach funded in the 26-27 program year.
	Target Date	6/30/2028
	Estimate the number and type of families that will benefit from the proposed activities	425 individuals
	Location Description	Various locations in Portland
	Planned Activities	overnight shelter, rapid rehousing, homeless prevention

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Portland allocates resources in the areas of the jurisdiction that are in the most need. To determine this, the City considered which areas of the City have the highest combination of poverty, minorities, single parents, oldest housing stock, and housing problems. These are located in Census Tracts 5, 6 and 10, which represents East Bayside, Bayside, and Parkside neighborhoods respectively.

On a larger scale, the City will focus federal resources into areas of the City with the highest percentage of LMI residents, which are located primarily on the peninsula in districts 1, 2 and portions of district 3. Street, sidewalk, infrastructure, parks, playgrounds, and other area benefit projects will be located in the target neighborhoods and other eligible census tracts to benefit the low- and moderate-income individuals and families that live there. Due to the amenities and proximity to services, many HOME funded affordable housing projects are also located in the target neighborhoods.

New construction is supported through HOME funds and benefits individual persons or households who are low- to moderate-income throughout the City and County, which are the next geographic area priorities.

The percentages listed in the below table include program income but do not include program administration. The program administration funds are not tied to a target area of the City or County.

Geographic Distribution

Target Area	Percentage of Funds
PORTLAND, MAINE	60
Eligible Census Tracts	27
Cumberland County	13
CDBG Target Neighborhoods	0

Table 5 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City's goal is to allocate funds to individuals and families with the highest need. As shown in the above table, the majority of the funds allocated are in the City of Portland. Many of the CDBG social service activities and economic development activities serve residents of Portland but are not located in a specific neighborhood. HOME funding is spent throughout Cumberland County and Portland, while 100% of CDBG public infrastructure projects benefit Target neighborhoods and/or eligible census tracts

within Portland.

Discussion

Despite significant gains throughout the previous and current plans, challenges remain including high concentrations of poverty, old housing stock, homelessness, and housing problems. Additional investment will build on the gains made and continue to improve the lives of residents.

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

In the City of Portland, the tight housing market reflects the need to build more affordable housing in the greater Portland area. The City of Portland and the Cumberland County HOME Consortium strive to increase the amount of decent, safe, and affordable housing available throughout Cumberland County. The City uses ESG and CDBG funds in addition to HOME funds to fulfill this goal.

As part of the City's 10 year plan to end homelessness, the City has opted to use a portion of its HOME allocation to serve homeless families via the tenant-based rental assistance (TBRA) program. The City's affordable housing providers work with social service providers to move individuals out of homeless and into affordable housing. Providers report that even with vouchers and assistance, units are difficult to obtain; therefore, increasing the number of units is critical.

One Year Goals for the Number of Households to be Supported	
Homeless	75
Non-Homeless	8
Special-Needs	0
Total	83

Table 6 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	75
The Production of New Units	6
Rehab of Existing Units	2
Acquisition of Existing Units	0
Total	83

Table 7 - One Year Goals for Affordable Housing by Support Type

Discussion

The goals above reflect only the households to be supported with HUD HOME funding. The City of Portland/Cumberland County HOME Consortium will continue to allocate a significant portion of future HOME entitlement towards the development and rehabilitation of affordable rental housing. The City has a number of additional resources and policies to support rental housing, and the number of units created will be significantly greater than those listed in the tables above.

In 2016, the City of Portland implemented a policy requiring any new rental housing development receiving assistance through Tax Increment Financing and/or HOME or CDBG subsidy from the City to

set aside 10% of the rental units in the development for individuals or families currently living in a City of Portland shelter. The City is responsible for providing referrals and providing or coordinating supportive services to eligible homeless populations who become tenants of the housing, including ensuring tenants qualify for the housing as well as providing or locating financial resources such as Section 8, General Assistance, or other resources to assist with monthly rent payments. Individual services reflect the situations of the individual tenants, address their needs and goals, and are subject to eligibility at the City. All tenants referred meet income guidelines, homelessness criteria, and other requirements so as to qualify for the housing. City staff works to provide a variety of support services to assist homeless individuals, enhance their self-esteem, secure housing, and work towards a self-sufficiency plan. Long term support services are provided through collaboration with other area service providers.

In 2017, the city adopted an inclusionary zoning policy that requires development projects of 10 or more units of housing to provide a certain percentage of affordable units or pay a fee-in-lieu into the City's Jill C. Duson Housing Trust Fund. A 2020 citizen-initiated referendum, approved by the voters, revised the inclusionary percentage and lowered the income affordability threshold. The ordinance now requires developers of 10 or more units to provide 25% of those units as affordable to households earning 80% of the area median income.

AP-60 Public Housing - 91.420, 91.220(h)

Introduction

Through the HOME Consortium, the City of Portland and Cumberland County work with Portland Housing Authority, The Housing Authority of the City of Westbrook, South Portland Housing Authority, and Brunswick Housing Authority to assure quality, affordable housing opportunities to LMI residents in Cumberland County.

Actions planned during the next year to address the needs to public housing

The Portland Housing Authority has closed on the removal of Riverton Park from Public Housing and injecting over $55 million in much needed updates and additional units at the property. Similarly, Sagamore Village has been removed from Public Housing and is undergoing major renovations to the historic properties in addition to an updated Community Center. PHA continues to invest in the East Bayside neighborhood with an updated Community Center, completing critical repairs to existing units, and tearing down units that will be replaced with our upcoming COMB Block projects. State Street Housing has taken on a loan which will enable us to do necessary improvements to major electrical components as well as securing the building envelope with more efficiency. PHA will also be removing Franklin Towers from public housing in Spring 2026 and undergoing major renovations to that property as well.

Brunswick Housing Authority provides critical housing to over 600 LMI households through its Housing Choice Voucher program and units owned and managed by BHA. We are working on developing additional affordable housing in the area including homeownership and rental opportunities. Brunswick and Topsham Housing Authority completed a new rental project in May 2025 with 38 low income housing tax credit units in Topsham. BHA continues to own/manage over 350 affordable rental units. We are also planning a new office to expand staffing to allow for continued development and growth of additional affordable housing units.

South Portland Housing Authority previously converted 346 Public Housing units into Section 8 programs and no longer has Public Housing units. This conversion increased revenue allowing for capital improvements.

SPHA has one 43-unit Low-Income Housing Tax Credit project (Landry Woods) currently under construction for persons 55 and older, with expected completion in June 2026. Additionally, construction is expected to begin on another Low-income Housing Tax Credit project (Landry Heights) in October 2026. Several other projects are in the pipeline.

The Housing Authority of the City of Westbrook (WHA) provides quality, affordable housing opportunities to low-to-moderate income households in Westbrook and the shared jurisdiction that extends 10 miles beyond Westbrook per Maine Title 30-A. WHA converted its Public Housing program

through HUD's Rental Assistance Demonstration (RAD); all former Public Housing units maintain their affordability under the Project-Based Voucher program. WHA partners with the City of Westbrook, Preble Street, the Continuum of Care, clients, and community organizations to provide needed housing opportunities in the community.

WHA is under construction on a 40-unit affordable housing property that will serve families; leasing is expected to begin in early 2027. Another 36-unit affordable housing property serving older adults is expected to start construction in early 2027. Additionally, WHA has several other projects in various stages of predevelopment and is actively exploring opportunities to grow its portfolio of affordable housing.

The agency continues to take steps to address the housing needs identified in its 2025-2029 5-Year Plan.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

In addition to 45 homeownership vouchers, PHA (through its development corporation) is about to complete 8 (eight) homeownership units with 6-units at or below 110% area median income. By using modular building practices we were able to keep the units affordable and get the project done in record time while maintaining high quality standards. PHA continues to work with the Resident Advisory Board and hold resident meetings as part of the current 5-year goal development and Annual HUD plan.

Brunswick has developed 30 single family homes for first time homebuyers to date. We are currently looking at a 15 unit affordable condominium project to target first time home buyers. This is in pre-development, we currently have site control of the land but are looking at various financing models to make these affordable.

South Portland Housing Authority previously converted 346 Public Housing units into Section 8 programs and no longer has Public Housing units. This conversion increased revenue allowing for capital improvements.

SPHA has one 43-unit Low-Income Housing Tax Credit project (Landry Woods) currently under construction for persons 55 and older, with expected completion in June 2026. Additionally, construction is expected to begin on another Low-income Housing Tax Credit project (Landry Heights) in October 2026. Several other projects are in the pipeline.

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The agency continues to take steps to address the housing needs identified in its 2025-2029 5-Year Plan.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

No PHA is designated as troubled.

Discussion

Portland and Cumberland County's vitality depends on the availability of a diverse array of housing options, particularly apartments, which are often the first and often the only choice for working professionals, legal/documented immigrants, and families. All Cumberland County housing authorities work closely with their local governments and surrounding communities to address emerging needs affecting their residents and the availability of adequate housing.

The four Housing Authorities in Cumberland County provide significant supports for housing.

PHA has 568 units of public housing as of December 2025 and 680-units of converted Public Housing units under RAD and new LIHTC construction, as well as 2056 vouchers currently leased and an Annual Contributions Contract (ACC) for 2.274-units.

BHA presently has authorization for 691 vouchers but due to costs of rental housing has leased up 78% of authorized units. BHA is currently expending authorized funds at a rate of 102% and has a High Performer rating in the Housing Choice Voucher program.

The South Portland Housing Authority is awarded up to 740 Section 8 Vouchers, including 370 currently designated as project-based voucher units. The South Portland Housing Authority has an additional 502 units designated as Multi-Family, Low-Income Housing Tax Credit and Market Rate.

WHA has 1,026 Housing Choice Vouchers and maintains a utilization rate of 98-100%. It also manages a portfolio of 760 affordable housing units for older adults and families, and the portfolio continues to

grow at a rapid pace. WHA has been designated as a High Performer by HUD.

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Introduction

Portland and Cumberland County work closely with Maine Continuum of Care to identify causes of homelessness within the jurisdiction and seek resources for mitigating this pervasive issue.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Maine State Housing Authority coordinates the efforts of homeless shelters, outreach groups, and volunteers who participate in an annual Point in Time Survey of sheltered and unsheltered homeless populations in the State of Maine and City of Portland. The annual census is required of all states on one night in January by the U.S. Department of Housing and Urban Development, and the count provides a snapshot of the number of individuals and families in shelters and on the streets on a given night. For Maine, a count performed in January will represent chronic and truly desperate homelessness because of extreme weather conditions including typical temperatures well below freezing, regular snow accumulation, and minimal daylight hours.

The Emergency Shelter Assessment and Response Team (ESART) meets monthly to review homeless data and identify trends, issues, and areas that need improvement. The ESART group has an additional focus on advocacy efforts.

The Emergency Shelter Client Support & Services Plan Policy guides needs assessments. The policy requires clients to work with their navigator on a plan to secure permanent housing and clients who chose not to participate may be asked to leave the shelter, unless circumstances warrant an exception. The Homeless Services Center housing placement team focuses on housing long-term stayers. The City has also added additional full-time housing navigators to work with newly arriving families experiencing homelessness, resulting in locating permanent housing placements with follow up case management and tenant education services. Preble Street Support Services receives funding from the Veterans Administration to prevent and end homelessness among veterans.

The Homeless Outreach and Mobile Engagement (HOME) Team is a collaboration between the City of Portland, the Portland Downtown District and Milestone to provide outreach and community supports to those with chronic health, mental health and substance abuse issues living on the streets of Portland. The HOME team has become part of the emergency service delivery system for businesses and community members.

Commonspace, a Portland-based nonprofit organization, and Portland Downtown (a 501c4) have

created a Peer Outreach Worker program. This program will allow a peer outreach worker to connect with clients that live with mental illness, oftentimes co-occurring substance-use disorders, and oftentimes experiencing homelessness. The outreach worker will then collaborate with the Milestone Foundation, the City's shelters, local hospitals, and Portland Downtown businesses to get the client the services they need.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency Shelter: The City of Portland has a connected network of homeless shelters, yet the number of individuals seeking shelter outnumber the available beds. Upon opening the Homeless Services Center, replacing the Oxford Street Shelter, and 166 Riverside Street, the City partnered with various organizations to ensure that all individuals had an opportunity for shelter. This included the City opening a threshold based Winter Warming Shelter for Winter 25-26. The facility opened when the temperature dropped below 15 degrees or more than 10 inches of snow accumulated. The facility increased capacity by 60 individuals when activated.

Transitional Housing: While we are often trying to connect individuals with housing plans, we recognize that there is also a need for short-term transitional housing. We often make referrals to our rapid rehousing programs, Tenant Based Rental Assistance Program, and General Assistance.

Regional Approach: The City funds a Resettlement Coordinator and team to assist with asylum-seeking families. Additionally a partnership with Maine State Housing Authority has funded the Housing Opportunities for Persons in Encampments (HOPE). This is a partnership that brought together a housing navigator from Preble Street, Commonspace and Milestone under supervision of a Coordinator at the City.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Frequent Users System Engagement (FUSE) is focused on a by-name list effort to house and keep housed the longest stayers in homelessness in Portland. FUSE grew from the Long-Term Stayers (LTS) initiative in April of 2015 when the City collaborated with local housing services providers to target their efforts with a by-name list of the most vulnerable and difficult to house individuals staying at the former Oxford Street Shelter. At the time, the shelter had 44% of the state's long term stayers, defined in Portland as people staying over 180 cumulative days in shelters or outdoors within a 365-day period. This definition was created because HUD's Chronic Homelessness definition did not capture single adults who tend to bounce from shelter to shelter whose lengths of stay in any one shelter do not meet the HUD definition

of chronically homeless. From April 2015 through January 2026, this initiative targeted 962 people identified as people who met the criteria for LTS, now FUSE. The lists target people who are chronically homeless, people who are unsheltered, people who are frequent users of emergency systems, and people who are in need of permanent supportive housing interventions. The group of 20 organizations has been at this for almost 11 years and has housed 548 people. According to HMIS data, this group collectively had more than 680 years of homelessness and more than 245,000 bed nights. Throughout the course of this initiative there has been an 85% - 97% success rate in scattered site apartments due to the combination of rental subsidies and support services.

In 2025, the initiative updated its name and scope to better reflect who the group supports. Housing Follow up Services for FUSE help individuals who have been placed into housing from returning to homelessness.

Additionally, the goals of the City of Portland's Emergency Solutions Grant program are to provide rapid rehousing services to individuals staying at the shelter and prevention services to individuals facing homelessness in the community. The Homeless Services Center is projected to serve 40 people who are homeless and 5 people at risk of homelessness. The Family Shelter utilizes $80,332 for Essential Services, which will focus on Life Skills such as cooking, food storage, cleaning etc. with a goal to serve 100% of our shelter populations, 90% who are migrants. The City's Tenant Based Rental Assistance program (TBRA) was implemented on April 1, 2014 with HOME funds. There is a centralized intake located at the Homeless Services Center and Family Shelter and utilization of a rapid re-housing approach with a focus on reducing recidivism. Follow-up services have a strong emphasis on connecting clients to other mainstream resources to ensure long term housing success. The ESHAP Program, which is funded by Maine Housing for the Homeless Services Center and Family Shelter, is modeled after a rapid re-housing approach that provides housing stability services to persons who are experiencing homelessness and assists homeless clients seeking permanent housing with education, services, and support to meet their health, housing, and employment needs in order to overcome barriers to obtaining and maintaining permanent, stable housing. Participants are assigned a Navigator who has experience in working with people who are experiencing homelessness. Navigators conduct assessments to determine the best course of action and customize a plan that best suits each individual's housing needs. The combination of the City's FUSE Initiative, the Emergency Solutions Grant, Tenant Based Rental Assistance, and ESHAP program help to prevent homelessness and rapidly rehouse individuals who become homeless in Portland.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services,

employment, education, or youth needs.

The City's After-Hours Program ensures access of emergency services to low-income 'at-risk' individuals and families, including help with placement in appropriate shelters/warming centers and basic needs such as medication, food, baby formula, diapers, and heating. The program offers a hotline service 365 days a year, 24 hours a day. The Greater Portland Addiction Collaborative has brought together local hospitals, City Programs, Police, community detox centers, SUDs treatment providers, crisis providers, housing and employment providers, recovery community, and the peer recovery center to provide high quality treatment and fill gaps to ensure that individuals receive the care they need upon discharge. City of Portland Shelter Staff has implemented a diversion program that has staff complete shelter intakes and connect with individuals before they enter emergency shelter and homelessness. Staff has the ability to seek alternate resources, connect with landlords to mediate evictions, and enroll individuals in prevention case management services.

Families with Children: There are two shelters that serve families with children. The City of Portland Family Shelter provides temporary housing to families with children in the form of apartments. While staying at the shelter families learn important life skills, participate in house meetings to discuss issues and assistance, and have access to various household items, laundry, and transportation services to appointments. Staff also assists with housing placement and follows up case management. Support services on site include assistance with housing placement; training sessions on tenant education (Rent Smart Curriculum); crisis intervention and management, including follow-up services after housing is located; and assistance with public transportation for appointments and self-sufficiency. Through These Doors operates an Emergency Shelter for women and children who are experiencing domestic violence. They provide 16 beds, and families can access basic necessities like food, clothing, and personal care items. Residents are offered in-house education programs, individual advocacy, case management, and safety planning.

Unaccompanied Youth: The Preble Street Joe Kreisler Teen Shelter provides 16-24 beds for unaccompanied youth ages 12-20. The shelter provides safe, clean overnight accommodations in a secure building; showers, bathrooms, laundry facilities, towels, and personal hygiene products; community living areas; light breakfast and snacks. Additionally, staff responds to the crises that lead to homelessness, provides referrals, and links youth to necessary services including substance use treatment, counseling, and medical facilities.

Chronically homeless- Chronically homeless men and women stay at the Homeless Services Center, a low-barrier shelter which provides safe, temporary shelter for homeless adults. The Shelter offers a variety of support services including: shower facilities and training on hygiene skills; housing placement assistance; health assistance to Veterans; clinical and outreach services for individuals with mental health concerns; and interpreting services. Portland and Cumberland County are fortunate to have several community organizations which assist special needs populations. These include, but are not limited to, Frannie Peabody Center, Preble Street, Commonspace, Immigrant Legal Advocacy Project,

Maine Equal Justice Partners, Milestone, and The Opportunity Alliance. Together these organizations provide access to care through case management, behavioral health counseling, advocacy, utility assistance, and housing assistance programs.

Discussion

The Covid-19 pandemic and the national opioid crisis have impacted and increased greatly the need for homelessness and substance use services in Portland. The City's one- and five-year goals are to create a safety net of programs through a combination HOME, ESG, and other federal and local resources.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The City's comprehensive plan places a priority on housing creation, diversity, and affordability within the community. The housing component of the Comprehensive Plan states "[w]hile Portland has welcomed much needed new housing construction in recent years, both the lack of sufficient housing supply and the affordability of that housing for a healthy socio-economic cross-section of the population remain urgent challenges." It goes on to assert that the city must "recognize that [its] vitality rests on the availability of diverse, secure housing options for existing residents, new arrivals, and all stages of life".

Funding available through the Affordable Housing Development Program will go to assist in the creation of affordable housing available to low and very low income persons. Affordable Housing Development funds are allocated through a competitive, rolling application process. To apply, developers must complete an application in Neighborly software. City staff reviews applications, and a consultant hired by the City completes a financial underwriting analysis. City staff presents funding recommendations to the City Council's Housing and Economic Development Committee (HEDC). The HEDC forwards funding recommendations to the City Council. Under City ordinance, the request for appropriation of funds must be read at two City Council meetings. The City Council takes action on the recommendations at the second public meeting.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In response to LD 2003, new language in the Land Use Code now permits up to two units on lawfully conforming lots that do not contain an existing dwelling unit in the island zones, or outside of the designated growth area. The new language would also permit up to four units on lawfully conforming lots that do not contain an existing dwelling unit in mainland zones where residential is a permitted or conditional use, or inside the growth area. New language also adds residential use permission for lawfully conforming lots with one existing dwelling unit by allowing up to two additional units where residential is a permitted or conditional use.

In early 2023, 14 external stakeholders and numerous city officials convened for an intensive six-hour Housing Supply Bootcamp focused on identifying barriers and solutions to expand Portland's housing stock. Regulatory barriers identified include: expanded inclusionary zoning (IZ) requirements under recent referenda; height limits, density limits, step backs, and setbacks; insufficient land zoned for multi-family; limitations on the availability of density bonuses, and building code requirements and stringent application of the standards. Potential solutions identified include; increase the permissible height of buildings and eliminate setback requirements on the Portland Peninsula and along major arterials;

identify “offsets” that would make it easier for developers to meet the heightened IZ requirements; engage employers that own land as partners to make land available for development; prepare an inventory of parking lots owned by individual retailers and other businesses to identify whether some could be developed as housing; study the potential to repurpose some office space as housing; provide regulatory tools to discourage vacant land and vacant buildings, including the potential for financial penalties, thereby encouraging development and redevelopment; and evaluate the possibility of allowing residential uses in industrial areas.

In 2025, the City engaged a consultant to study the impacts of the Inclusionary Zoning ordinance on development of affordable housing units within Portland. The study is expected to be completed in Spring 2026.

Also in 2025, the City Council approved a Resolution (Resolve 7-24/25) on March 17, 2025 calling for the establishment of a task force on social housing. The task force is expected to conduct a comprehensive study and develop a strategic framework of a government-led social housing program. This initiative reflects the City Council’s commitment to ensuring all Portlanders have access to safe, stable, and permanently affordable housing. The primary charge of the Task Force is to study and propose a framework for a municipal social housing program that prioritizes permanent affordability, environmental sustainability and inclusivity. The task force includes a range of stakeholders, including affordable housing developers, market developers, Portland residents with relevant knowledge or skills (e.g. housing advocates, urban planners, financial and legal experts), City Councilors, a representative from Portland Housing Authority, and community members from underserved populations with lived experience navigating the challenging housing environment in Portland. The task force is expected to present its recommendations to the City Council in early Fall 2026.

Discussion

The City of Portland is committed to removing barriers to affordable housing.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

The City of Portland consistently strives to identify areas of opportunity for improving quality of life for all of its residents including increased stability, housing options, and economic opportunities for its most vulnerable populations.

Actions planned to address obstacles to meeting underserved needs

In the City of Portland, the vast majority of CDBG, HOME, and ESG allocations go to addressing underserved needs of the City. The proposed CDBG projects will be meeting underserved needs such as food assistance, shelter, safety, and support for those with mental and physical illnesses and substance use disorders, and homeless prevention and housing services. The HOME grant funds help persons gain or maintain housing through the Tenant Based Rental Assistance Program and build affordable housing for low-income families who cannot afford housing otherwise. Additionally, the Emergency Solutions Grant meets the needs of individuals and families by gaining or maintaining housing throughout their homeless prevention or rapid rehousing initiatives, along with maintaining shelter costs for the city's most vulnerable populations.

Actions planned to foster and maintain affordable housing

The affordable housing provisions of LD 2003 require municipalities to extend density bonuses to qualifying affordable housing projects when those projects are located in areas in which multi-family dwellings are allowed and within a designated growth area. The City of Portland already has a structure for density bonuses for affordable housing in many zones, and the code includes other provisions as contemplated by the state. However, some amendments to Articles 18 and 19 of the land use code were necessary to bring the city into full compliance with these components of the law.

The definition of "affordable housing" was changed to incorporate language that enumerates the definition of "other housing expenses" to include "utilities such as electric, heat, water, sewer, and/or trash that the household pays separately from rent". Density bonus language in the Land Use Code was amended such that 2.5x density bonus is triggered when over 50% of units within a project quality as affordable. Density bonus have been extended to areas "where multi-family is allowed as a permitted or conditional use", and long-term affordability has been defined as deed-restricted to remain affordable for 30 years or the longest term permitted under federal, state, and local laws whichever is longer.

Multiplex, a multi-family-like use currently permitted in the R-4 and R-5 zones, has also been struck from the code. This use, which requires greater minimum lot sizes, densities, and lot widths than otherwise required for residential uses in these zones, and in some cases is subject to unit maximums which bear little relationship to lot size or density, has not been widely constructed in the city. In order to

make dimensional provisions consistent with state law and to simplify implementation, references to multiplex have been eliminated.

Other actions undertaken by the City of Portland include the assessment of fair housing processes in order to identify barriers to fair housing for inclusions in the 2022-2026 Consolidated Plan. The recommendation to address barriers to equalizing access to opportunity, include; advocate for improvements to the county's public transportation system to more effectively connect low income workers with jobs both within Portland and in the broader region; focus on accommodating the needs of persons with disabilities and pairing transportation investments with housing affordability opportunities; and advocate for additional funding in schools that have disproportionate shares of economically disadvantaged students. The recommendation to increase the supply of affordable housing include; invest public funds in affordable housing through gap financing; require affordability contributions of market rate developers through inclusionary zoning; incentivize development of mixed-income housing through density bonuses and fee waivers. And the recommendation to address gaps in homeownership attainment is; explore programs funded by foundations that offer greater down payment assistance to residents who historically faced discrimination and restricted access to homeownership.

Actions planned to reduce lead-based paint hazards

The City of Portland has been committed to eliminating lead poisoning in children since 1995 when it received its first HUD Lead Safe Housing Grant. Mitigating lead-based paint hazards and creating healthier homes remains a critical focus of the City of Portland's Lead Safe Housing Program. Over the years, more than 560 units have been made lead-safe in Cumberland County. This program has successfully addressed lead hazards prevalent in Portland’s older housing stock, bridging the critical gap between health and housing.

The HUD Lead Safe Housing Program is designed to benefit low and moderate-income families. Owner-occupied applicants in the City of Portland must prove their income is less than 80% of the median area income and have a child under six years of age residing in the unit. In multi-unit, non-owner-occupied buildings, 50% of the units must qualify at 50% of the area median income. Projects outside the City of Portland need to meet HUD income eligibility limits established for Cumberland County. The program works directly with the Maine CDC, prioritizing households where there is an active abatement order or where young children reside with elevated blood levels.

In 2026, the City continues the HUD Funded Lead Abatement Program, making an additional 28 units lead-safe and healthier with HUD’s Healthy Homes Funding. The team will continue its successful work with the $3.4 million awarded in 2025 to further the critical work of protecting Cumberland County’s most vulnerable families from lead hazards. The grant includes $748,000 in Healthy Homes funding, which helps to address code violations and health and safety hazards along with lead abatement. Project management works directly with Code Enforcement and homeowners to document the elimination of

violations while improving residents' health, safety, and welfare.

Actions planned to reduce the number of poverty-level families

The City of Portland allocates a significant percentage of its Community Development Block Grant to social service programs and housing activities designed not only to improve the lives of families and individuals in poverty, but also to facilitate their transition out of poverty. Below are just some of the most critical programs and services that the City plans to support with the CDBG, HOME and ESG funds:

Shelter and services for survivors of domestic violence

Homeless outreach and engagement programs to assist individuals, including youth, in crisis to access necessary services.

Case management and community integration services for recently homelessness individuals and those at risk of homelessness

Creation of stable affordable housing units

Tenant based rental assistance to help families to be rapidly rehoused or maintain their current housing, to help build stability.

Homeless prevention services to individuals facing homelessness.

Rapid rehousing

Helping families move out of poverty as opposed to simply serving those in poverty is an important part of the City's Housing and Community Development Program. Total funds available to the City are insufficient to meet the needs of its citizens in poverty; however, targeting funds to activities which support self-sufficiency can make a significant difference in the lives of many people. The City plans to continue to look at requests for funding and existing programs to see how CDBG, ESG and HOME funds can assist individuals and families in moving beyond poverty.

Actions planned to develop institutional structure

The City will continue to carry out its Housing and Community Development Plan in partnership with the other management and delivery entities for housing and community development activities. These organizations include various City Departments, the Portland Housing Authority, and an integrated

network of non-profit housing and social service providers.

The City of Portland Housing and Community Development (HCD) Division is responsible for overseeing the budget and distribution of the City's CDBG, HOME and ESG entitlement funds and development of the Five-Year Consolidated Plan and Annual Action Plan and Consolidated Annual Performance Evaluation Report. Additionally, the HCD Division administers the City's new construction programs and monitors all outstanding loans associated with the former HomePort program. Since the fall of 2019, the HCD Division has staffed a Compliance Officer position, ensuring that all programs comply with local and federal regulations.

City of Portland Social Services Division administers the General Assistance Program, ESG funds, the City's emergency shelters (for single adults and families), transitional housing facilities, housing location services, Family Services Program, job readiness training and employment services and several other support activities in coordination with non-profit housing and social service agencies. Additionally, the Social Services Division administers the HOME funded Tenant Based Rental Assistance Program.

Non-Profit Housing and Social Service Agencies play a large role in directly providing housing and economic development services to low income, homeless, and special needs populations throughout Portland.

Working collaboratively, these entities implement the City's Housing and Community Development Plan. The system's strengths include the collaborative manner in which these diverse groups work together to maximize available resources. Portland is a large enough city to have many institutional resources, yet small enough to be able to effectively communicate and collaborate. Currently there are no gaps in types of housing and services, but there is a lack of adequate amounts of both due to insufficient resources. The City and its partners will continue to seek additional resources to improve the system's ability to meet community needs.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Portland requires proof of organizational collaboration in the form of a memorandum of agreements, letter of support, or demonstrated outreach for all applications. In the CDBG scoring process, organizations and entities who demonstrate collaboration with other organizations and entities receive higher allotted points.

The City and the Portland Housing Authority have a long history of cooperation in several areas including community policing, development of affordable housing, recreational activities for at-risk youth, the Family Self-Sufficiency Program, Family Investment Center and applications to HUD for Section 8 certificates and vouchers for families, homeless and disabled persons. City staff and PHA staff

communicate regularly and provide each other data for Annual Plans and reports.

City staff from the Health and Human Services Department and Housing and Community Development Division coordinates with other members of the Emergency Shelter Assessment and Response Team (ESART) and the United Way of Greater Portland to monitor shelter bed usage for single adults, adolescents and families. ESART members include shelter providers, supported housing providers, mental health service providers, substance abuse service providers, health service providers and general services including day shelter providers for the homeless population. ESART also produces monthly and quarterly statistics on shelter usage and provides a forum to discuss new programs, resource availability, emerging trends and to resolve problems within the continuum that may arise from time to time. The City's Community Development Program Manager attends ESART. Additionally, HCD staff participates in the Maine Affordable Housing Coalition (MAHC). In the City of Portland, 33% of CDBG funds support social service agency programs. City staff meets with the agencies throughout the year to provide technical assistance and ensure they are meeting HUD guidelines and regulations. Staff also assists in monitoring their progress and makes recommendations for more efficient services.

Discussion

The City of Portland is committed to continuing its robust collaboration with nonprofit social service agencies, developers, and community organizations to improve the lives of residents of Portland, especially those who are low-income.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**0**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	91.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

   Not applicable

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

   Homebuyer activities of downpayment or closing cost assistance are not part of the 2026-2027 planned activities.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

   Acquisition of units with HOME funds are not part of the 2026-2027 plan.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

   HOME funds will not be used to refinance existing debt.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

   The City of Portland does not currently have preferences for specific categories of individuals with disabilities.

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

   Tenant-Based Rental Assistance is directed toward individuals who are homeless or at-risk of being homeless.

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

   The City of Portland does not have preferences for rental projects. The City does have a local requirement that 10% of total units in a development are set aside for individuals in Portland homeless shelters; however, this does not preclude others from accessing those units.

Emergency Solutions Grant (ESG)

1. Include written standards for providing ESG assistance (may include as attachment)

   Please see attachment.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

   The state-wide Continuum of Care monitors the Homeless Management Information System, where individuals and families are entered at first contact. Additionally, the Maine COC has created a Coordinated Entry System (CES). CES facilitates access for all resources designated for homeless individuals and families, ensuring they are known by name, provided assistance based on their unique needs, and matched to the most appropriate service or strategy. Together, HMIS and CES ensure coordination while avoiding duplication of services and client data.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

   The Emergency Shelter Assessment and Response Team (ESART) is actively involved in the ESG program, including the development of performance standards and operating procedures as well as evaluation of funding expenditures. The City of Portland utilizes ESG funding for the Family Shelter and the Homeless Services Center and for homeless prevention and rapid rehousing programs. It is not currently the practice of the City of Portland to provide subawards from ESG funds; however, any ESG subawards would be made through the same awarding process as CDBG.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

   The Emergency Shelter Assessment and Response Team (ESART) is actively involved in the ESG program, including the development of performance standards and operating procedures as well as evaluation of funding expenditures. The City of Portland utilizes ESG funding for the Family Shelter and the Homeless Services Center and for homeless prevention and rapid rehousing programs. It is not currently the practice of the City of Portland to provide subawards from ESG funds; however, any ESG subawards would be made through the same awarding process as CDBG.

5. Describe performance standards for evaluating ESG.

   The Emergency Shelter Assessment and Response Team (ESART) is actively involved in the ESG program, including the development of performance standards and operating procedures as well as

evaluation of funding expenditures. The City of Portland utilizes ESG funding for the Family Shelter and the Homeless Services Center and for homeless prevention and rapid rehousing programs. It is not currently the practice of the City of Portland to provide subawards from ESG funds; however, any ESG subawards would be made through the same awarding process as CDBG.

The City of Portland will continue to ensure that all federal grants meet the specific program requirements, including Community Development Block Grant, HOME, and Emergency Solutions Grant from the U.S. Department of Housing and Urban Development.

MEMORANDUM
City Council Agenda Item

FROM: Greg Watson, Director

DATE: March 26, 2026

SUBJECT: Order 158-25/26 Accepting and Appropriating a $500 Donation from Alireza Shahin Khojastehzad to the Shahnaz Mahager Hummingbird Grant Program - Sponsored by Danielle P. West, City Manager

SPONSOR: Danielle P. West, City Manager

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:
1st Reading 3/16/2026 **Final Action 4/6/2026**

Can action be taken at a later date: Yes

Does this item involve a new contract with the City: No new contract.

PRESENTATION: Greg Watson will be present to answer any questions.

I. SUMMARY

The City has been asked to accept an additional $500 in donated funds to support the Shahnaz Mahager Hummingbird Grant Program in memory of Shahnaz Mahager, the late mother of Alireza Shahin Khojastehzad and Farnaz Khojastehzad. This grant program was created by the City Council in June of 2024 and was funded in the initial amount of $18,105 so that the City may grant $1,000 annually from this grant program.

II. AGENDA DESCRIPTION

At the July 15, 2024, City Council meeting, the Council authorized the Shahnaz Mahager Hummingbird Grant Program and accepted and appropriated the initial capitalization and donation for the program in the amount of $18,105 from Alierza Shahin Khojastehzad and his sister Farnaz Khojastehzad in memory of their mother, Shahnaz Mahager.

The program grants $1,000 annually to a Portland business whose owner's most recent annual adjusted gross income is below 80% of Area Median Income (AMI) and are female, immigrant-owned businesses located in Portland with priority given to the cosmetology business.

Mr. Khojastehzad would now like to donate an additional $500 for the program, which is administered by the Housing and Economic Development Department. City Council is being asked to accept and appropriate this additional $500 donation to the Program.

This item must be read on two separate days. It received its first reading on March 16. Five affirmative votes are required for passage after public comment.

III. BACKGROUND

Alireza Shahin Khojastehzad is a Portland-based entrepreneur. He received an ARPA-funded Microenterprise Grant of $5,000 from the City in 2023, which he used to launch his new business. Out of gratitude to the City and to encourage future entrepreneurs, he and his sister created a $1,000 annual grant program in their mother’s honor. The first $1,000 grant was made in May of 2025 and the next $1,000 will be advertised and awarded this Spring.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

This grant program supports local businesses and strengthens the economic vitality of the City.

V. FINANCIAL IMPACT

There is no cost to the City; rather, the City will receive another $500 to support this Grant Program.

VI. STAFF ANALYSIS AND BACKGROUND

This grant program was created by the City Council in June of 2024 by Council Order 258 and is fully administered by Housing and Economic Development Department staff.

VII. RECOMMENDATION

Staff recommends accepting and appropriating the $500 in donated funds.

VIII. LIST ATTACHMENTS

1. Order - Accepting and Appropriating $500 for Hummingbird Grant Program
2. Order #258 as Passed 7-15-2024

Prepared by:
Greg Watson, Director
Date: 03/26/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER ACCEPTING AND APPROPRIATING A $500 DONATION FROM ALIREZA SHAHIN KHOJASTEHZAD TO THE SHAHNAZ MAHAGER HUMMINGBIRD GRANT PROGRAM

ORDERED, that a $500 donation from Alireza Shahin Khojastehzad is hereby accepted and that amount appropriated to the Shahnaz Mahager Hummingbird Grant Program.

Order 258-23/24
Passage: 7-0 on 7/15/2024 (Councilor Rodriguez & Phillips absent)

Effective 7/25/2024

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER(A/L)
ROBERTO RODRÍGUEZ (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER APPROVING THE HOUSING AND ECONOMIC DEVELOPMENT DEPARTMENT SHAHNAZ MAHAGER HUMMINGBIRD GRANT PROGRAM AND ACCEPTING AND APPROPRIATING AN $18,105 DONATION FOR ITS CREATION

ORDERED, that the Memorandum of Understanding outlining the terms and creating the Housing and Economic Development Department's Shahnaz Mahager Hummingbird Grant Program is hereby approved substantially in the form attached hereto; and

BE IT FURTHER ORDERED, that an $18,105 donation is hereby accepted and that amount appropriated for the creation of the Shahnaz Mahager Hummingbird Grant Program; and

BE IT FURTHER ORDERED, that City Manager or their designee is authorized to execute any and all documents necessary to implement this program and otherwise carry out the intent of this Order.

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 26, 2026

SUBJECT: Order 159-25/26 Approving Subaward Agreement Between MaineHealth and the City of Portland and Accepting and Appropriating $23,815.42 for Project DHARMA - Sponsored by Danielle P. West, City Manager

SPONSOR: The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:
1st Reading 3/16/2026 **Final Action 4/13/2026**

Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: Yes

PRESENTATION: Please list the presenter(s), type, and length of presentation

I. SUMMARY

II. AGENDA DESCRIPTION

This order approves a subaward agreement between the City of Portland Public Health Division and MaineHealth to participate in the research study titled "Enhancing Project DHARMA; evaluating a community-based drug checking navigator intervention to prevent overdoses." This agreement provides $23,815.42 in federal pass-through funding to support the City's participation in the study, which includes facilitating participant recruitment, data collection, and collaboration on drug-checking result reporting.

This item must be read on two separate days. It received its first reading on March 16. Five affirmative votes are required for passage after public comment.

III. BACKGROUND

Project DHARMA is a collaboration between MaineHealth and community organizations dedicated to overdose and infection prevention in rural Maine. Overdose and infection prevention involves a set of evidence-based strategies that reduce the risk of overdose and the infectious complications of substance use. This grant will support costs associated with enhancing the voice of people with lived experience in programming and communication regarding risks associated with substances to affected individuals and support communities.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

The funding will support efforts to address substance use disorder within our community, contributing to the improved health of individuals affected by substance use disorder and by extension, the health of the wider community. This is further related to council common goals to reduce chronic homelessness and strengthen economic vitality.

V. FINANCIAL IMPACT

This is a grant funded program with no impact on City budget.

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. Order - DHARMA Grant
2. City of Portland 111953-DHARMA-PPH-03

Prepared by:
Date: 03/26/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER APPROVING SUBAWARD AGREEMENT BETWEEN MAINEHEALTH AND THE CITY OF PORTLAND AND ACCEPTING AND APPROPRIATING A $23,815.42 FOR PROJECT DHARMA

ORDERED, that the Subaward agreement between MaineHealth and the City of Portland, substantially in the form attached hereto, is hereby approved and $23,815.42 in federal pass-through funds from MaineHealth is hereby accepted and that amount appropriated to the Department of Health and Human Services Public Health Division to support its Project DHARMA initiative; and

BE IT FURTHER ORDERED, that the City Manager or designee is authorized to execute the grant agreement attached in substantially the form attached hereto any and all other documents necessary to apply for, accept and appropriate the grant, and otherwise carry out the intent of this order.

FDP Cost Reimbursement Subaward

Run Template

Federal Awarding Agency: Other [Type in Agency] | Centers for Disease Control & Prevention

Pass-Through Entity (PTE):	**Subrecipient:**
MaineHealth	City of Portland-Public Health Division
PTE PI: Kinna Thakarar	Sub PI: Arielle Gross
PTE Federal Award No: 1U01CE003694-01-00	Subaward No: 111953-DHARMA-PPH-03

Project Title: Enhancing Project DHARMA; evaluating a community-based drug checking navigator intervention to prevent overdoses

Subaward Budget Period: Start: 09/30/2025 ? End: 09/29/2026 ?	Amount Funded This Action (USD): $ 23,815.42
Estimated Period of Performance: Start: 09/30/2025 End: 09/29/2030	Incrementally Estimated Total (USD): $ 23,815.42

Terms and Conditions

1. PTE hereby awards a cost reimbursable subaward, (as determined by 2 CFR 200.331), to Subrecipient. The Statement of Work and budget for this Subaward are as shown in Attachment 5. In its performance of Subaward work, Subrecipient shall be an independent entity and not an employee or agent of PTE.

2. Subrecipient shall submit invoices not more often than monthly and not less frequently than quarterly for allowable costs incurred. Upon the receipt of proper invoices, the PTE agrees to process payments in accordance with this Subaward and 2 CFR 200.305. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), breakdown by major cost category, Subaward number, and certification, as required in 2 CFR 200.415(b). Invoices that do not reference PTE Subaward number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments shall be directed to the party's Financial Contact, shown in Attachment 3A.

3. A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to PTE's Financial Contact, as shown in Attachment 3A, not later than 60 days after the final Budget Period end date. The final statement of costs shall constitute Subrecipient's final financial report.

4. All payments shall be considered provisional and are subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient.

5. Matters concerning the technical performance of this Subaward shall be directed to the appropriate party's Principal Investigator as shown in Attachments 3A and 3B. Technical reports are required as shown in Attachment 4.

6. Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward, and any changes requiring prior approval, shall be directed to the PTE's Administrative Contact and the Subrecipient's Administrative Contact shown in Attachments 3A and 3B. Any such change made to this Subaward requires the written approval of each party's Authorized Official as shown in Attachments 3A and 3B.

7. The PTE may issue non-substantive changes to the Budget Period(s) and Budget Bilaterally. Unilateral modification shall be considered valid 14 days after receipt unless otherwise indicated by Subrecipient when sent to Subrecipient's Administrative Contact, as shown in Attachment 3B.

8. Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.

9. Either party may terminate this Subaward with 30 days written notice. Notwithstanding, if the Awarding Agency terminates the Federal Award, PTE will terminate in accordance with Awarding Agency requirements. PTE shall direct written notice to the Subrecipient's Authorized Official contact, and Subrecipient shall direct written notice to the PTE's Authorized Official contact, as shown in Attachments 3A and 3B. PTE shall pay Subrecipient for termination costs as allowable under Uniform Guidance, 2 CFR 200, or 45 CFR Part 75 Appendix IX, as applicable.

10. By signing this Subaward, including the attachments hereto which are hereby incorporated by reference, Subrecipient certifies that it will perform the Statement of Work in accordance with the terms and conditions of this Subaward and the applicable terms of the Federal Award, including the appropriate Research Terms and Conditions ("RTCs") of the Federal Awarding Agency, as referenced in Attachment 2. The parties further agree that they intend this subaward to comply with all applicable laws, regulations, and requirements.

By an Authorized Official of the PTE:	By an Authorized Official of the Subrecipient:
_____ Date	_____ Date
Name: Jessica Chertow, PhD MBA	Name: Danielle West
Title: Vice President of Research	Title:

Attachment 1
Certifications and Assurances

Subaward Number:
111953-DHARMA-PPH-03

Certification Regarding Lobbying (2 CFR 200.450)
By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief, that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement in accordance with 2 CFR 200.450.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the PTE.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Debarment, Suspension, and Other Responsibility Matters (2 CFR 200.214 and 2 CFR 180)
By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, in accordance with 2 CFR 200.214 and 2 CFR 180.

Audit and Access to Records
Subrecipient certifies that it will provide PTE with notice of any adverse findings which impact this Subaward. Subrecipient certifies compliance with applicable provisions of 2 CFR 200.501-200.521. If Subrecipient is not required to have a Single Audit as defined by 200.501, Awarding Agency requirements, or the Single Audit Act, then Subrecipient will provide notice of the completion of any required audits and will provide access to such audits upon request. Subrecipient will provide access to records as required by parts 2 CFR 200.332 (a)(5), 200.337, and 200.338 as applicable.

Program for Enhancement of Contractor Employee Protections (41 U.S.C 4712)
Subrecipient is hereby notified that they are required to: inform their employees working on any federal award that they are subject to the whistleblower rights and remedies of the program; inform their employees in writing of employee whistleblower protections under 41 U.S.C §4712 in the predominant native language of the workforce; and include such requirements in any agreement made with a subcontractor or subgrantee.

The Subrecipient shall require that the language of the certifications above in this Attachment 1 be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Use of Name
Neither party shall use the other party’s name, trademarks, or other logos in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may use factual information regarding the existence and purpose of the relationship that is the subject of this Subaward for legitimate business purposes, to satisfy any reporting and funding obligations, or as required by applicable law or regulation without written permission from the other party. In any such statement, the relationship of the parties shall be accurately and appropriately described.

Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment
Pursuant to 2 CFR 200.216, Subrecipient will not obligate or expend funds received under this Subaward to: (1) procure or obtain; (2) extend or renew a contract to procure or obtain; or (3) enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services (as described in Public Law 115-232, section 889) as a substantial or essential component of any system, or as a critical technology as part of any system.

Attachment 2
Federal Award Terms and Conditions

Subaward Number: 111953-DHARMA-PPH-03

Required Data Elements

The data elements required by Uniform Guidance are incorporated in the attached Federal Award. ?

Awarding Agency Institute (If Applicable): Centers for Disease Control and Prevention

Federal Award Issue Date	FAIN	Assistance Listing No.
09/30/25	U01CE003694	93.136

Assistance Listing Program Title (ALPT): Injury Prevention & Control Research & State & Community Based Programs

Key Personnel Per NOA: ?

This Subaward Is:

☐ Research & Development ☐ Subject to FFATA

General Terms and Conditions

By signing this Subaward, Subrecipient agrees to the following:

1. To abide by the conditions on activities and restrictions on expenditure of federal funds in appropriations acts that are applicable to this Subaward to the extent those restrictions are pertinent. This includes any recent legislation noted on the Federal Awarding Agency's website:
2. 2 CFR 200
3. The Federal Awarding Agency's grants policy guidance, including addenda in effect as of the beginning date of the period of performance or as amended found at:
4. Applicable Research Terms and Conditions, including any Federal Awarding Agency's Specific Requirements found at: except for the following :
   a. No-cost extensions require the written approval of the PTE. Any requests for a no-cost extension shall be directed to the Administrative Contact shown in Attachment 3A, not less than 30 days prior to the desired effective date of the requested change.
   b. Any payment mechanisms and financial reporting requirements described in the applicable Federal Awarding Agency Terms and Conditions and Agency-Specific Requirements are replaced with Terms and Conditions (1) through (4) of this Subaward; and
   c. Any prior approvals are to be sought from the PTE and not the Federal Awarding Agency.
   d. Title to equipment as defined in 2 CFR 200.1 that is purchased or fabricated with research funds or Subrecipient cost sharing funds, as direct costs of the project or program, shall vest in the Subrecipient subject to the conditions specified in 2 CFR 200.313.
   e. Prior approval must be sought for a change in Subrecipient PI or change in Key Personnel (defined as listed on the NOA).
5. Treatment of program income: Additive

Special Terms and Conditions:

Data Sharing and Access:
Subrecipient agrees to comply with the Federal Awarding Agency's data sharing and/or access requirements as reflected in the NOA or the Federal Awarding Agency's standard terms and conditions as referenced in General Terms and Conditions 1-4 above.

No additional requirements

Data Rights:
Subrecipient grants to PTE the right to use data created in the performance of this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

Copyrights:

Subrecipient Grants to PTE an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

Subrecipient grants to PTE the right to use any written progress reports and deliverables created under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its Federal Award.

Promoting Objectivity in Research (COI):
Subrecipient must designate herein which entity's Financial Conflicts of Interest policy (COI) will apply: Subrecipient

If applying its own COI policy, by execution of this Subaward, Subrecipient certifies that its policy complies with the requirements of the relevant Federal Awarding Agency as identified herein: Centers for Disease Control & Prevention

Subrecipient shall report any financial conflict of interest to PTE's Administrative Representative or COI contact, as designated on Attachment 3A. Any financial conflicts of interest identified shall, when applicable, subsequently be reported to Federal Awarding Agency. Such report shall be made before expenditure of funds authorized in this Subaward and within 45 days of any subsequently identified COI.

Work Involving Human or Vertebrate Animals (Select Applicable Options)

☐ No Human or Vertebrate Animals

IRB Exempt and determination will be provided upon request

☒ Human Subjects Exempt

☐ Vertebrate Animals

The PTE requires verification of IRB and/or IACUC approval be sent to the *Administrative Contact* *as required above:*

Subrecipient agrees that any non-exempt human and/or vertebrate animal research protocol conducted under this Subaward shall be reviewed and approved by the appropriate Institutional Review Board (IRB) and/or its Institutional Animal Care and Use Committee (IACUC), as applicable and that it will maintain current and duly approved research protocols for all periods of the Subaward involving human and/or vertebrate animal research. Subrecipient certifies that the appropriate IRB and/or IACUC are in full compliance with applicable state and federal laws and regulations. The Subrecipient certifies that any submitted IRB / IACUC approval represents a valid, approved protocol that is entirely consistent with the Project associated with this Subaward. In no event shall Subrecipient invoice or be reimbursed for any human or vertebrate animals related expenses incurred in a period where any applicable IRB / IACUC approval is not properly in place.

Human Subjects Data (Select One) Not Applicable

This section left intentionally blank

This section left intentionally blank

Additional Terms ?

Impacts Resulting from Court Orders or Legislative Changes:
The Subrecipient agrees that, to the extent future state or federal legislation or court orders may impact the services or activities performed under this Subaward, the PTE reserves the right to unilaterally modify service priorities, funding allocations, and/or expenditure requirements under this Subaward to ensure compliance with such legal or regulatory changes. The Prime Recipient will notify the Subrecipient of any changes under this provision through a written memorandum or an amendment to the Subaward.

The Subrecipient's obligations under this Agreement are subject to and limited by the defenses, immunities, and limitations of liability available to the Subrecipient under the Maine Tort Claims Act, 14 M.R.S.A. §8101 et seq. and other applicable law.

Attachment 3A
Pass-Through Entity (PTE) Contacts

Subaward Number: 111953-DHARMA-PPH-0

PTE Information

Entity Name: MaineHealth

Legal Address: 22 Bramhall Street
Portland, ME 04102-3134

Website: https://mhir.org/

PTE Contacts

Central Email: ResearchGrants@MaineHealth.org

Principal Investigator Name: Kinna Thakarar

Email: Kinna.Thakarar@MaineHealth.org Telephone Number: (207) 661-7901

Administrative Contact Name: Carolyn Elliott-Farino

Email: Carolyn.Elliott-Farino@MaineHealth.org Telephone Number: (207) 396-8188

COI Contact email (if different to above):

Financial Contact Name: Philip Carpenter

Email: Philip.Carpenter@MaineHealth.org Telephone Number: (207) 396-8078

Email invoices? (●) Yes ( ) No Invoice email (if different):

Authorized Official Name: Jessica Chertow

Email: Jessica.Chertow@MaineHealth.org Telephone Number: (207) 396-8188

PI Address:

22 Bramhall Street
Portland, ME 04102

Administrative Address:

81 Research Drive
Scarborough, ME 04074

Invoice Address:

Maine Medical Center
Attn: Finance
1 Medical Center Drive
P.O. Box 626
Biddeford, ME 04005

Attachment 3B

Subrecipient Contacts

Subaward Number: 111953-DHARMA-PPH-03

Subrecipient Information for FFATA reporting

Entity's UEI Name:

EIN No.:

Institution Type: SELECT TYPE

UEI:

Currently registered in SAM.gov: Yes No

Exempt from reporting executive compensation: Yes No *(if no, complete 3Bpg2)*

Parent UEI:

This section for U.S. Entities:

Zip Code Look-up

Congressional District:

Zip Code+4:

Place of Performance Address ?

Subrecipient Contacts

Central Email:

Website:

Principal Investigator Name: Arielle Gross

Email:

Telephone Number:

Administrative Contact Name:

Email:

Telephone Number:

Financial Contact Name:

Email:

Telephone Number:

Invoice Email:

Authorized Official Name:

Email:

Telephone Number:

Legal Address:

Administrative Address:

Payment Address:

Attachment 3B-2

Highest Compensated Officers

Subaward Number: 111953-DHARMA-PPH-03

Subrecipient:

Institution Name: City of Portland-Public Health Division

PI Name: Arielle Gross

Highest Compensated Officers

The names and total compensation of the five most highly compensated officers of the entity(ies) must be listed if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards; and $25,000,000 or more in annual gross revenues from Federal awards; and the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1) Internal Revenue Code of 1986.

Officer 1 Name:

Officer 1 Compensation:

Officer 2 Name:

Officer 2 Compensation:

Officer 3 Name:

Officer 3 Compensation:

Officer 4 Name:

Officer 4 Compensation:

Officer 5 Name:

Officer 5 Compensation:

Attachment 4
Reporting and Prior Approval Terms

Subaward Number: 111953-DHARMA-PPH-03

Subrecipient agrees to submit the following reports (PTE contacts are identified in Attachment 3A):

Technical Reports:

☐ Monthly technical/progress reports will be submitted to the PTE's Administrative Contact within 15 days of of the end of the month.

☐ Quarterly technical/progress reports will be submitted within 30 days after the end of each project quarter to the PTE's Administrative Contact.

☐ Annual technical / progress reports will be submitted within 60 days prior to the end of each budget period to the PTE's Administrative Contact. Such report shall also include a detailed budget for the next Budget Period, updated other support for key personnel, certification of appropriate education in the conduct of human subject research of any new key personnel, and annual IRB or IACUC approval, if applicable.

■ A Final technical/progress report will be submitted to the PTE's Principal Investigator within 60 days of the end of the Project Period or after termination of this award, whichever comes first.

■ Technical/progress reports on the project as may be required by PTE's Principal Investigator in order for the PTE to satisfy its reporting obligations to the Federal Awarding Agency.

Prior Approvals:

Carryover:
Carryover is automatic

Other Reports:

■ In accordance with 37 CFR 401.14, Subrecipient agrees to notify both the Federal Awarding Agency via designated portal and PTE's Administrative Contact within 60 days after Subrecipient's inventor discloses invention(s) in writing to Subrecipient's personnel responsible for patent matters. The Subrecipient will submit a final invention report using Federal Awarding Agency specific forms to the PTE's Administrative Contact within 60 days of the end of the Project Period to be included as part of the PTE's final invention report to the Federal Awarding Agency.

A negative report is required: Yes

■ Property Inventory Report (only when required by Federal Awarding Agency), specific requirements below.

Additional Technical and Reporting Requirements: ?

Subaward Number: 111953-DHARMA-PPH-03

Attachment 5
Statement of Work, Cost Sharing, Indirects & Budget

Statement of Work

(●) Below ( ) Attached, [ ] pages

If award is FFATA eligible and SOW exceeds 4000 characters, include a *Subrecipient Federal Award Project Description*

For Yr 1 (9/30/2025 – 9/29/2026), Subrecipient shall:

1) Facilitate recruitment for focus groups.
2) Participate in and facilitate recruitment for four (4) co-design workshops/meetings to occur over the course of approximately one (1) year.
3) Facilitate survey data collection from clients using drug checking services.
4) Complete human subjects training and submit completion certificates as requested.
5) Collaborate with MaineHealth team relating to drug checking result reporting.
6) Attend monthly (possibly more frequent) MaineHealth team meetings (in person, hybrid, or remote) as scheduled and as needed with advanced notice.
7) Attend drug checking trainings as scheduled with advanced notice.

Budget Information

Indirect Cost Rate Information Rate Applied: 18.22 %

Type: Negotiated Rate Base: Modified Total Direct Costs

Cost Sharing [?] No

If Yes, include Amount: $

Budget Details (●) Below ( ) Attached, [ ] pages

Budget Totals

Direct Costs	$ 20,145.00
Indirect Costs	$ 3,670.42
Total Costs	$ 23,815.42

All amounts are in United States Dollars

Attachment 6

Notice of Award (NOA) and any additional documents

◉ The following pages include the NOA and if applicable any additional documentation referenced throughout this Subaward.

○ Not incorporating the NOA or any additional documentation to this Subaward.

RESEARCH & RELATED BUDGET - Budget Period 1

OMB Number: 4040-0001
Expiration Date: 11/30/2025

UEI: [redacted] **Enter name of Organization:** Portland Public Health

Budget Type: ☐ Project ☒ Subaward/Consortium **Budget Period: 1** **Start Date:** 09/30/2025 **End Date:** 09/29/2026

A. Senior/Key Person

Prefix	First	Middle	Last	Suffix	Base Salary ($)	Months Cal.	Months Acad.	Months Sum.	Requested Salary ($)	Fringe Benefits ($)	Funds Requested ($)
	Arielle		Gross			0.00			0.00	0.00	0.00

Project Role: PD/PI

Additional Senior Key Persons: Add Attachment | Delete Attachment | View Attachment

Total Funds requested for all Senior Key Persons in the attached file:

Total Senior/Key Person 0.00

B. Other Personnel

Number of Personnel	Project Role	Months Cal.	Months Acad.	Months Sum.	Requested Salary ($)	Fringe Benefits ($)	Funds Requested ($)
	Post Doctoral Associates						
	Graduate Students						
	Undergraduate Students						
	Secretarial/Clerical						
1	Drug Checking Navigator	0.25			15,000.00	5,145.00	20,145.00

1 **Total Number Other Personnel**

Total Other Personnel 20,145.00

Total Salary, Wages and Fringe Benefits (A+B) 20,145.00

C. Equipment Description

List items and dollar amount for each item exceeding $5,000

Equipment item	Funds Requested ($)

Additional Equipment: Add Attachment | Delete Attachment | View Attachment

Total funds requested for all equipment listed in the attached file

Total Equipment

D. Travel

	Funds Requested ($)
1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)	
2. Foreign Travel Costs	
Total Travel Cost	

E. Participant/Trainee Support Costs

	Funds Requested ($)
1. Tuition/Fees/Health Insurance	
2. Stipends	
3. Travel	
4. Subsistence	
5. Other	
Number of Participants/Trainees — **Total Participant/Trainee Support Costs**	

F. Other Direct Costs

		Funds Requested ($)
1.	Materials and Supplies	
2.	Publication Costs	
3.	Consultant Services	
4.	ADP/Computer Services	
5.	Subawards/Consortium/Contractual Costs	
6.	Equipment or Facility Rental/User Fees	
7.	Alterations and Renovations	
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
	Total Other Direct Costs	

G. Direct Costs

	Funds Requested ($)
Total Direct Costs (A thru F)	20,145.00

H. Indirect Costs

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base ($)	Funds Requested ($)
MTDC	18.22	20,145.00	3,670.42

Total Indirect Costs	3,670.42

Cognizant Federal Agency
(Agency Name, POC Name, and POC Phone Number)

I. Total Direct and Indirect Costs

	Funds Requested ($)
Total Direct and Indirect Institutional Costs (G + H)	23,815.42

J. Fee

	Funds Requested ($)

K. Total Costs and Fee

	Funds Requested ($)
Total Costs and Fee (I + J)	23,815.42

L. Budget Justification

(Only attach one file.) Add Attachment | Delete Attachment | View Attachment

RESEARCH & RELATED BUDGET - Cumulative Budget

		Totals ($)
Section A, Senior/Key Person		0.00
Section B, Other Personnel		20,145.00
Total Number Other Personnel	1	
Total Salary, Wages and Fringe Benefits (A+B)		20,145.00
Section C, Equipment		
Section D, Travel		
1. Domestic		
2. Foreign		
Section E, Participant/Trainee Support Costs		
1. Tuition/Fees/Health Insurance		
2. Stipends		
3. Travel		
4. Subsistence		
5. Other		
6. Number of Participants/Trainees		
Section F, Other Direct Costs		
1. Materials and Supplies		
2. Publication Costs		
3. Consultant Services		
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		
6. Equipment or Facility Rental/User Fees		
7. Alterations and Renovations		
8. Other 1		
9. Other 2		
10. Other 3		
11. Other 4		
12. Other 5		
13. Other 6		
14. Other 7		
15. Other 8		
16. Other 9		
17. Other 10		

Section G, Direct Costs (A thru F)	20,145.00
Section H, Indirect Costs	3,670.42
Section I, Total Direct and Indirect Costs (G + H)	23,815.42
Section J, Fee	
Section K, Total Costs and Fee (I + J)	23,815.42

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Notice of Award

Award# 1 U01CE003694-01-00
FAIN# U01CE003694
Federal Award Date: 09/23/2025

Recipient Information

1. Recipient Name
MAINEHEALTH
22 Bramhall St
Portland, ME 04102-3134
[NoPhoneRecord]

2. Congressional District of Recipient
01

3. Payment System Identifier (ID)
1010238552A1

4. Employer Identification Number (EIN)
010238552

5. Data Universal Numbering System (DUNS)
071732663

6. Recipient's Unique Entity Identifier (UEI)
MAYKB1LWD5U9

7. Project Director or Principal Investigator
Ms. KINNA THAKARAR
INFECTIOUS DISEASE PHYSICIAN
KINNA.THAKARAR@MAINEHEALTH.ORG
207-774-5816

8. Authorized Official
Carolyn Elliott-Farino
Director, Research Grant Services
carolyn.elliott-farino@mainehealth.org
2073968188

Federal Agency Information
CDC Office of Financial Resources

9. Awarding Agency Contact Information
Dwayne Cooper
yih4@cdc.gov
770-488-2874

10.Program Official Contact Information
Tamara Crawford
Program Officer
nmq3@cdc.gov
(404) 498-1783

Federal Award Information

11. Award Number
1 U01CE003694-01-00

12. Unique Federal Award Identification Number (FAIN)
U01CE003694

13. Statutory Authority
301, 391(a)(2) and 392(a)(1) of the Public Health Service Act

14. Federal Award Project Title
CE25-149 - Enhancing Project DHARMA; evaluating a community-based drug checking navigator intervention to prevent overdoses

15. Assistance Listing Number
93.136

16. Assistance Listing Program Title
Injury Prevention and Control Research and State and Community Based Programs

17. Award Action Type
New

18. Is the Award R&D?
Yes

Summary Federal Award Financial Information

19.	**Budget Period Start Date** 09/30/2025 **- End Date** 09/29/2026	
20.	**Total Amount of Federal Funds Obligated by this Action**	$700,000.00
	20a. Direct Cost Amount	$406,676.00
	20b. Indirect Cost Amount	$293,324.00
21.	Authorized Carryover	$0.00
22.	Offset	$0.00
23.	Total Amount of Federal Funds Obligated this budget period	$0.00
24.	**Total Approved Cost Sharing or Matching, where applicable**	$0.00
25.	**Total Federal and Non-Federal Approved this Budget Period**	$700,000.00
26.	**Period of Performance Start Date** 09/30/2025 **- End Date** 09/29/2030	
27.	Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance	$700,000.00

28. Authorized Treatment of Program Income
ADDITIONAL COSTS

29. Grants Management Officer – Signature
Brownie Anderson-Rana
Supervisory Grants Management Officer

30. Remarks

Recipient Information

Recipient Name
MAINEHEALTH
22 Bramhall St
Portland, ME 04102-3134
[NoPhoneRecord]

Congressional District of Recipient
01

Payment Account Number and Type
1010238552A1

Employer Identification Number (EIN) Data
010238552

Universal Numbering System (DUNS)
071732663

Recipient's Unique Entity Identifier (UEI)
MAYKB1LWD5U9

31. Assistance Type
Cooperative Agreement

32. Type of Award
Research

33. Approved Budget
(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only
II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	$141,338.00
b. Fringe Benefits	$0.00
c. Total Personnel Costs	$141,338.00
d. Equipment	$0.00
e. Supplies	$57,103.00
f. Travel	$3,000.00
g. Construction	$0.00
h. Other	$151,711.00
i. Contractual	$53,524.00
j. TOTAL DIRECT COSTS	$406,676.00
k. INDIRECT COSTS	$293,324.00
l. TOTAL APPROVED BUDGET	$700,000.00
m. Federal Share	$700,000.00
n. Non-Federal Share	$0.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	ASSISTANCE LISTING	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
5-9390E4X	25U01CE003694	CE	410L	93.136	$700,000.00	75-25-0952

AWARD ATTACHMENTS

MAINEHEALTH 1 U01CE003694-01-00

1. Terms and Conditions - Maine Health - CE003694-01 - FY25 New Cont.

AWARD INFORMATION

Incorporation: In addition to the federal laws, regulations, policies, and CDC General Terms and Conditions for Research awards at https://www.cdc.gov/grants/federal-regulations-policies/index.html, the Centers for Disease Control and Prevention (CDC) hereby incorporates Notice of Funding Opportunity (NOFO) number **CE25-149**, "**Rigorous Evaluation of Primary and Secondary Overdose Prevention Activities Among Populations Disproportionately Affected by Overdose"**, and application dated November 20, 2024, as may be amended, which are hereby made a part of this Research award hereinafter referred to as the Notice of Award (NOA).

Note: Due to grants management administration system parameters, the budget category names on Page 1 of this NOA may be altered from the budget categories submitted with the SF-424 Research and Related Budget application.

Applicable Regulatory Provisions: Prior to October 1, 2025, this award is subject to 45 CFR 75 except for eight flexibilities from 2 CFR 200 adopted by HHS on October 1, 2024. After October 1, 2025, this award will be subject to any applicable provisions of 2 CFR 200 and 2 CFR 300.

Termination: Prior to October 1, 2025, this award is subject to the termination provisions at 45 CFR 75.372. Starting on October 1, 2025, this award is subject to the termination provisions at 2 CFR 200.340. Pursuant to 2 CFR 200.340, the recipient agrees by accepting this award that continued funding for the award is contingent upon the availability of appropriated funds, recipient satisfactory performance, compliance with the terms and conditions of the award, and a decision by the agency that the award continues to effectuate program goals or agency priorities.

Assurance of Compliance: The applicant hereby agrees that it will comply with Title VI of the Civil Rights act of 1964, as amended (codified at 42 U.S.C. 2000d et seq.), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80); Section 504 of the Rehabilitation Act of 1973, as amended (codified at 29 U.S.C. 794), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 84); Title IX of the Education Amendments of 1972, as amended (codified at 20 U.S.C. § 1681 et seq.), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 86); The Age Discrimination Act of 1975, as amended (codified at 42 U.S.C. § 6101 et seq.), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 91); and Section 1557 of the Patient Protection and Affordable Care Act, as amended (codified at 42 U.S.C. § 18116), and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 92).

Total Approved Funding is included in Summary Federal Award Financial Information on page 1 of the NOA. All future year funding will be based on satisfactory programmatic progress and the availability of funds.

Approved Funding: Funding in the amount of **$700,000** is approved for the Year 01 budget period, which is **September 30, 2025** through **September 29, 2026**. All future year funding will be based on satisfactory programmatic progress and the availability of funds.

The federal award amount is subject to adjustment based on total allowable costs incurred and/or the value of any third party in-kind contribution when applicable.

Note: Refer to the Payment Information section for draw down and Payment Management System (PMS) subaccount information.

Financial Assistance Mechanism: Cooperative Agreement

CDC staff has substantial programmatic involvement that is above and beyond the normal stewardship role in awards, as described below. CDC staff will work collaboratively with the PIs/PDs, as described below:

- Assist the PI, as needed, in complying with the investigator responsibilities described in the Policy on Public Health Research and Non-research Data Management and Access https://www.cdc.gov/grants/additionalrequirements/ar- 25.html
- Provide suggestions for refining research protocols (e.g., for sampling, recruitment, assessment, and data management).
- Participate in the analysis, interpretation, and dissemination of study findings (may include co-authorship of peer-reviewed manuscripts and scientific presentations). CDC will not initiate or direct data collection, own or manage the data, require the use of a specific methodological approach, or disseminate findings as part of an official CDC report. Monitoring and evaluating the scientific and operational accomplishments of the project through conference calls, site visits, and review of technical reports. Provide ongoing suggestions as needed to ensure project success.
- Collaborate with the grant recipient to ensure human subjects assurances are in place as needed.
- As necessary, collaborate in the development or amendment of a research protocol involving human subjects for Institutional Review Board (IRB) review by all collaborating institutions, including CDC if applicable.
- Obtain IRB approvals as required by CDC when CDC is engaged in research involving human subjects. If applicable, the CDC IRB will review the protocol initially and on an annual basis until the project is complete.
- Monitor and evaluate the scientific and operational accomplishments of the project through conference calls, site visits, and review of technical reports.
- Provide ongoing suggestions as needed to ensure project success.
- The agency Scientific Program Official (SPO) and CIO program director will be responsible for the normal scientific and programmatic stewardship of the award. The SPO will be named in the award notice.

Areas of Joint Responsibility include:

- The grant recipient and CDC will agree upon and establish a schedule for regular phone calls to discuss ongoing research project progress.

- The recipient agrees that upon award, their application and the summary of reviewers' comments will be shared with the CDC staff, who will provide support as described above. Recipient organization will retain custody of and have primary rights to the

information, data, and software developed under this award, subject to U.S. Government rights of access consistent with current HHS/CDC policies.

Technical Review Response: Any strengths and weaknesses of the proposal performance progress will be communicated via email directly from the CDC Scientific Program Officer/Program Official (SPO/PO) noted in the Staff Contacts section of this NOA. A response must be submitted via email to the SPO/PO by the due date of, **October 30, 2025**. Failure to respond will cause delay in programmatic progress and may adversely affect the future funding of this project.

Expanded Authority: The recipient is permitted expanded authorities in the administration of the award.

The expanded authorities selected below apply to this NoA.

☒ Carryover of unobligated balances from one budget period to a subsequent budget period. Unobligated funds may be used for purposes within the scope of the project as originally approved. Recipients will report use, or intended use, of unobligated funds in Section 12 "Remarks" of the annual Federal Financial Report submitted in eRA Commons. If the GMO determines that some or all the unobligated funds are not necessary to complete the project, the GMO may restrict the recipient's authority to automatically carry over unobligated balances in the future, use the balance to reduce or offset CDC funding for a subsequent budget period, or use a combination of these actions.

☒ Extension of final budget period of a period of performance without additional funds up to 12 months with no change in the scope of work to ensure adequate completion of the originally approved project or program. The recipient must notify the awarding office, in writing, of the extension 10 days before the expiration date of the period of performance. Upon notification, the awarding office will revise the period of performance ending date and provide an acknowledgement to the recipient.

FUNDING RESTRICTIONS AND LIMITATIONS

Certificate of Confidentiality: Institutions and investigators are responsible for determining whether research they conduct is subject to Section 301(d) of the Public Health Service (PHS) Act. Section 301(d), as amended by Section 2012 of the 21st Century Cures Act, P.L. 114-255 (42 U.S.C. 241(d)), states that the Secretary shall issue Certificates of Confidentiality (Certificates) to persons engaged in biomedical, behavioral, clinical, or other research activities in which identifiable, sensitive information is collected. In furtherance of this provision, CDC supported research commenced or ongoing after December 13, 2016 in which identifiable, sensitive information is collected, as defined by Section 301(d), is deemed issued a Certificate and therefore required to protect the privacy of individuals who are subjects of such research. Certificates issued in this manner will not be issued as a separate document, but are issued by application of this term and condition to this award. See Additional Requirement 36 to ensure compliance with this term and condition. The link to the full text is at: https://www.cdc.gov/grants/additionalrequirements/ar-36.html

Indirect Costs:

Indirect costs are approved based on the negotiated indirect cost rate agreement dated December 3, 2023, which calculates indirect costs as follows, a Provisional rate is approved at a

rate of **76%** of the base, which includes total direct costs excluding capital expenditures (building, individual items of equipment; alterations and renovations), and that portion of each subaward in excess of $25,000. The effective dates of this indirect cost rate are from December 1, 2026 to September 30, 2029.

REPORTING REQUIREMENTS

Required Disclosures for Federal Awardee Performance and Integrity Information System (FAPIIS): Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the CDC, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services
Dwayne R. Cooper, Sr., Grants Management Specialist
Centers for Disease Control and Prevention
Office of Grant Services
The District, Building 2939, Mailstop: TV2
(formerly, University Park, Vanderbilt Bldg)
Atlanta, Georgia 30341
Email: dcooper1@cdc.gov (Include "Mandatory Grant Disclosures" in subject line)

AND

U.S. Department of Health and Human Services
Office of the Inspector General
ATTN: Mandatory Grant Disclosures, Intake Coordinator
330 Independence Avenue, SW
Cohen Building, Room 5527
Washington, DC 20201

Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
Email: MandatoryGranteeDisclosures@oig.hhs.gov

Recipients must include this mandatory disclosure requirement in all subawards and contracts under this award.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371. Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

CDC is required to report any termination of a federal award prior to the end of the period of performance due to material failure to comply with the terms and conditions of this award in the OMB-designated integrity and performance system accessible through SAM. (45 CFR 75.372(b)) CDC must also notify the recipient if the federal award is terminated for failure to

comply with the federal statutes, regulations, or terms and conditions of the federal award. (45 CFR 75.373(b)).
CDC General Terms and Conditions for Research awards at https://www.cdc.gov/grants/federal-regulations-policies/index.html.

PAYMENT INFORMATION

Payment Management System Subaccount: Funds awarded in support of approved activities have been obligated in a newly established subaccount in the PMS, herein identified as the "P Account". Funds must be used in support of approved activities in the NOFO and the approved application. All award funds must be tracked and reported separately.

The grant document number identified on the first page of the NOA must be known in order to draw down funds.

Subaccount Title: **25U01CE003694**

CDC STAFF CONTACTS

Grants Management Specialist: The GMS is the federal staff member responsible for the day-to-day management of grants and cooperative agreements. The GMS is the primary contact of recipients for business and administrative matters pertinent to grant awards. Many of the functions described in the GMO section are performed by the GMS, on behalf of the GMO.

Grants Management Specialist Contact:
Dwayne R. Cooper, Sr., Grants Management Specialist
Centers for Disease Control & Prevention
Office of Grant Services
The District, Building 2939, Mailstop: **TV2**
(formerly, University Park, Vanderbilt Bldg)
Atlanta, Georgia 30341
Telephone: (770) 488-2874
Email: **dcooper1@cdc.gov**

Scientific Program Official/Project Officer: The SPO is the federal official responsible for the programmatic, scientific, and/or technical aspects of grants and cooperative agreements.

Programmatic Contact:
PO/SPO Contact:
Tamara N. Crawford, DBH, MPH
Health Scientist | Scientific Program Official
Extramural Research Program Operations | Office of Science
National Center for Injury Prevention and Control
Centers for Disease Control and Prevention
Email: TCrawford@cdc.gov
Phone: 404.498.1783

Grants Management Officer: The GMO is the federal official responsible for the business and other non-programmatic aspects of grant awards. The GMO is the only official authorized to

obligate federal funds and is responsible for signing the NOA, including revisions to the NOA that change the terms and conditions. The GMO serves as the counterpart to the business officer of the recipient organization. GMO contact information appears on Page 1 of the NOA.

Grants Management Officer Contact:
Brownie Anderson-Rana
Supervisory Grants Management Specialist
Centers for Disease Control and Prevention
Department of Health & Human Services
770-488-2771 (Office)

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 26, 2026

SUBJECT: Order 160-25/26 - Approving Memorandum of Agreement and Accepting and Appropriating $300,000 from Trinity Episcopal Church RE: Trinity Park - Sponsored by Danielle P. West, City Manager

SPONSOR: City Manager

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading **Final Action**

Can action be taken at a later date: No

Does this item involve a new contract with the City: Yes

PRESENTATION:

I. SUMMARY

II. AGENDA DESCRIPTION

This order approves a Memorandum of Agreement between the City of Portland and Trinity Episcopal Church related to proposed improvements to Trinity Park. Under the terms of the agreement, the Church will provide a project plan, a financial contribution of $300,000 for improvements within Trinity Park, and ongoing maintenance of certain areas of the park. The City will manage the public bidding process, the construction contract and fund improvements within the Forest Avenue right of way adjacent to Trinity Park.

This item must be read on two separate days. It received its first reading on March 16. Five affirmative votes are required for passage after public comment.

III. BACKGROUND

Background information that will not appear in the Agenda Description

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

VI. STAFF ANALYSIS AND BACKGROUND

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. Order - Approving MOA with Trinity Church
2. Trinity Memorandum of Agreement version CLEAN for council 3.5.26

Prepared by:
Date: 03/26/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER APPROVING MEMORANDUM OF AGREEMENT AND ACCEPTING AND APPROPRIATING $300,000 FROM TRINITY EPISCOPAL CHURCH RE: TRINITY PARK

ORDERED, that a Memorandum of Agreement, substantially in the form attached hereto, is hereby approved and the $300,000 contribution from Trinity Episcopal Church is hereby accepted and that amount appropriated to be utilized for the construction of certain improvements to the City's Trinity Park pursuant to the terms of the Memorandum of Agreement; and

BE IT FURTHER ORDERED, that the City Manager or designee is hereby authorized to execute said Memorandum of Agreement and whatever other documents are necessary to effect the intent and purpose of this Order.

Memorandum of Agreement

City of Portland

And

Trinity Episcopal Church

Project: Trinity Park Improvements

This Memorandum of Agreement is made this __ day of _____, 2026 by and between the City of Portland ("City"), a body politic and corporate existing under the laws of the State of Maine with a mailing address of 389 Congress Street, Portland, Maine 04101 and Trinity Episcopal Church ("Church"), a Religious Organization with a mailing address of 580 Forest Avenue, Portland, Maine 04101.

Whereas, the City owns a park known as Trinity Park, located on Forest Avenue, which abuts the property of the Church and is more particularly depicted on the Boundary and Topographic Survey by St. Clair Associates dated April 26, 2025, attached hereto as Exhibit A and incorporated herein by reference ("Trinity Park"); and

Whereas, City and Church seek to make improvements to Trinity Park ("Improvements"); and

Whereas, Church seeks to make a financial contribution towards the Improvements; and

Whereas, the purpose of this Memorandum of Understanding ("MOU") is to define the responsibilities of each party with respect to the performance of the Improvements:

NOW THEREFORE, in consideration of the following, the City and Church agree as follows:

1. The Church shall:
    a. Provide a plan ("Plan") to the City for improvements to Trinity Park, which plan shall be suitable for inclusion in a bid package to be issued for the Improvements. A copy of the Plan is attached here as Exhibit B and incorporated herein by reference.
    b. Provide a construction cost estimate for the Improvements which shall be utilized in creating a budget for the construction of the Improvements. A copy of the construction cost estimate is attached hereto as Exhibit C and incorporated herein by reference.
    c. Provide a financial contribution to the City in the amount of $300,000 to be utilized for the construction of the Improvements outside the Forest Avenue right of way, as shown on the Plan.
    d. Provide a license agreement to the City to allow access to City employees, agents and contractors to enter Church property as necessary to facilitate the construction of the Improvements.
    e. Provide continued gardening, lawn maintenance and snow removal outside of the Forest Ave, Lincoln Street and Coyle Street right of ways at no cost to the City.

2. The City shall:
    a. Receive and hold funds provided by the Church in a separate account until the funds are applied to the construction of the Improvements.
    b. Review all plan submissions and cost estimates and provide final approval of the plans necessary for the Improvements;
    c. Review and finalize a bid package and put the Improvement project out to public bid;
    d. Administer the construction contract for the Improvements and assure that the Improvements are completed according to the Plan;
    e. Accept and utilize the Church's contribution of funds solely for the construction of the Improvements outside the Forest Avenue right of way.
    f. Cover the cost of any construction of the Improvements detailed on Exhibit B that are located within the Forest Avenue right of way.
    g. Provide a License Agreement or other Agreement allowing the existing Trinity Day School playground and fencing which encroach into the Trinity Park boundaries as depicted in a Boundary and Topographic Survey by St. Clair Associates dated April 26, 2025, attached hereto as Exhibit A and incorporated herein by reference.
    h. Provide a License Agreement or other Agreement to the Church for purposes of maintaining, constructing or replacing the Church entryway concrete steps, associated foundations, ramps and pads as may be requested by the Church Vestry for the purpose of safe passage for all persons exiting or entering the Church.
    i. Retain ownership of a Portland Water District fed water service from its curb stop to the new fountain location, along with responsibility for fountain maintenance and water usage within Trinity Park, including but not limited to water usage for the fountain and irrigation.
    j. Supply and maintain electrical services to Trinity Park including but not limited to new bollard type LV site lighting, service to the fountain and site signs and exterior wall mounted plugs for external use. The Church agrees to grant to the City any necessary utility easement(s) to supply and maintain said electrical services.
3. All Improvements shall be constructed in accordance with City Code and any applicable State law.
4. The City agrees to consult with the Church about responses received to the published bid package, but the City shall have sole discretion to select the appropriate bid proposal pursuant to the City's Code of Ordinances. Once the bid is awarded, the Church and City agree to work collaboratively towards the completion of the Improvements. The City agrees to provide at least seven days' notice to the Church prior to construction commencing. The City further agrees to schedule on-site meetings with a representative from the Church and the contractor at least once every two weeks while construction is ongoing in order to discuss the progress of the project and next steps. In the event of a dispute as to the amount, nature or scope of work required under the Plan, bid documents or contract between the City and its contractor, the design and judgment of the City shall be final and binding.
5. If additional funds are required to complete the Improvements, a written amendment to this Agreement will designate which further funds are required and which party shall supply the funds. The City is under no obligation to proceed with the Improvements if no acceptable bid proposals are received or if bids for work done outside the Forest Avenue right of way are over

the Church's $300,000 contribution. The City agrees to consult with the Church about the bids received before making the final decision about whether or not to move forward.

6. The City may terminate this Agreement for its convenience upon 30 days written notice to Church provided that any unused funds are returned to the Church.
7. This Agreement represents the entire agreement between the Church and the City and supersedes and replaces all terms and conditions of any prior agreements. arrangements, negotiations and/or representations. This Agreement may not be modified except in a writing executed by the Church and the City.

Seen and Agreed to this ___ day of _____ , 2026

City of Portland

_____

By:

Its:

Trinity Episcopal Church

_____

By:

Its:

Exhibit A

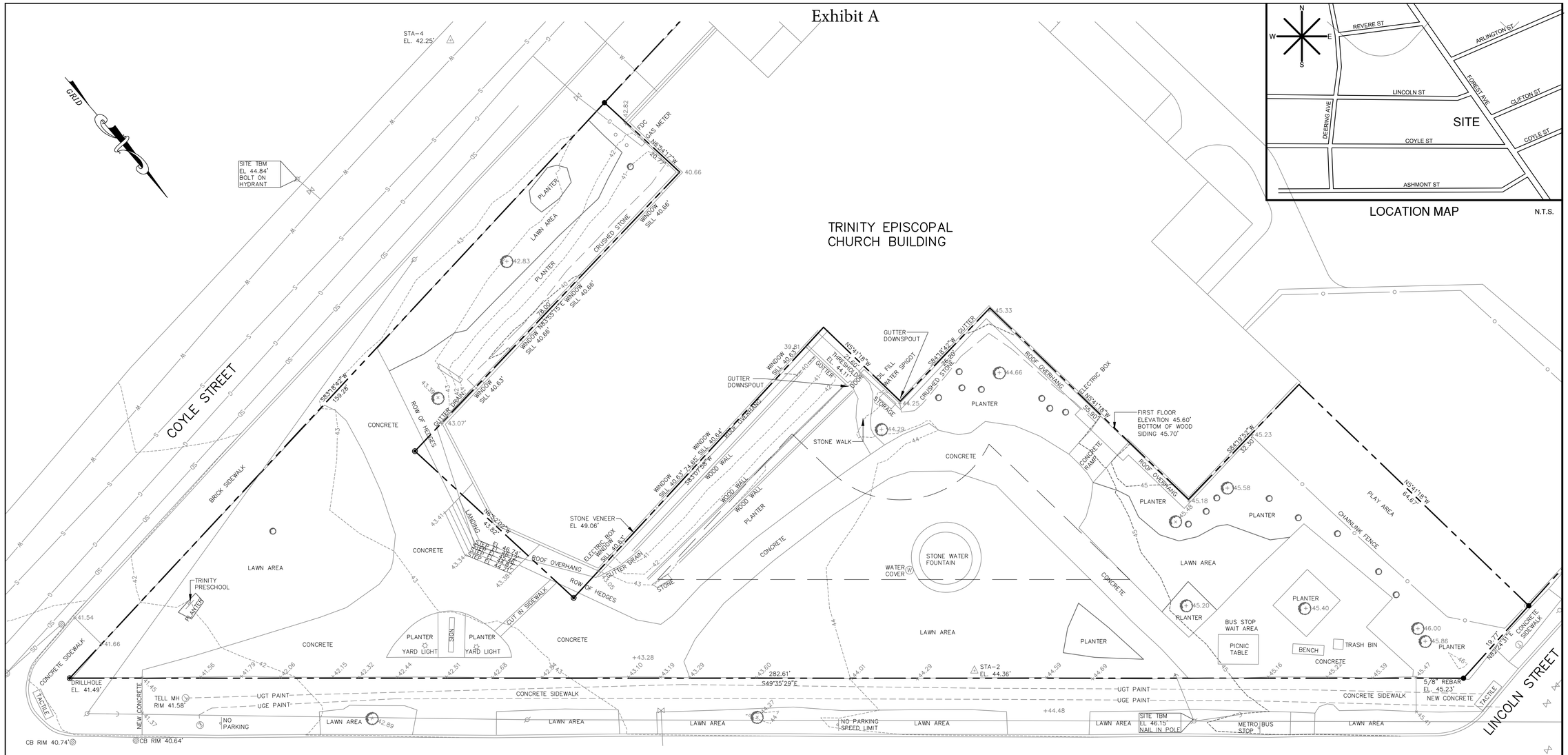

COYLE STREET
LINCOLN STREET
FOREST AVENUE
TRINITY EPISCOPAL CHURCH BUILDING
GRID
SITE TBM EL 44.84' BOLT ON HYDRANT
STA-4 EL. 42.25'
STA-2 EL. 44.36'
SITE TBM EL 46.15' NAIL IN POLE
DRILLHOLE EL. 41.49'
5/8" REBAR EL. 45.23'
CB RIM 40.74'
CB RIM 40.64'
TELL MH RIM 41.58'
TRINITY PRESCHOOL
GAS METER
FDC
WATER SPIGOT
GUTTER DOWNSPOUT
ELECTRIC BOX
STONE VENEER EL 49.06'
STONE WATER FOUNTAIN
WATER COVER
FIRST FLOOR ELEVATION 45.60' BOTTOM OF WOOD SIDING 45.70'
PLAY AREA
CHAINLINK FENCE
BUS STOP WAIT AREA
PICNIC TABLE
BENCH
TRASH BIN
METRO BUS STOP
NO PARKING SPEED LIMIT
BRICK SIDEWALK
CONCRETE SIDEWALK
CUT IN SIDEWALK
ROW OF HEDGES
ROOF OVERHANG
CRUSHED STONE
LAWN AREA
PLANTER
CONCRETE
STONE WALK
WOOD WALL
YARD LIGHT
SIGN
TACTILE
NEW CONCRETE
UGT PAINT
UGE PAINT
S84°18'45"W 159.28'
N54°41'18"W 64.97'
S84°19'52"W 32.30'
S49°35'29"E 282.61'
N8°24'15"E 19.77'
N54°41'18"W 55.80'
N54°52'02"W 43.82'
S83°57'58"W 74.45'
N54°41'18"W 40.64'
S84°18'45"W 40.66'
S84°18'45"W 40.66'
S84°18'45"W 40.66'
S84°18'45"W 40.63'
S84°18'45"W 40.63'
S84°18'45"W 40.63

Exhibit B

CITY OF PORTLAND
PARKS, RECREATION & FACILITIES

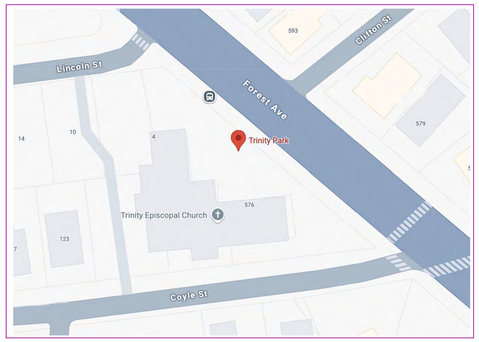
CONTRACT DRAWINGS

PREPARED BY:

Joshua Tompkins Landscape Architecture LLC
36 Marina Road
Yarmouth, Maine 04096

IMPROVEMENTS TO
Trinity Park &
Forest Avenue Right of Way
BID # XX
x/xx/xx





LOCATION MAP

INDEX OF PLANS

NO.	TITLE
L0.0	COVER SHEET
	BOUNDARY & TOPOGRAPHIC SURVEY, BY ST. CLAIR ASSOCIATES (FOR REFERENCE ONLY)
L1.0	EROSION AND SEDIMENTATION CONTROL PLAN
L2.0	DEMOLITION PLAN
L3.0	GRADING, DRAINAGE AND UTILITIES PLAN
L4.0	LAYOUT AND MATERIALS PLAN
L5.0	PLANTING PLAN — WEST & PLANTING DETAILS
L5.1	PLANTING PLAN — EAST
L6.0	SITE DETAILS
L6.1	SITE DETAILS

JTLA

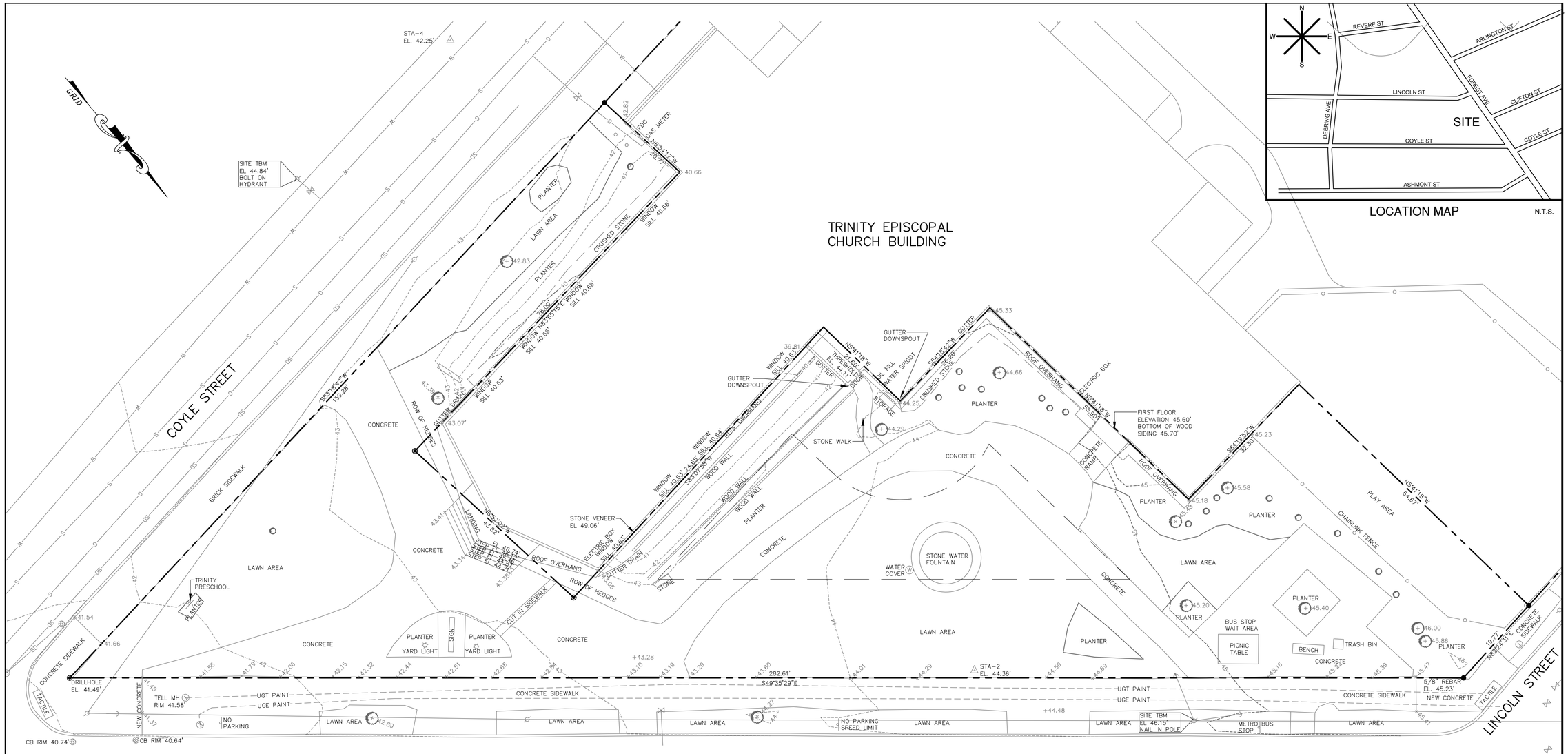
REV:	BY:	DATE:
		8/20/2025 PRICING SET — PROGRESS PRINT
		9/9/2025 PRICING SET — PROGRESS PRINT
		9/30/2025 PRICING SET — PROGRESS PRINT
		2/5/2026 PRICING SET

PROJECT NAME:
TRINITY PARK & FOREST AVE RIGHT OF WAY

CITY OF PORTLAND, MAINE
PARKS, RECREATION & FACILITIES
212 CANCO RD, SUITE A, PORTLAND, MAINE 04101
PHONE (207) 808-5400

Project No.	PROJECT NO.
Date	2/5/2026
Scale	
Drawn	JT, PS
Checked	

SHEET 1 OF 10 — L 0.0 — VAULT #:



LOCATION MAP N.T.S.

LEGEND

EXISTING	DESCRIPTION	PROPOSED
	BOUNDARY LINE/R.O.W.	
	ABUTTER LINE/R.O.W.	
	SETBACK	
	EASEMENT	
	IRON PIPE/ROD	●
	DRILLHOLE	◉
	BENCHMARK	
	BUILDING	
	SIGN	
	EDGE PAVEMENT	
	EDGE OF STONE	
	CURBLINE	
--122-- --120--	CONTOURS	
30.20	SPOT GRADE	
	CHAIN LINK FENCE	
	DECIDUOUS TREE	
	BOLLARD	
G	GAS	
W	WATER	
	GATE VALVE	
	HYDRANT	
S	SEWER	
S	SEWER MH	
SD	STORM DRAIN	
	CATCH BASIN	
D	DRAINAGE MH	
OHE	OVERHEAD ELEC. & TEL.	
UGE	UNDERGROUND ELEC. & TEL.	
E	ELECTRICAL MANHOLE	
T	TELEPHONE MANHOLE	
	LIGHT POLE/WALL	
	UTILITY POLE	
	GUY	

GRAPHIC SCALE

10 0 5 10 20 40

(IN FEET)

1 inch = 10 ft.

GENERAL NOTES

1) THE RECORD OWNERS OF THE PROPERTY ARE AS FOLLOWS:

A) CITY OF PORTLAND AS DESCRIBED IN DEEDS RECORDED AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN BOOK 703 PAGE 402 AND BOOK 891 PAGE 296.

B) TRINITY CHURCH OF PORTLAND RECTOR WARDENS & VESTRYMEN AS DESCRIBED IN A DEED RECORDED IN BOOK

2) THE PROPERTY OF CITY OF PORTLAND IS IDENTIFIED AS PARCEL 125 K013001.

THE PARCEL OF TRINITY OF CHURCH OF PORTLAND RECTOR WARDENS & VESTRYMEN IS IDENTIFIED AS PARCEL 125 K011001, PARCEL 125 K012001 AND PARCEL 125 K01000.

3) THE BEARINGS AND NORTH ORIENTATION SHOWN HEREON ARE BASED UPON GRID NORTH, NORTH AMERICAN DATUM OF 1983, MAINE WEST ZONE. CONTOURS AND ELEVATION SHOWN HEREON ARE BASED UPON NATIONAL GEODETIC VERTICAL DATUM OF 1929.

4) PLAN REFERENCES:

A) SITE PLAN ON LINCOLN ST. AND COYLE ST. PORTLAND ME MADE FOR THE TRINITY CHURCH DATED THROUGH OCTOBER 1, 1999 BY OWEN HASKELL, INC.

B) PLAN OF WHEELER SUBDIVISION TOWN OF DEERING DATED MARCH 26, 1891 AND RECORDED IN PLAN BOOK 7 PAGE 19.

C) PLAN OF ASHMONT-COYLE IN PORTLAND, MAINE FOR ASHCO, INC. DATED NOVEMBER 4, 1976 BY OWEN HASKELL,INC. AND RECORDED IN PLAN BOOK 115 PAGE 35.

D) PLAN SHOWING A STANDARD BOUNDARY SURVEY MADE FOR MERCY HOSPITAL DATED AUGUST 31, 1998 BY DANIEL J. DALPHONSO AND RECORDED IN PLAN BOOK 198 PAGE 320.

E) ALTA/ACSM LAND TITLE SURVEY BOUNDARY & EXISTING CONDITIONS DATED NOVEMBER 6, 2007 BY TITCOMB ASSOCIATES AND RECORDED IN PLAN BOOK 210 PAGE 47.

F) STREET RIGHT OF WAY PLANS ON FILE AT THE CITY OF PORTLAND DEPARTMENT OF PUBLIC WORKS ENGINEERING DEPARTMENT.

5) THE PROPERTY SHOWN HEREON IS SUBJECT TO AND BENEFITED BY ALL MATTERS OF RECORD ON FILE AT THE CUMBERLAND COUNTY REGISTRY OF DEEDS. REFERENCE IS MADE TO THE FOLLOWING:

A) EASEMENTS AND RIGHT OF WAY DESCRIBED IN A DEED RECORDED IN BOOK 2829 PAGE 257.

B) RIGHTS, EASEMENTS AND RESERVATIONS DESCRIBED IN A DEED RECORDED IN BOOK 2829 PAGE 250.

C) CONDITIONS DESCRIBED IN A DEED RECORDED IN BOOK 3079 PAGE 675.

6) THE PROPERTY DOES NOT APPEAR TO BE LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA AS SHOWN ON THE CITY OF PORTLAND FEMA FLOOD HAZARD MAP 23005C0691F HAVING AN EFFECTIVE DATE OF JUNE 20, 2024.

7) TRINITY PARK IS LOCATED IN LOCATED IN THE CITY OF PORTLAND OS-R ZONING DISTRICT. THE PROPERTY OF TRINITY CHURCH OF PORTLAND RECTOR WARDENS & VESTRYMEN IS LOCATED IN THE B-2B ZONING DISTRICT AND RN-3 ZONING DISTRICT. THE MINIMUM SPACE REQUIREMENTS FOR PROPERTY LOCATED IN THE OS-R ZONING DISTRICT ARE AS FOLLOWS:

MINIMUM LOT AREA:	---
MINIMUM FRONT SETBACK:	20 FEET
MINIMUM REAR SETBACK:	20 FEET
MINIMUM SIDE SETBACK:	10 FEET
MAXIMUM STRUCTURE HEIGHT:	45 FEET
LOT COVERAGE:	25%
LANDSCAPE OPEN SPACE RATIO:	75% EXCEPT 25% FOR STADIUMS AND NONE FOR SEWAGE TREATMENT FACILITIES

SEE CITY OF PORTLAND ZONING ORDINANCE FOR MORE DETAILED INFORMATION REGARDING LAND USE REQUIREMENTS FOR PROPERTY LOCATED IN THE OS-R ZONING DISTRICT.

8) THIS PLAN IS BASED UPON A BOUNDARY SURVEY PERFORMED IN ACCORDANCE WITH THE STATE OF MAINE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS STANDARDS OF PRACTICE WITH THE EXCEPTION THAT NO REPORT OF SURVEY HAS BEEN PREPARED, NO NEW LEGAL DESCRIPTION HAS BEEN PREPARED AND THAT THE PROPOSED MONUMENTATION SHOWN HEREON HAS NOT BEEN SET AT THIS ISSUANCE OF THIS PLAN.

STATE OF MAINE DAVID C. ST. CLAIR, IP 2317 PROFESSIONAL LAND SURVEYOR

REV:	BY:	DATE:	STATUS:
B	DCS	05-23-2025	ADD SPOT ELEVATIONS
A	DCS	04-26-2025	FOR REVIEW

THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM ST.CLAIR ASSOCIATES ANY ALTERATIONS, AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO ST.CLAIR ASSOCIATES

ST.CLAIR ASSOCIATES
LAND SURVEYING AND CIVIL ENGINEERING
34 Forest Lane
Cumberland, ME 04021
Tel (207) 829-5558

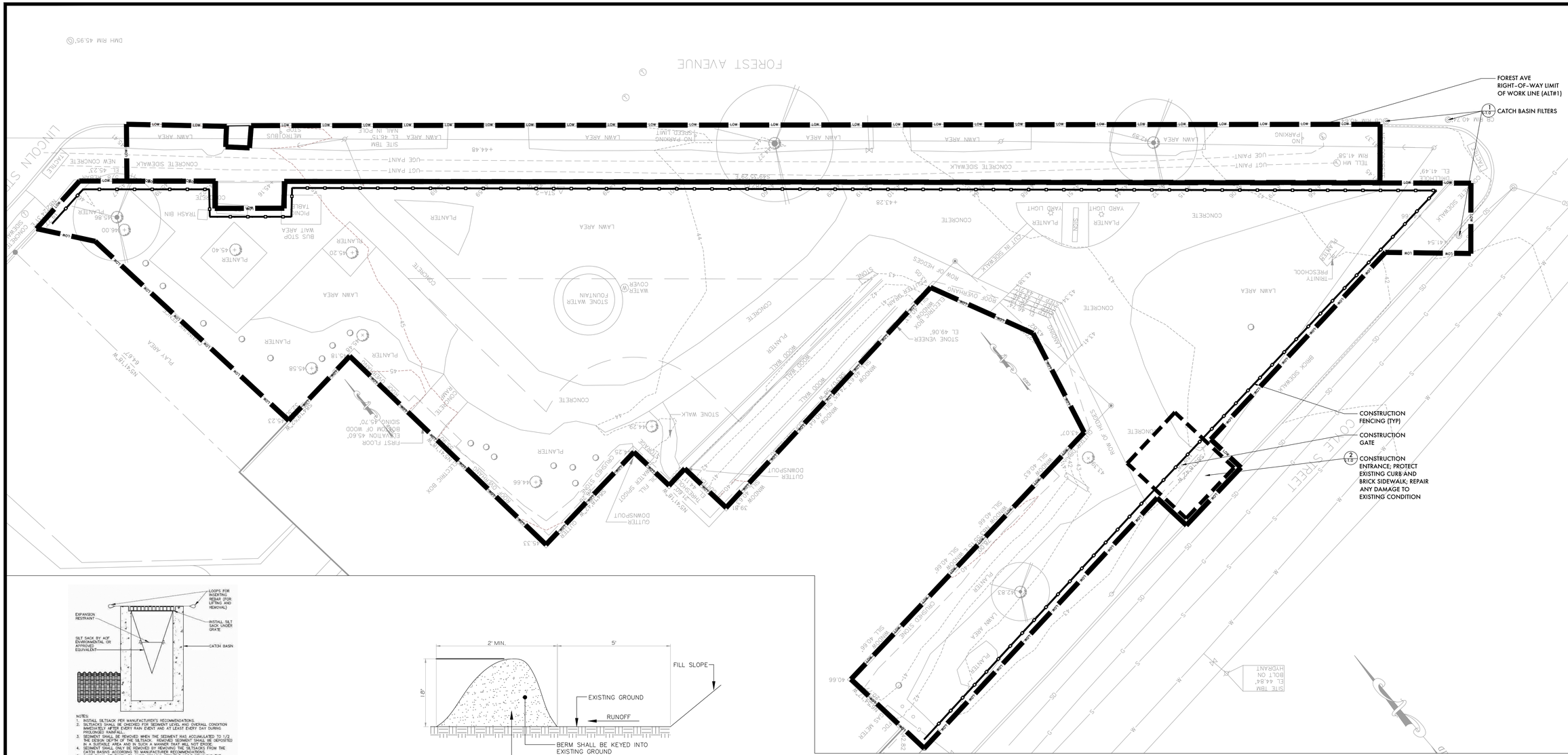
PROJECT NO.	FIELD BOOK	DESIGN	CHKD	DRAWN
24115	ELECT	.	DCS	DCS

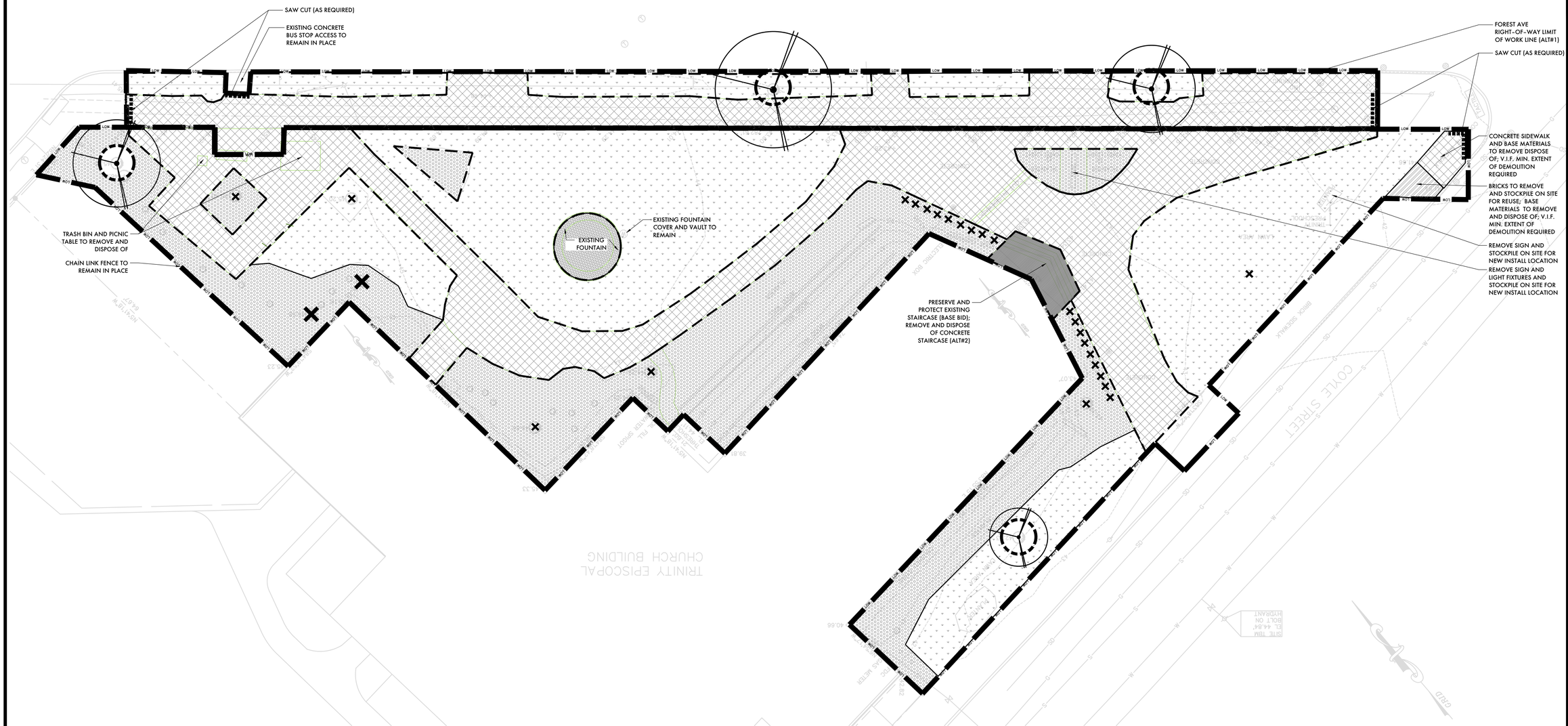
BOUNDARY & TOPOGRAPHIC SURVEY
OF:
TRINITY PARK
580 FOREST AVENUE
PORTLAND, MAINE
FOR:
TRINITY EPISCOPAL CHURCH
580 FOREST AVENUE
PORTLAND, ME 04101

DATE	SCALE
04-26-2025	1"=10'

SHEET 1

24115EC


FOREST AVENUE
FOREST AVE RIGHT-OF-WAY LIMIT OF WORK LINE (ALT#1)
1 C1.0 CATCH BASIN FILTERS
2 C1.0 CONSTRUCTION ENTRANCE; PROTECT EXISTING CURB AND BRICK SIDEWALK; REPAIR ANY DAMAGE TO EXISTING CONDITION
CONSTRUCTION FENCING (TYP)
CONSTRUCTION GATE
LAWN AREA
CONCRETE
PLANTER
STONE WALK
BRICK SIDEWALK
CONCRETE SIDEWALK
TRASH BIN
BUS STOP WAIT AREA
PICNIC TABLE
STONE FOUNTAIN
WATER COVER
STONE VENEER
WOOD WALL
WINDOW WELL
ROOF OVERHANG
ROW OF HEDGES
YARD LIGHT
SIGN
TRINITY PRESCHOOL
CITY OF PORTLAND
PLAY AREA
N57°13'W 64.67'
S57°13'E 52.23'
N54°13'W 39.86'
S49°32'29"E 444.48'
N43°28'W 443.28'
S42°28'E 10.66'
S42°28'E 42.83'
S42°28'E 42.89'
S42°28'E 41.54'
S42°28'E 41.49'
S42°28'E 40.72'
S42°28'E 40.68'
S42°28'E 40.68'
S42°28'E 40.67'
S42°28'E 40.67'
S42°28'E 40.67



LEGEND

- CONCRETE STAIRCASE AND HANDRAILS TO REMOVE AND DISPOSE OF (ALT #2)
- CONCRETE SIDEWALKS AND BASE MATERIALS TO REMOVE AND DISPOSE OF
- WATER FEATURE STONEWORK TO REMOVE AND DISPOSE OF (MAINTAIN WATER SUPPLY LINE, VAULT, AND COVER FOR NEW WATER FEATURE)
- SHRUBS AND PERENNIALS (INCLUDING ROOT MASS) TO REMOVE AND DISPOSE OF; STOCKPILE LOAM ON SITE FOR REUSE
- TURF TO STRIP AND DISPOSE OF; STOCKPILE LOAM ON SITE FOR REUSE
- LARGE TREE AND STUMP TO REMOVE AND DISPOSE OF
- SMALL TREE/LARGE SHRUB AND STUMP TO REMOVE AND DISPOSE OF
- TREE OR SHRUB TO PROTECT
- LOW — LIMIT OF WORK LINE

NOTES:
1. REMOVE AND STOCKPILE ALL GRANITE COBBLESTONES FOR REUSE
2. REMOVE AND STOCKPILE ALL STEPPING STONES FOR REUSE

GENERAL NOTES:

1. REFER TO BOUNDARY AND TOPOGRAPHIC SURVEY, BY ST. CLAIR ASSOCIATES FOR EXISTING CONDITIONS INFORMATION AND SURVEY GENERAL NOTES.

CONSTRUCTION NOTES:

1. UTILITY LOCATIONS ARE APPROXIMATE AND SHALL BE VERIFIED PRIOR TO CONSTRUCTION. ANY DISCREPANCIES OR CONFLICTS SHALL BE IMMEDIATELY REPORTED TO OWNER'S REP/LANDSCAPE ARCHITECT
2. THE CONTRACTOR SHALL CONTACT OWNER'S REP/LANDSCAPE ARCHITECT IF EXCAVATION DETERMINES THAT THERE ARE ADDITIONAL PIPES OR ELEVATIONS THAT ARE DIFFERENT THAN THOSE SHOWN ON EXISTING CONDITIONS SURVEY OR PLANS.
3. TIE-IN TO EXISTING STORM DRAIN CAN BE MADE WITH WYE CONNECTION OR INSERTA-TEE.
4. INSTALL CATCH BASIN SEDIMENT TRAP USING GEOTEXTILE FABRIC BENEATH GRATES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE SEDIMENT TRAPS.

GRADING NOTES:

1. ALL SIDEWALK CONSTRUCTION SHALL CONFORM TO THE APPROPRIATE ADA STANDARDS, INCLUDING BUT NOT LIMITED TO THE FOLLOWING:
1.1 WALKWAYS SHALL HAVE A MAXIMUM CROSS SLOPE (PERPENDICULAR TO THE DIRECTION OF TRAVEL) OF 2% AND A MAXIMUM LONGITUDINAL SLOPE (ALONG THE DIRECTION OF TRAVEL) OF 5%
1.2 RAMPED WALKWAYS SHALL NOT EXCEED 1:12 OR 8.33%
2. CONSTRUCT SIDEWALKS WITH GRADE BREAKS AS DEPICTED ON PLANS.
3. CONTRACTOR TO FIELD VERIFY LIMITS OF WORK AND GRADING WITH OWNER'S REP/LANDSCAPE ARCHITECT PRIOR TO BEGINNING WORK.
4. CONTRACTOR SHALL FIELD VERIFY ALL EXISTING GRADES AND LOCATION OF UTILITIES AND NOTIFY OWNER'S REP/LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.
5. CONTRACTOR SHALL FIELD VERIFY SPOT GRADES AND ELEVATIONS AND NOTIFY OWNER'S REP/LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.
6. ALL EXISTING TREES MARKED ON THE PLAN FOR PROTECTION SHALL BE PROTECTED DURING CONSTRUCTION PERIOD WITH SNOW FENCING LOCATED AT THE DRIP LINE OF CANOPY.
7. **CONTRACTOR SHALL SCHEDULE A SITE MEETING WITH OWNER'S REP/LANDSCAPE ARCHITECT TO REVIEW, VERIFY AND MAKE ANY NECESSARY ADJUSTMENTS TO FINISHED SUB GRADES AS SHOWN ON L3.0 GRADING, DRAINAGE, AND UTILITIES PLAN.**
8. CONTRACTOR SHALL SCHEDULE A SITE MEETING WITH OWNER'S REP/LANDSCAPE ARCHITECT TO REVIEW, VERIFY AND MAKE ANY NECESSARY ADJUSTMENTS TO FINISHED GRADES AS SHOWN ON L3.0 GRADING, DRAINAGE, AND UTILITIES PLAN.

LAYOUT NOTES:

1. CONTRACTOR SHALL FIELD VERIFY LAYOUT AND DIMENSIONS AND NOTIFY OWNER'S REP/LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.
2. ALL LINES AND DIMENSIONS ARE PARALLEL OR PERPENDICULAR TO THE LINES FROM WHICH THEY ARE MEASURED UNLESS OTHERWISE INDICATED.
3. ALL MEASUREMENTS ARE IN FEET AND INCHES.
4. CONTRACTOR SHALL SHEDULE A MEETING WITH OWNER'S REP/LANDSCAPE ARCHITECT ON SITE TO REVIEW, VERIFY AND MAKE ANY NECESSARY ADJUSTMENTS TO LAYOUT AS SHOWN ON L4.0 LAYOUT AND MATERIALS PLAN PRIOR TO CONSTRUCTION.

LIGHTING NOTES:

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL CONSTRUCTION ACTIVITIES RELATED TO LIGHTING.
2. CONTRACTOR'S ELECTRICIAN SHALL BE RESPONSIBLE FOR COORDINATION OF ELECTRICAL CONNECTION AND WIRING TO THE SOURCE.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR ELECTRICAL WORK IN COMPLIANCE WITH STATE OF MAINE AND CITY OF PORTLAND CODES.
4. CONTRACTOR IS RESPONSIBLE FOR ALL PERMITS AND FEES.
5. CONTRACTOR'S ELECTRICIAN IS RESPONSIBLE FOR ALL HIGH VOLTAGE WIRING AND CONNECTION TO POWER SOURCE ENSURING A FULLY OPERABLE LIGHTING SYSTEM.

PLANTING NOTES:

1. CONTRACTOR SHALL BEGIN MAINTENANCE IMMEDIATELY AFTER PLANTING AND SHALL CONTINUE UNTIL FINAL ACCEPTANCE. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MEANS AND METHODS OF WATERING.
2. THE LANDSCAPE CONTRACTOR SHALL SUPPLY ALL PLANT MATERIALS IN QUANTITIES SUFFICIENT TO COMPLETE ALL PLANTINGS SHOWN ON THIS DRAWING. CLARIFY ANY DISCREPANCIES WITH THE LANDSCAPE ARCHITECT PRIOR TO ORDERING PLANT MATERIAL.
3. THE LANDSCAPE CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIALS FOR ONE(1) FULL YEAR FROM DATE OF SUBSTANTIAL COMPLETION.
4. ALL PLANT MATERIALS ARE SUBJECT TO THE APPROVAL OF THE LANDSCAPE ARCHITECT AT THE NURSERY AND AT THE SITE.
5. ALL AREAS OF THE SITE WHICH HAVE BEEN DISTURBED AND NOT OTHERWISE DEVELOPED SHALL BE LOAMED WITH A MINIMUM DEPTH OF 6" APPROVED LOAM AND SEEDED AS SPECIFIED.
6. ALL TREES LOCATED ADJACENT TO WALKS AND DRIVES SHALL HAVE 6' OF CLEAR HEIGHT TO FIRST BRANCHING.
7. CONTRACTOR SHALL VERIFY ALL TREE REMOVALS WITH OWNER'S REP/LANDSCAPE ARCHITECT PRIOR TO START OF CONSTRUCTION.
8. NO PLANT SHALL BE PUT INTO THE GROUND BEFORE ROUGH GRADING HAS BEEN COMPLETED AND APPROVED BY LANDSCAPE ARCHITECT.
9. ALL PLANTS SHALL BE BALLED AND WRAPPED OR CONTAINER GROWN AS SPECIFIED. NO CONTAINER GROWN STOCK WILL BE ACCEPTED IF IT IS ROOT BOUND. ALL ROOT WRAPPING MATERIAL SHALL BE REMOVED AT THE TIME OF PLANTING
10. WITH CONTAINER GROWN STOCK, THE CONTAINER SHALL BE REMOVED AND THE CONTAINER BALL SHALL BE CUT THROUGH THE SURFACE IN TWO VERTICAL LOCATIONS.
11. THE LOCATION OF ALL PLANTINGS SHALL BE STAKED AND/OR PLACED FOR FINAL APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. THE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT 48 HOURS PRIOR TO REQUIRED SITE VISIT.
12. ALL PLANTS SHALL BE INSTALLED AS PER DETAILS AND THE CONTRACT SPECIFICATIONS. THE LANDSCAPE CONTRACTOR SHALL REFER TO THE CONTRACT SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
13. ALL PLANTS SHALL BE WATERED THOROUGHLY TWICE DURING THE FIRST 24-HOUR PERIOD AFTER PLANTING. ALL PLANTS SHALL THEN BE WATERED BY THE CONTRACTOR, AS NECESSARY TO INSURE HEALTH UNTIL FINAL ACCEPTANCE.
14. THE LANDSCAPE CONTRACTOR SHALL REFER TO THE PLANT LIST AND PLANTING SPECIFICATIONS FOR SEASONAL REQUIREMENTS AND OTHER RESTRICTIONS RELATED TO THE TIME OF PLANTING.
15. ALL PLANTING BEDS SHALL HAVE A MINIMUM OF 12" OF APPROVED LOAM.

LICENSED LANDSCAPE ARCHITECT
Joshua Clarke Tompkins
4107
STATE OF MAINE

NORTH

REV:	BY:	DATE:
		8/20/2025 PRICING SET — PROGRESS PRINT
		9/9/2025 PRICING SET — PROGRESS PRINT
		9/30/2025 PRICING SET — PROGRESS PRINT
		2/5/2026 PRICING SET

DEMOLITION PLAN

PROJECT NAME:
TRINITY PARK AND FOREST AVE RIGHT OF WAY

CITY OF PORTLAND, MAINE
PARKS, RECREATION & FACILITIES
212 CANCO RD, SUITE A, PORTLAND, MAINE 04101
PHONE (207) 808-5400

CITY OF PORTLAND, MAINE — RESURGAM

Bid Number	XXXXX
Date	2/5/2026
Scale	1" = 10'
Drawn	JT
Checked	

SHEET 4 OF 10
L 2.0

VAULT #:

EXTEND CONDUIT FROM EXISTING TO SALVAGED DIRECTIONAL FIXTURES AT NEW SIGN LOCATION, WIRING BY ELECTRICIAN

7 L6.0 RETAINING WALL DRAINAGE

6" SOLID PVC PIPE

FOREST AVE RIGHT-OF-WAY LIMIT OF WORK LINE (ALT#1)

EXISTING FOUNTAIN WATER VAULT & COVER

DEDICATED WATER LINE TO FOUNTAIN

CROSS PITCH (TYP)

40.77 RIM
34.02 INV IN
33.97 INV OUT
CORE INTO EXISTING CATCH BASIN PER CITY OF PORTLAND STANDARDS

8" SOLID PVC PIPE

CLEAN OUT WITH 12" DIA. CAST IRON COVER

6" SOLID PVC PIPE

FOUNDATION DRAINAGE 2 L6.0

CLEAN OUT WITH 12" DIA. CAST IRON COVER

TIE DOWNSPOUT TO FOUNDATION DRAIN (BOTH SIDES); GUTTER/DOWNSPOUT DESIGN, BY OTHERS

T UP WITH 6" SOLID PIPE TO FINISHED GRADE W/ CLEAN OUT AND CAP

EXISTING FOUNDATION SUMP LEADER SHALL REMAIN IN PLACE

2 L6.0 FOUNDATION DRAINAGE

7 L6.0 RETAINING WALL DRAINAGE

4.67' LANDING

TRANSFORMER FOR (2) LIGHTING ZONES: BOLLARDS AND DIRECTIONAL AT CHURCH SIGN AND FOR FOUNTAIN PUMP, MOUNT TO EXTERIOR WALL, FURNISH ASTRONOMICAL TIMER, BY ELECTRICIAN

GFCI OUTLET WITH WATERPROOF COVER, MOUNT ON EXTERIOR WALL, BY ELECTRICIAN

1" SCHED 40 CONDUIT FOR FOUNTAIN PUMP, WIRING BY ELECTRICIAN

1" SCHED 40 CONDUIT TO LIGHT FIXTURES (TYP); WIRING BY ELECTRICIAN

DRIP EDGE (TYP) 3 L6.0

2' (TYP)

LANDING & DRAINAGE AREA 4 L6.0

35.82 INV
T UP WITH 6" SOLID PIPE TO FINISHED GRADE W/ CLEAN OUT AND CAP

35.66 INV
T UP WITH 6" SOLID PIPE TO FINISHED GRADE W/ CLEAN OUT AND CAP

BUMP OUT CRUSHED STONE BURROW AS SHOWN TO BETTER ADDRESS ROOF VALLEY

COYLE STREET

TRINITY EPISCOPAL CHURCH BUILDING

SITE TBM
EL 44.84'
BOLT ON
HYDRANT

NORTH

LICENSED LANDSCAPE ARCHITECT
Joshua Clarke Tompkins
4107
STATE OF MAINE

REV:	BY:	DATE:
		8/20/2025 PRICING SET — PROGRESS PRINT
		9/9/2025 PRICING SET — PROGRESS PRINT
		9/30/2025 PRICING SET — PROGRESS PRINT
		2/5/2026 PRICING SET

GRADING, DRAINAGE & UTILITIES PLAN

PROJECT NAME:
TRINITY PARK AND FOREST AVE RIGHT OF WAY

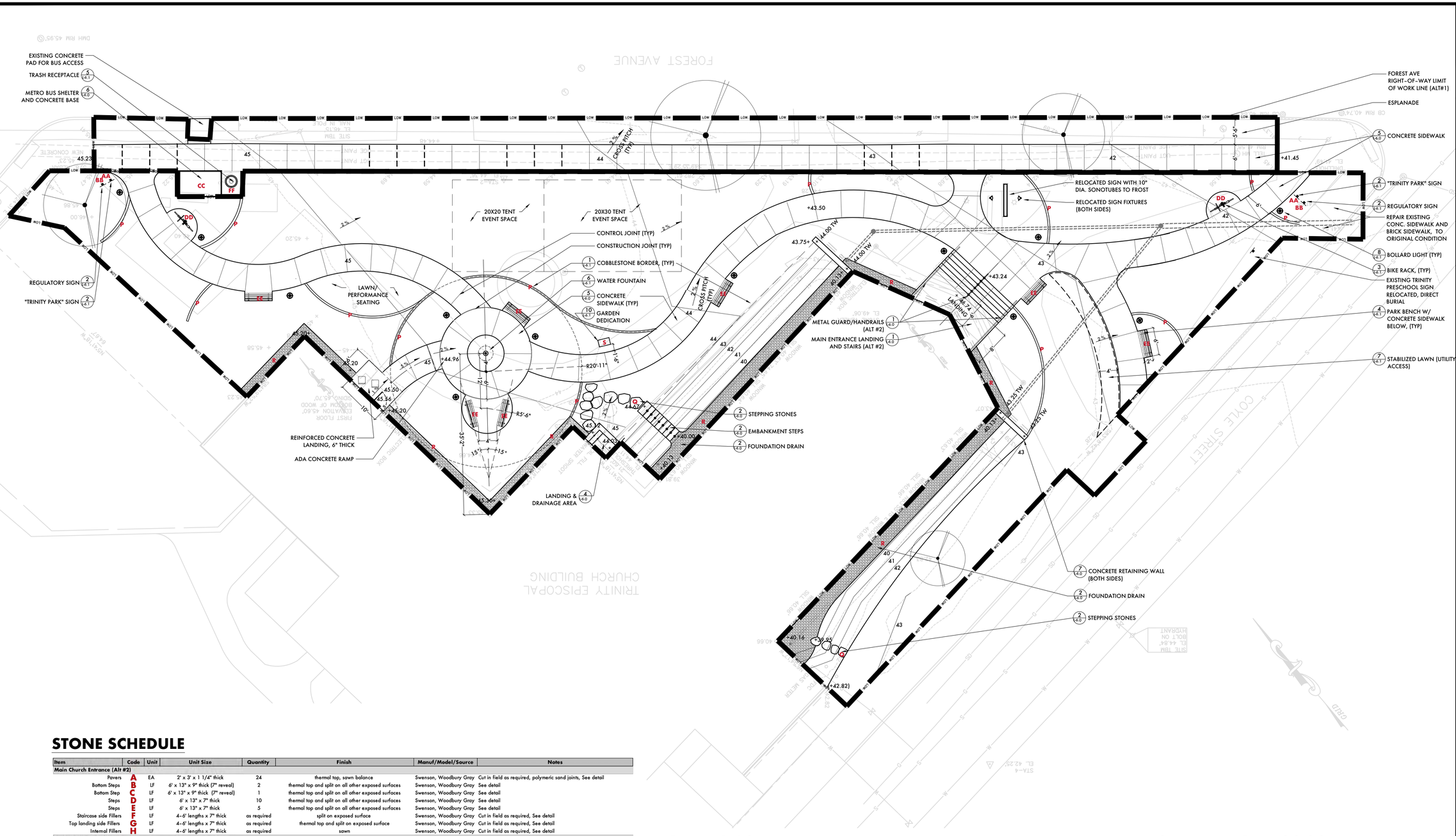
CITY OF PORTLAND, MAINE
PARKS, RECREATION & FACILITIES
212 CANCO RD, SUITE A, PORTLAND, MAINE 04101
PHONE (207) 808-5400

RESURGAM CITY OF PORTLAND, MAINE

Bid Number	XXXXX
Date	2/5/2026
Scale	1" = 10'
Drawn	JT, PS
Checked	

SHEET 5 OF 10
L 3.0

VAULT #:



STONE SCHEDULE

Item	Code	Unit	Unit Size	Quantity	Finish	Manuf/Model/Source	Notes
Main Church Entrance (Alt #2)							
Pavers	A	EA	2' x 3' x 1 1/4" thick	24	thermal top, sawn balance	Swenson, Woodbury Gray	Cut in field as required, polymeric sand joints, See detail
Bottom Steps	B	LF	6' x 13" x 9" thick (7" reveal)	2	thermal top and split on all other exposed surfaces	Swenson, Woodbury Gray	See detail
Bottom Step	C	LF	6' x 13" x 9" thick (7" reveal)	1	thermal top and split on all other exposed surfaces	Swenson, Woodbury Gray	See detail
Steps	D	LF	6' x 13" x 7" thick	10	thermal top and split on all other exposed surfaces	Swenson, Woodbury Gray	See detail
Steps	E	LF	6' x 13" x 7" thick	5	thermal top and split on all other exposed surfaces	Swenson, Woodbury Gray	See detail
Staircase side Fillers	F	LF	4-6' lengths x 7" thick	as required	split on exposed surface	Swenson, Woodbury Gray	Cut in field as required, See detail
Top landing side Fillers	G	LF	4-6' lengths x 7" thick	as required	thermal top and split on exposed surface	Swenson, Woodbury Gray	Cut in field as required, See detail
Internal Fillers	H	LF	4-6' lengths x 7" thick	as required	sawn	Swenson, Woodbury Gray	Cut in field as required, See detail
Embankment Staircase							
Bottom Step	I	EA	3' x 18" x 9" (7" reveal)	1	thermal top, split on all other exposed surfaces	Swenson, Woodbury Gray	See detail
Steps	J	EA	3' x 7" x 18"	7	thermal top, split on all other exposed surfaces	Swenson, Woodbury Gray	See detail
Doorway Landing Area							
Bottom Step	K	EA	4' x 13" x 9" (7" reveal)	1	thermal top, split on all other exposed surfaces	Swenson, Woodbury Gray	See detail, Split to size in field (+/-3'-6" lengths)
Step	L	EA	4' x 13" x 7"	1	thermal top, split on all other exposed surfaces	Swenson, Woodbury Gray	See detail, Split to size in field (+/-3'-6" lengths)
Wall return bottom	M	EA	7' x 13" x 9" (7" reveal)	1	thermal top, split on all other exposed surfaces	Swenson, Woodbury Gray	See detail, Split to size in field (+/- 6'-3" lengths)
Wall return top	N	EA	7' x 13" x 7"	1	thermal top, split on all other exposed surfaces	Swenson, Woodbury Gray	See detail, Split to size in field (+/- 6'-3" lengths)
Paver	O	EA	2' x 2' x 1 1/4" thick	4	thermal top, sawn balance	Swenson, Woodbury Gray	See detail, Cut to size in field (+/- 21" x 21") polymeric sand joints
Plant Bed Borders							
Cobblestones	P	LF	variable	as shown	natural	Site salvaged	See detail
Pathways							
Stepping Stones	Q	EA	2.5' x 2.5' irregular	15	natural fieldstone	part site salvaged, part match existing	See detail
Drip Edge							
Round stone	R	SF	2"	as shown	natural	Scott Dugas	See detail
Dedication							
Block w/ plaque	S	EA	2'-6" x 1'-6" x 1'-6"	1	thermal top, split on all other exposed surfaces	bronzememorials.net	See detail

Notes:
1. Field verify all quantities and dimensions in field
2. Main staircase finished product shall have a thermal finish on all exposed top surfaces and a split finish on all exposed face and side surfaces.

LIGHTING SCHEDULE

	SYMBOL	QTY	SIZE	MATERIAL	FINISH	Mount	MANUF./ SOURCE	SPEC	IMAGE
Bollard	⊕	12	4" diameter x 26.6" height	Solid cast brass	Unfinished	10" diameter concrete sonotube to frost depth (4')	Beachside Lighting	MB2-120V-8W-NFL	

Notes:
1. Beachside lighting rep contact: Rick Weeks
CWA Lighting Group, LLC
156 Ledge Hill Road
Tuftonboro, NH 03816
603-515-7007
rickweeks@cwagroup.net
2. Transformer/s shall be supplied and installed by electrician for a fully operable outdoor lighting system and fountain
3. Astronomical timer shall be supplied, programmed and installed by eletrician

SITE FURNISHINGS SCHEDULE

Item	Code	Unit	Quantity	Manuf/Model/Source	Notes
Sign (Identification)	AA	EA	2	City Standard	See detail
Sign (Regulatory)	BB	EA	2	City Standard	See detail
Bus Shelter	CC	EA	1	Metro Standard	See detail
Bike Rack	DD	EA	2	City Standard	See detail
Bench	EE	EA	7	City Standard	See detail
Trash receptacle	FF	EA	1	City Standard	See detail

LICENSED LANDSCAPE ARCHITECT
Joshua Clarke Tompkins
4107
STATE OF MAINE

REV:	BY:	DATE:
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		9/9/2025 PRICING SET — PROGRESS PRINT
		9/30/2025 PRICING SET — PROGRESS PRINT
		2/5/2026 PRICING SET

LAYOUT & MATERIALS PLAN

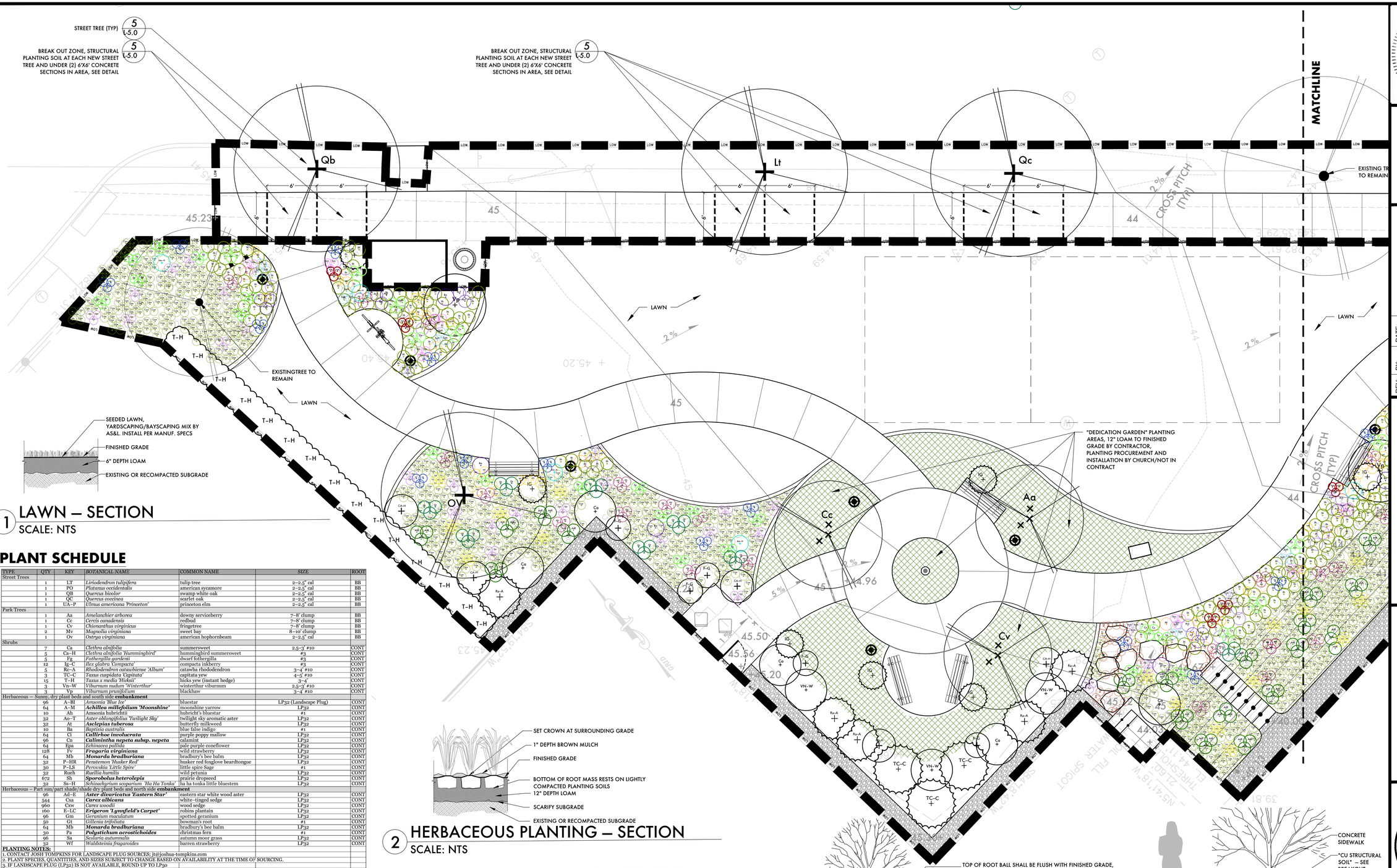
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CITY OF PORTLAND, MAINE — RESURGAM

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SHEET 6 OF 10
L 4.0
VAULT #:



1 LAWN – SECTION
SCALE: NTS

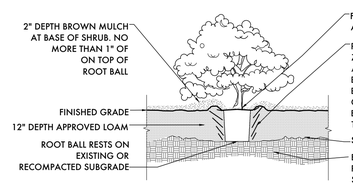
PLANT SCHEDULE

TYPE	QTY	KEY	*BOTANICAL NAME*	COMMON NAME	SIZE	ROOT
Street Trees						
	1	LT	*Liriodendron tulipifera*	tulip tree	2–2.5" cal	BB
	1	PO	*Platanus occidentalis*	american sycamore	2–2.5" cal	BB
	1	QB	*Quercus bicolor*	swamp white oak	2–2.5" cal	BB
	1	QC	*Quercus coccinea*	scarlet oak	2–2.5" cal	BB
	1	UA–P	*Ulmus americana 'Princeton'*	princeton elm	2–2.5" cal	BB
Park Trees						
	1	Aa	*Amelanchier arborea*	downy serviceberry	7–8' clump	BB
	1	Cc	*Cercis canadensis*	redbud	7–8' clump	BB
	1	Cv	*Chionanthus virginicus*	fringetree	7–8' clump	BB
	2	Mv	*Magnolia virginiana*	sweet bay	8–10' clump	BB
	1	Ov	*Ostrya virginiana*	american hophornbeam	2–2.5" cal	BB
Shrubs						
	7	Ca	*Clethra alnifolia*	summersweet	2.5–3' #10	CONT
	5	Ca–H	*Clethra alnifolia 'Hummingbird'*	hummingbird summersweet	#3	CONT
	5	Fg	*Fothergilla gardenii*	dwarf fothergilla	#3	CONT
	12	Ig–C	*Ilex glabra 'Compacta'*	compacta inkberry	#3	CONT
	5	Rc–A	*Rhododendron catawbiense 'Album'*	catawba rhododendron	3–4' #10	CONT
	3	TC–C	*Taxus cuspidata 'Capitata'*	capitata yew	4–5' #10	CONT
	15	T–H	*Taxus x media 'Hicksii'*	hicks yew (instant hedge)	3–4'	CONT
	3	Vn–W	*Viburnum nudum 'Winterthur'*	winterthur viburnum	2.5–3' #10	CONT
	3	Vp	*Viburnum prunifolium*	blackhaw	3–4' #10	CONT
Herbaceous – Sunny, dry plant beds and south side **embankment**						
	96	A–Bl	*Amsonia 'Blue Ice'*	bluestar	LP32 (Landscape Plug)	CONT
	64	A–M	***Achillea millefolium 'Moonshine'***	moonshine yarrow	LP32	CONT
	10	Ah	Amsonia hubrichtii	hubricht's bluestar	#1	CONT
	32	Ao–T	*Aster oblongifolius 'Twilight Sky'*	twilight sky aromatic aster	LP32	CONT
	32	At	***Asclepias tuberosa***	butterfly milkweed	LP32	CONT
	10	Ba	*Baptisia australis*	blue false indigo	#1	CONT
	64	Cl	***Callirhoe involucrata***	purple poppy mallow	LP32	CONT
	96	Cn	***Calimintha nepeta subsp. nepeta***	calamint	LP32	CONT
	64	Epa	*Echinacea pallida*	pale purple coneflower	LP32	CONT
	128	Fv	***Fragaria virginiana***	wild strawberry	LP32	CONT
	64	Mb	***Monarda bradburiana***	bradbury's bee balm	LP32	CONT
	32	P–HR	*Penstemon 'Husker Red'*	husker red foxglove beardtongue	LP32	CONT
	30	P–LS	*Perovskia 'Little Spire'*	little spire Sage	#1	CONT
	32	Raeh	*Ruellia humilis*	wild petunia	LP32	CONT
	672	Sh	***Sporobolus heterolepis***	prairie dropseed	LP32	CONT
	32	Se–H	*Schizachyrium scoparium 'Ha Ha Tonka'*	ha ha tonka little bluestem	LP32	CONT
Herbaceous – Part sun/ part shade/ shade dry plant beds and north side **embankment**						
	96	Ad–E	***Aster divaricatus 'Eastern Star'***	eastern star white wood aster	LP32	CONT
	544	Cxa	***Carex albicans***	white-tinged sedge	LP32	CONT
	960	Cxw	*Carex woodii*	wood sedge	LP32	CONT
	160	E–LC	***Erigeron 'Lynfield's Carpet'***	robins plantain	LP32	CONT
	96	Gm	*Geranium maculatum*	spotted geranium	LP32	CONT
	50	Gt	*Gillenia trifoliata*	bowman's root	#1	CONT
	64	Mb	***Monarda bradburiana***	bradbury's bee balm	LP32	CONT
	30	Pa	***Polystichum acrostichoides***	christmas fern	#1	CONT
	96	Sa	*Sesleria autumnalis*	autumn moor grass	LP32	CONT
	32	Wf	*Waldsteinia fragaroides*	barren strawberry	LP32	CONT

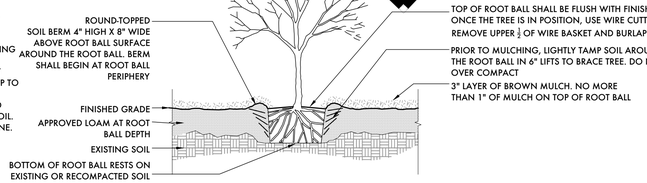
PLANTING NOTES:
1. CONTACT JOSH TOMPKINS FOR LANDSCAPE PLUG SOURCES; J@joshua-tompkins.com
2. PLANT SPECIES, QUANTITIES, AND SIZES SUBJECT TO CHANGE BASED ON AVAILABILITY AT THE TIME OF SOURCING.
3. IF LANDSCAPE PLUG (LP32) IS NOT AVAILABLE, ROUND UP TO LP50
4. SPECIES OR CULTIVAR SUBSTITUTIONS ARE GENERALLY NOT ACCEPTABLE. LA TO REVIEW AND APPROVE ALL PLANT SPECIES AND CULTIVARS PRIOR TO ORDERING.
5. THIS PLAN IS FOR THE GENERAL LAYOUT OF PLANTINGS ONLY.
6. LANDSCAPE ARCHITECT SHALL FIELD MARK AND LEAD LAYOUT OF PLANTS PRIOR TO INSTALLATION.
7. ALL LAWN AREAS SHALL RECEIVE 6" DEPTH APPROVED LOAM; SEED MIX SHALL BE YARDSCAPING/BAYSCAPING MIX BY ALLEN STERLING LOTHROP, INSTALL AT RATE PER MANUF SPECS.
8. ALL PLANT BED AREAS SHALL RECEIVE 12" DEPTH APPROVED LOAM.
9. ALL PLANT BEDS SHALL RECEIVE 1" DEPTH APPROVED BROWN MULCH. INSTALL MULCH BEFORE PLANTING LANDSCAPE PLUGS.
10. ALL SHRUBS SHALL RECEIVE 2" DEPTH BROWN MULCH AT BASE OF PLANT AFTER PLANTING, SEE SHRUB PLANTING DETAIL
11. ALL TREES SHALL RECEIVE 3" DEPTH BROWN MULCH AFTER PLANTING, SEE TREE PLANTING DETAIL

IRRIGATION NOTES:
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2. IRRIGATION ZONE AND SLEEVE LOCATIONS SHALL BE COORDINATED WITH LANDSCAPE ARCHITECT AND IRRIGATION CONTRACTOR (TBD ON PLAN)
3. IRRIGATION SHALL BE POP UP ROTARY HEADS (4" HT. LAWN AREAS, 12" HT. PLANT BED AREAS); DEDICATION GARDEN IRRIGATION SYSTEM TBD BY CHURCH
4. IRRIGATION SHALL INCLUDE DIGITAL CONTROLLER WITH WEATHER AWARE SYSTEM.
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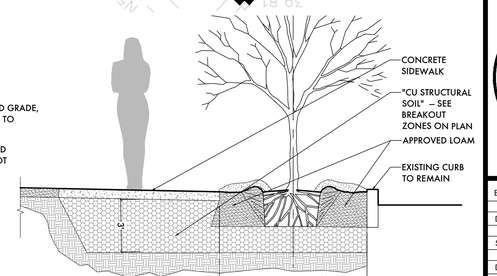
2 HERBACEOUS PLANTING – SECTION
SCALE: NTS



3 SHRUB PLANTING – SECTION
SCALE: NTS



4 LAWN TREE PLANTING – SECTION
SCALE: NTS



5 STREET TREE & BREAKOUT ZONES
SCALE: NTS

LICENSED LANDSCAPE ARCHITECT
Joshua Clarke Tompkins
4107
STATE OF MAINE

NORTH

REV:	BY:	DATE:
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PLANTING PLAN – WEST & EAST PLANTING DETAILS

PROJECT NAME:
TRINITY PARK AND FOREST AVE RIGHT OF WAY

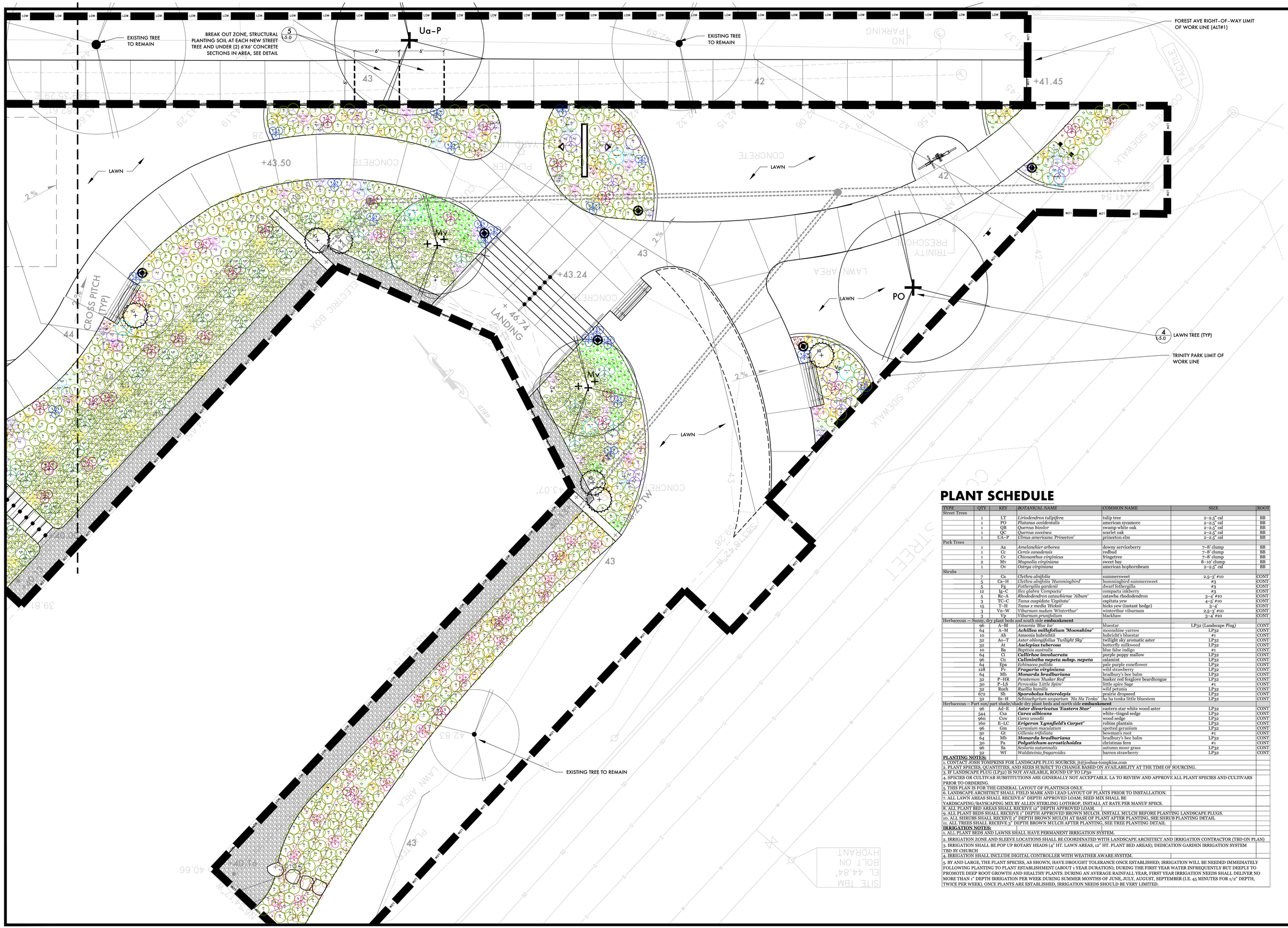
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SHEET 7 OF 10
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PLANT SCHEDULE

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	5	Ca–H	*Clethra alnifolia 'Hummingbird'*	hummingbird summersweet	#3	CONT
	5	Fg	*Fothergilla gardenii*	dwarf fothergilla	#3	CONT
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	3	TC–C	*Taxus cuspidata 'Capitata'*	capitata yew	4–5' #10	CONT
	15	T–H	*Taxus x media 'Hicksii'*	hicks yew (instant hedge)	3–4'	CONT
	3	Vp–W	*Viburnum nudum 'Winterthur'*	winterthur viburnum	2.5–3' #10	CONT
	3	Vp	*Viburnum prunifolium*	blackhaw	3–4' #10	CONT
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PLANTING PLAN – EAST

PROJECT NAME:
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212 CANCO RD. SUITE A, PORTLAND, MAINE 04101
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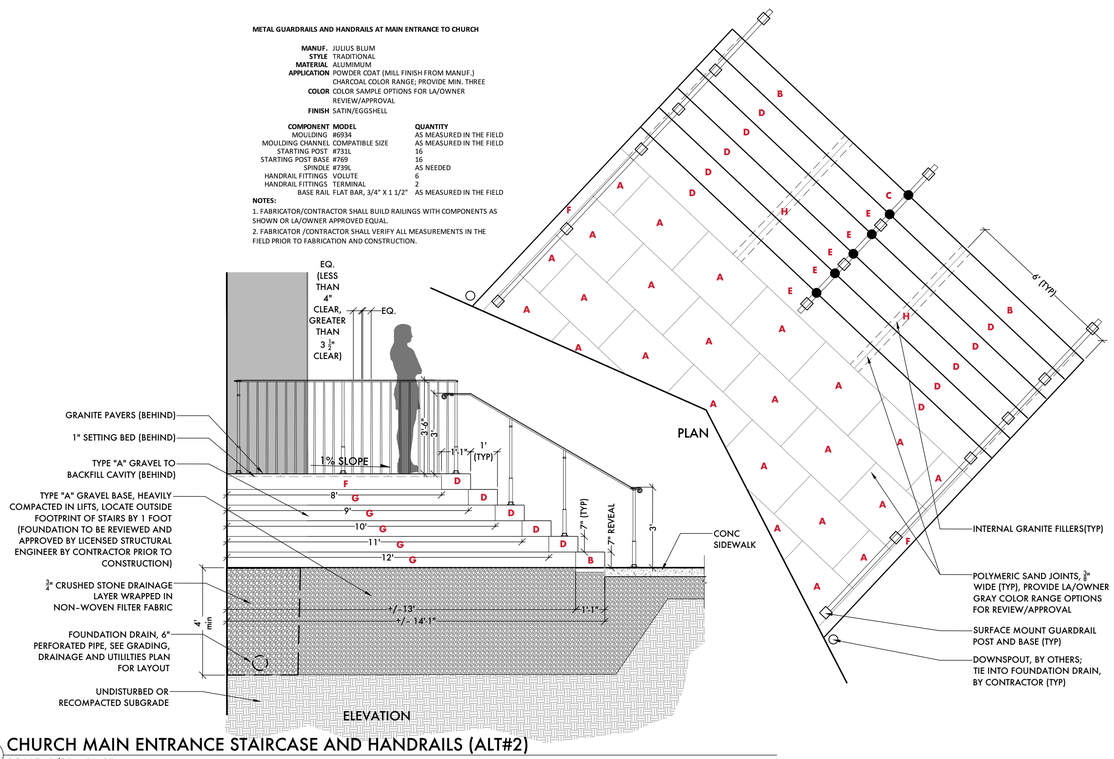
VAULT #:

METAL GUARDRAILS AND HANDRAILS AT MAIN ENTRANCE TO CHURCH

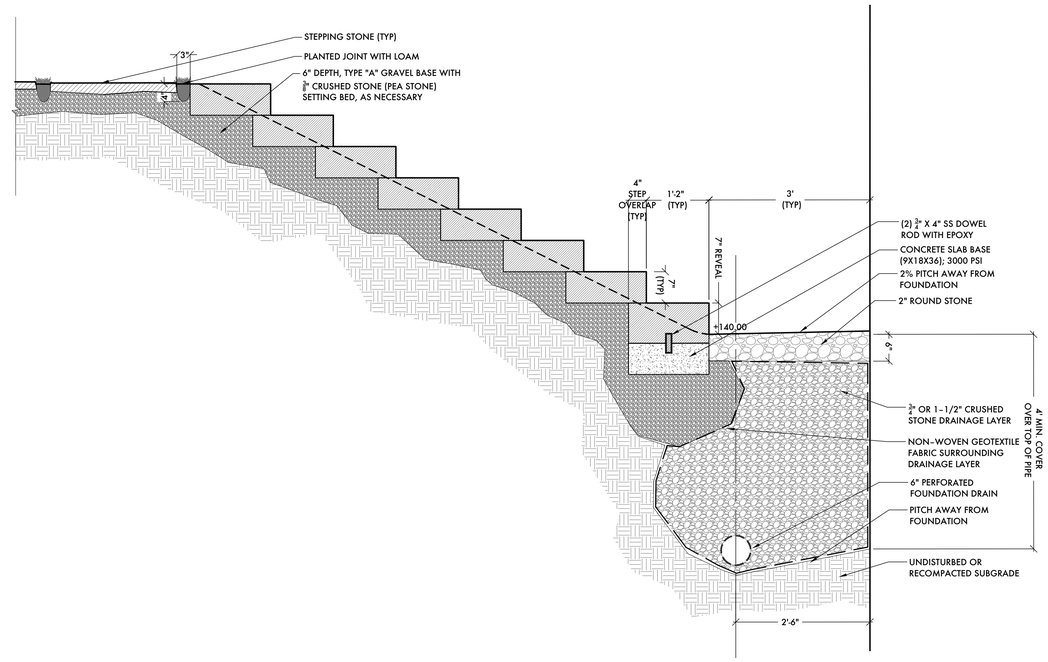
MANUF.	JULIUS BLUM
STYLE	TRADITIONAL
MATERIAL	ALUMIMUM
APPLICATION	POWDER COAT (MILL FINISH FROM MANUF.) CHARCOAL COLOR RANGE; PROVIDE MIN. THREE
COLOR	COLOR SAMPLE OPTIONS FOR LA/OWNER REVIEW/APPROVAL
FINISH	SATIN/EGGSHELL

COMPONENT	MODEL	QUANTITY
MOULDING	#6934	AS MEASURED IN THE FIELD
MOULDING CHANNEL	COMPATIBLE SIZE	AS MEASURED IN THE FIELD
STARTING POST	#7311	16
STARTING POST BASE	#769	16
SPINDLE	#7316	AS NEEDED
HANDRAIL FITTINGS	VOLUTE	6
HANDRAIL FITTINGS	TERMINAL	2
BASE RAIL	FLAT BAR, 3/4" X 1 1/2"	AS MEASURED IN THE FIELD

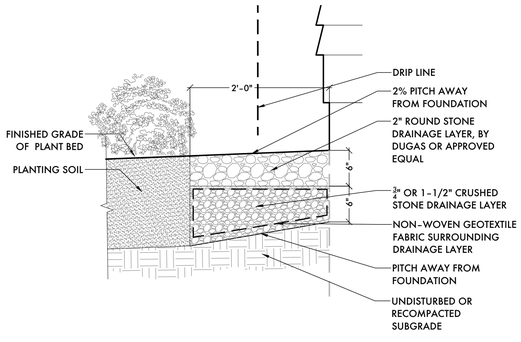
NOTES:
1. FABRICATOR/CONTRACTOR SHALL BUILD RAILINGS WITH COMPONENTS AS SHOWN OR LA/OWNER APPROVED EQUAL.
2. FABRICATOR /CONTRACTOR SHALL VERIFY ALL MEASUREMENTS IN THE FIELD PRIOR TO FABRICATION AND CONSTRUCTION.



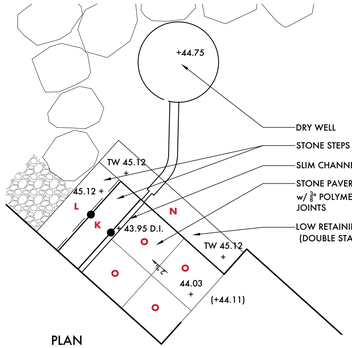
1 CHURCH MAIN ENTRANCE STAIRCASE AND HANDRAILS (ALT#2)
SCALE: 1/2" = 1'-0"

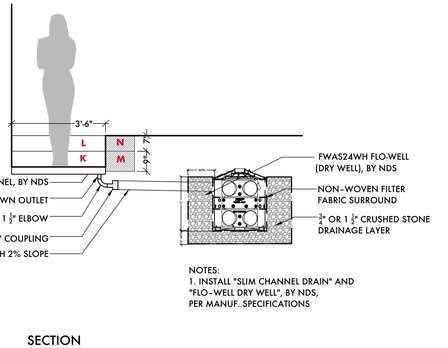


2 STEPS AND FOUNDATION DRAIN SECTION
SCALE: 3/4" = 1'-0



3 DRIP EDGE
SCALE: 1" = 1'-0"

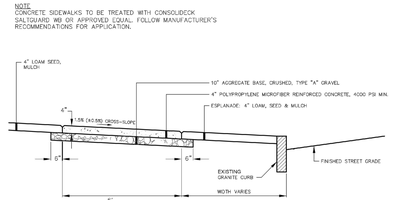




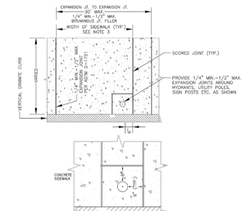
NOTES:
1. INSTALL "SLIM CHANNEL DRAIN" AND "FLO-WELL DRY WELL", BY NDS, PER MANUF. SPECIFICATIONS

4 LANDING AND DRAIN
SCALE: 3/8" = 1'-0

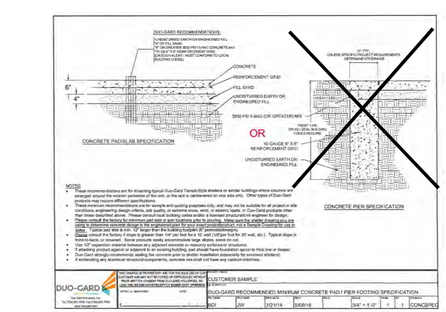
NOTE
CONCRETE SIDEWALKS TO BE TREATED WITH CONSOLIDECK SALTGUARD WB OR APPROVED EQUAL. FOLLOW MANUFACTURER'S RECOMMENDATIONS FOR APPLICATION.

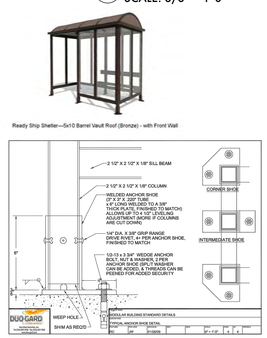


NOTES:
1. LOCATE EXPANSION JOINTS BETWEEN TWO DIFFERENT CONCRETE POURS, OR WHERE CONCRETE MEETS WITH ANOTHER MATERIAL OR STRUCTURE.
2. LOCATE CONTROL JOINTS AS SQUARE AS POSSIBLE, AT ALL CHANGES IN GRADE; SEE PLAN FOR APPROXIMATE LAYOUT.
3. CONTROL JOINTS SHALL BE HAND TROWELED JOINTS.
4. BROOM FINISH SIDEWALK PERPENDICULAR TO FLOW OF PEDESTRIANS.
5. CONCRETE COMPRESSIVE STRENGTH SHALL BE 3,000 PSI (28 DAY).
6. CONCRETE SHALL HAVE 6 TO 7% ENTRAINED AIR.
7. CONCRETE SHALL BE TREATED WITH CONSOLIDECK SALTGUARD, WB OR APPROVED EQUAL. FOLLOW MANUFACTURER'S RECOMMENDATIONS FOR APPLICATION.
8. WHERE CONCRETE SIDEWALK IS CONSTRUCTED ADJACENT TO A BUILDING OR OTHER FIXED STRUCTURE, A 1/2" PREFORMED JOINT FILLER SHALL BE USED BETWEEN THE SLAB AND THE STRUCTURE.

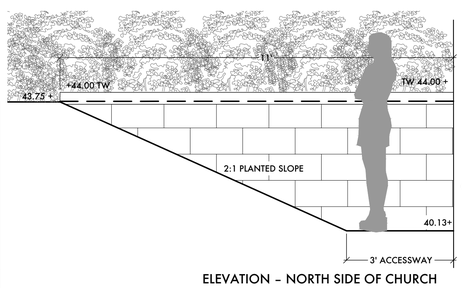


5 REINFORCED CONCRETE SIDEWALK
SCALE: NTS

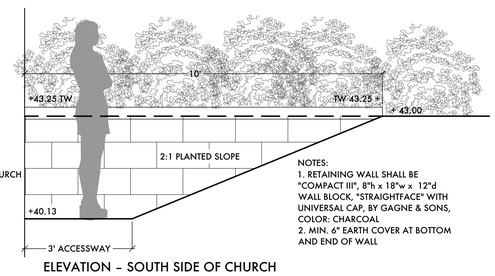




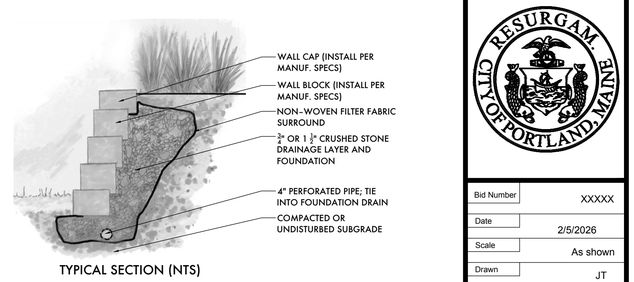
6 BUS SHELTER AND CONCRETE PAD
SCALE: NTS



7 RETAINING WALL
SCALE: 1/2" = 1'-0"



NOTES:
1. RETAINING WALL SHALL BE "COMPACT III", 8"h x 18"w x 12"d WALL BLOCK, "STRAIGHTFACE" WITH UNIVERSAL CAP, BY GAGNE & SONS, COLOR: CHARCOAL
2. MIN. 6" EARTH COVER AT BOTTOM AND END OF WALL



TYPICAL SECTION (NTS)

LICENSED LANDSCAPE ARCHITECT
Joshua Clarke Tompkins
4107
STATE OF MAINE

REV:	BY:	DATE:
		8/20/2025 PRICING SET — PROGRESS PRINT
		9/9/2025 PRICING SET — PROGRESS PRINT
		9/30/2025 PRICING SET — PROGRESS PRINT
		2/5/2026 PRICING SET

SITE DETAILS

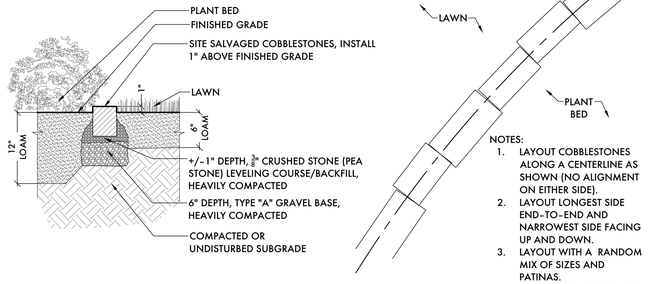
PROJECT NAME:
TRINITY PARK AND FOREST AVE RIGHT OF WAY

CITY OF PORTLAND, MAINE
PARKS, RECREATION & FACILITIES
212 CANCO RD, SUITE A, PORTLAND, MAINE 04101
PHONE (207) 808-5400

CITY OF PORTLAND, MAINE — RESURGAM

Bid Number	XXXXX
Date	2/5/2026
Scale	As shown
Drawn	JT
Checked	

SHEET 9 OF 10
L 6.0
VAULT #:



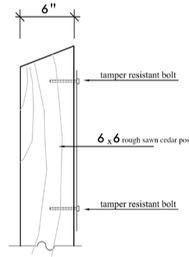
NOTES:
1. LAYOUT COBBLESTONES ALONG A CENTERLINE AS SHOWN (NO ALIGNMENT ON EITHER SIDE).
2. LAYOUT LONGEST SIDE END-TO-END AND NARROWEST SIDE FACING UP AND DOWN.
3. LAYOUT WITH A RANDOM MIX OF SIZES AND PATINAS.
4. INSTALL WITH TIGHT BUTT JOINTS.

1 COBBLESTONE PLANT BED BORDER
SCALE: 1"=1'-0"

MATERIAL NOTES:
1. Sign Material: high intensity grade .080 alaminum

MOUNTING BRACKET NOTES:
1. Tamper Resistant Bolts:
   - Button Head Anti-vandal screws
   - 3/4" long x 1/4" - 20 thread
   - Stainless Steel



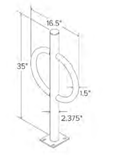




PARK SIGN 1
DOGS ON LEASH

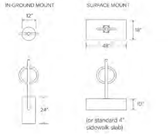
2 PARK SIGNAGE
SCALE: NTS

DERO | Bike Hitch™





CAPACITY	2 Bikes	
MATERIALS	**Centerbeam:** 2" schedule 40 steel (2.375" OD) **Ring:** 1.5" OD 11 gauge tube	
FINISHES	☐	**Galvanized** An after fabrication hot dipped galvanized finish is our standard option.
	X	**Powder Coat Black** Our powder coat finish assures a high level of adhesion and durability by following these steps: 1. Sandblast 2. Epoxy primer electrostatically applied 3. Final thick TGIC polyester powder coat
	☐	**Stainless** Stainless Steel: 304 grade stainless steel material finished in either a High polished shine or a satin finish.
MOUNT OPTIONS	X	**Surface** Foot Mount has a 5" x 5" x .25" look with four anchors per foot. Specify foot mount for this option. Tamper-resistant fasteners available upon request.
	☐	**In-Ground** In-ground mount is embedded into concrete base. Specify in-ground mount for this option



NOTES:
1. POWDER COAT BLACK
2. BIKE RACK TO BE SURFACE MOUNTED

3 BIKE HITCH
SCALE: 3/8" = 1'-0"

NOTE:

MANUFACTURER, PRODUCT AND FINISH TO BE: DUMOR 79 -60 SIX FT LENGTH TYP COLOR/ FINISH CHOSEN BY THE OWNER BASED ON STANDARD FINISHES.

4 BENCHES
SCALE: NTS

NOTES:
1.) ALL STL. MEMBERS COATED W/ ZINC RICH EPOXY THEN FINISHED W/ POLYESTER POWDER COATING.
2.) 1/2" X 3 3/4" EXPANSION ANCHOR BOLTS PROVIDED.
3.) LATCH PROVIDED W/ KEY, USE OF KEY OPTIONAL.

5 TRASH RECEPTACLE
SCALE: NTS

NOTES:
1.TERSO THREE TIER FOUNTAIN WITH SPILLWAYS #1515, BY GIANNINI, COLOR SLATE (SL).

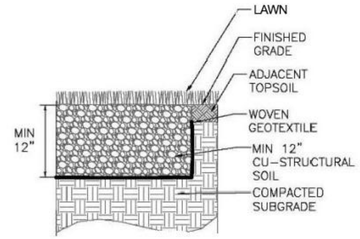
2. CHURCH SHALL ORDER FOUNTAIN, SUBMERSIBLE PUMP, AUTOLEVEL SYSTEM, AND FOUNTAIN LIGHTING FROM MANUF. AND STORE AT CHURCH UNTIL INSTALLATION.

3. CONTRACTOR SHALL INSTALL 15" DIA. CONCRETE SONOTUBE TO FROST (4.5') FOR FOUNTAIN BASE.

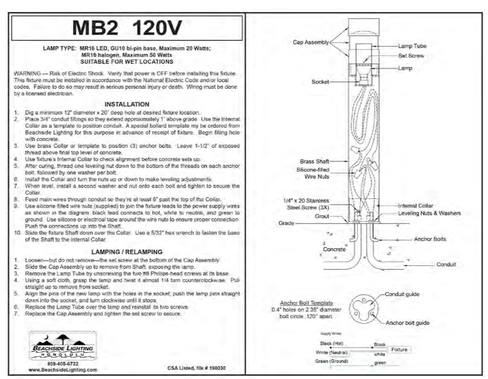
4. FOUNTAIN SHALL BE INSTALLED BY CONTRACTOR PER MANUF. SPECS AND CONNECTED TO DEDICATED WATER LINE FOR A FULLY OPERABLE SYSTEM.

5. CHURCH SHALL BE RESPONSIBLE FOR ONGOING OPERATION, MAINTENANCE, AND WINTERIZATION

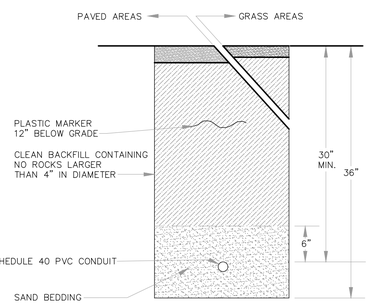
6 FOUNTAIN
SCALE: NTS



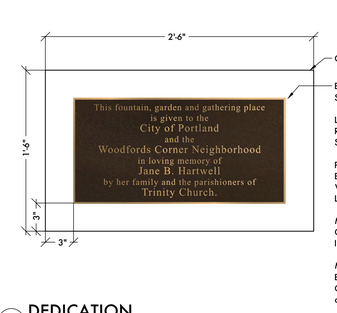
7 STABILIZED LAWN
SCALE: NTS



8 BOLLARD LIGHTS
SCALE: NTS



9 CONDUIT TRENCH
SCALE: NTS



GRANITE BLOCK

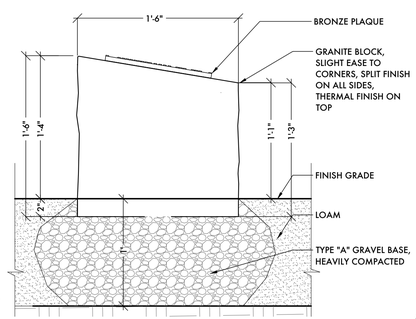
BRONZE PLAQUE
SIZE: 24" X 12"

LETTERS AND BORDER: RAISED W/ BRONZE SATIN FINISH

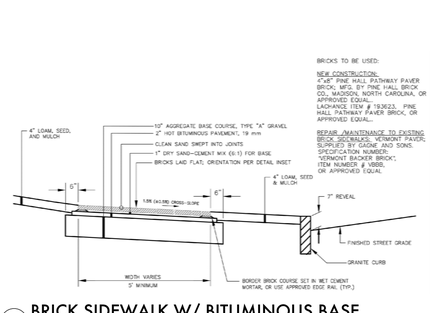
PLAQUE BACKGROUND: BROWN TRAVERTINE WITH DARK OXIDE LEATHERETTE FINISH

MOUNT: CONCEALED STUDS INCLUDED

MANUF.: BRONZE MEMORIALS CONTACT: quote@bronzememorials.net



10 DEDICATION
SCALE: 1 1/2" = 1'-0"



11 BRICK SIDEWALK W/ BITUMINOUS BASE
SCALE: NTS

LICENSED LANDSCAPE ARCHITECT
Joshua Clarke Tompkins
4107
STATE OF MAINE

REV:	BY:	DATE:	
		8/20/2025	PRICING SET — PROGRESS PRINT
		9/9/2025	PRICING SET — PROGRESS PRINT
		9/30/2025	PRICING SET — PROGRESS PRINT
		2/5/2026	PRICING SET

SITE DETAILS

PROJECT NAME:
TRINITY PARK AND FOREST AVE RIGHT OF WAY

CITY OF PORTLAND, MAINE
PARKS, RECREATION & FACILITIES
212 CANCO RD. SUITE A, PORTLAND, MAINE 04101
PHONE (207) 808-5400

CITY OF PORTLAND, MAINE — RESURGAM

Bid Number	XXXXX
Date	2/5/2026
Scale	As shown
Drawn	JT
Checked	

SHEET 10 OF 10
L 6.1

VAULT #:

EXHIBIT C

			$	Updates 11/18/25 Cost	15% OH&P	Total Bid	Forest Ave Cost	Forest Ave plus OH&P
Site Demo and Erosion Control								
Existing Concrete sidewalks and slabs removal	150	cy	$ 30.00	$ 4,500.00	$ 675.00	$ 5,175	$ 1,530	$ 1,760
Remove front yew hedges, smaller bushes, small trees	1	LS	$ 5,000.00	$ 5,000.00	$ 750.00	$ 5,750		$ -
Salvage and stockpile loose existing cobble stones	1	LS	$ 500.00	$ 500.00	$ 75.00	$ 575		$ -
Remove and dispose off site existing water feature	1	LS	$ 2,000.00	$ 2,000.00	$ 300.00	$ 2,300		$ -
Construction Fencing- EC Control	1	LS	$ 1,500.00	$ 1,500.00	$ 225.00	$ 1,725		$ -
Strip existing lawn sods/loam	200	cy	$ 20.00	$ 4,000.00	$ 600.00	$ 4,600	$ 2,200	$ 2,530
Ex and Remove existing Embankment Groundcover and stone walls, salvage stones for reuse	175	cy	$ 20.00	$ 3,500.00	$ 525.00	$ 4,025		$ -
				$ 21,000.00	$ 3,150.00	**$ 24,150**	**$ 3,730**	**$ 4,290**
Large Norway Maple Tree Removal								
Large Norway Maple Tree Removal	2	each	$ 2,500.00	$ 5,000.00	$ 750.00	$ 5,750		$ -
Stump Removal - By grinding	2	each	$ 350.00	$ 700.00	$ 105.00	$ 805		$ -
				$ 5,700.00	$ 855.00	**$ 6,555.00**	$ -	$ -
New Concrete Sidewalks								
Excavate to subgrade and 10" Type A gravel for new sidwalks	220	cy	$ 60.00	$ 13,200.00	$ 1,980.00	$ 15,180	$ 3,235	$ 3,720
4" fiber concrete SW's - Scored joints with Salt Guard Sealer	427	sy	$ 260.00	$ 111,020.00	$ 16,653.00	$ 127,673	$ 46,628	$ 53,622
6" Concrete slabs - doorway landing & Bus Shelter	7	sy	$ 400.00	$ 2,800.00	$ 420.00	$ 3,220	$ 3,000	$ 3,450
				$ 127,020.00	$ 19,053.00	**$ 146,073.00**	**$ 52,863.00**	**$ 60,792.45**
Underdrain-River Stone Drip Strip-Retaining Walls-Stone work- Loaming Lawns & Beds								
6" UD wrapped in stone and fabric & 8" SD	335	lf	$ 60.00	$ 20,100.00	$ 3,015.00	$ 23,115		$ -
Drip Strip with River Stone	35	cy	$ 100.00	$ 3,500.00	$ 525.00	$ 4,025		$ -
Small Block Retaining Walls	60	sf	$ 55.00	$ 3,300.00	$ 495.00	$ 3,795		$ -
Granite steps down embankment	1	ls	$ 3,000.00	$ 3,000.00	$ 450.00	$ 3,450		$ -
Cobblestone edging	270	lf	$ 25.00	$ 6,750.00	$ 1,012.50	$ 7,763		$ -
Loaming Lawns and beds	275	cy	$ 70.00	$ 19,250.00	$ 2,887.50	$ 22,138	$ 2,450	$ 2,818
				$ 55,900.00	$ 8,385.00	**$ 64,285.00**	**$ 2,450.00**	**$ 2,817.50**
Trees & Plantings & Sod								
Larger Trees - Forest Ave & Coyle	8	each	$ 610.00	$ 4,880.00	$ 732.00	$ 5,612	$ 4,880	$ 5,612
Small Ornamentals along walkway	13	each	$ 250.00	$ 3,250.00	$ 487.50	$ 3,738		$ -
Other plantings	1	LS	$ 34,650.00	$ 34,650.00	$ 5,197.50	$ 39,848		$ -
low maintenance ground cover for embankments	800	sf	$ 3.00	$ 2,400.00	$ 360.00	$ 2,760		$ -
Sod	7400	sf	$ 1.60	$ 11,840.00	$ 1,776.00	$ 13,616	$ 2,352	$ 2,705
				$ 57,020.00	$ 8,553.00	**$ 65,573.00**	**$ 7,232.00**	**$ 8,316.80**
Site Furnishings								
Site Lighting - Conduit, and LV Bollard Lights Bases	13	each	$ 3,000.00	$ 39,000.00	$ 5,850.00	$ 44,850		$ -
Water Feature,Concrete base, Electrician, Extend water and electrical service	1	LS	$ 5,000.00	$ 5,000.00	$ 750.00	$ 5,750		$ -
Bike Racks	2	each	$ 1,200.00	$ 2,400.00	$ 360.00	$ 2,760		$ -
Trash Receptacle	1	each	$ 719.00	$ 719.00	$ 107.85	$ 827	$ 1,000	$ 1,150
Signage	2	each	$ 750.00	$ 2,500.00	$ 375.00	$ 2,875		$ -
Bus Shelter	1	each	$ 12,000.00	$ 12,000.00	$ 1,800.00	$ 13,800	$ 13,800	$ 15,870
Dedication Plack	1	ls	$ 3,000.00	$ 3,000.00	$ 450.00	$ 3,450		$ -
Benches	7	each	$ 750.00	$ 5,250.00	$ 787.50	$ 6,038		$ -
				$ 69,869.00	$ 10,480.35	**$ 80,349.35**	**$ 14,800.00**	**$ 17,020.00**
P&P Bonds	1	ls	$ 4,580.00	$ 4,580.00	$ 687.00	**$ 5,267**	**$ 1,399**	**$ 1,609**
						$ 392,253	$ 82,474	**$ 93,236**
Total Contract outside Forest Ave ROW						**$ 299,017**		
Front Entry Stairs with Handrails						**$ 70,000**		

MEMORANDUM
City Council Agenda Item

FROM: Brendan O'Connell

DATE: March 26, 2026

SUBJECT: Order 161-25/26 Appropriating Bond Proceeds and Other Funds for the City's FY2027 Capital Improvement Program - Sponsored by the Finance Committee, April Fournier, Chair

SPONSOR: The Finance Committee voted on March 5, 2026 to recommend passage of this item, vote (2-0, Pelletier absent).

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:
1st Reading 3/16/2026 **Final Action 4/13/2026**

Can action be taken at a later date: No Many projects are related to work which needs to occur immediately.

Does this item involve a new contract with the City: No

PRESENTATION: None

I. SUMMARY

This order appropriates funding for $46.1M of new projects within the FY27 Capital Improvement Plan.

II. AGENDA DESCRIPTION

The Finance Committee voted on March 5, 2026 to recommend passage of this item, vote (2-0, Pelletier absent). This is a companion order to the bond authorization order below.

The Finance Committee met several times during late 2025 and early 2026 to discuss the City's Capital Improvement Plan (CIP). In last year's CIP process, changes to better incorporate equity, sustainability and other City Council goals were made. These successful changes were continued in the current year based on guidance from the Committee. The Fiscal Year 2027 Capital Improvement Plan (FY27 CIP) has been in development since mid-2025. The list of FY27 CIP calls for over $46M of new projects but only $17.4M this total will have a net impact to debt service in the general fund operating budget. A broad variety of other funding sources including the enterprise funds (for sewer and stormwater projects) are being used to finance the remainder of the CIP.

Two orders are required related to the CIP: one authorizing the FY27 CIP bonds; and a second appropriating the proceeds and other funding sources providing City staff with spending authority for the upcoming projects. A complete listing of the projects being authorized is included within the orders.

This item must be read on two separate days. It received its first reading on March 16. Five affirmative votes are required for passage after public comment.

III. BACKGROUND

Over the course of several Finance Committee meetings in late 2025 and early 2026, the City's Finance Committee reviewed and recommended the new FY27 CIP projects and the associated bond authorizations to the full City Council for review.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

Approval of the FY27 Capital Improvement Plan

V. FINANCIAL IMPACT

The City typically issues bonds related to the CIP in the spring or early summer preceding project construction or estimated completion. Debt related to this CIP will likely not be issued until 2027 (i.e. no fiscal impact for FY27). For FY28 and FY29, the estimated impact to the mill rate will be a 6 cent increase, however the debt service increases planned per this capital improvement plan are timed to offset other decreases in debt service related to older CIP.

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

Move passage

VIII. LIST ATTACHMENTS

1. FY27 CIP Bonds Appropriation Order
2. Fournier - Reallocating $200k of CSP Funding to Dougherty Field Lighting
3. Grant - 1.6M for PPS HVAC
4. Sykes- 360,000 for Public Art and Land Bank
5. 2026.04.13 Public Comment - Order 161

Prepared by:
Brendan O'Connell
Date: 03/26/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER(A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER APPROPRIATING BOND PROCEEDS AND OTHER FUNDS FOR THE CITY'S FY2027 CAPITAL IMPROVEMENT PROGRAM

IT IS HEREBY ORDERED THAT

1. Subject to paragraph 2 and 3 below, the sum of $46,120,000, plus the investment earnings and original issue premium arising, if any, associated with issuance of the City's general obligation bonds, be and hereby is appropriated to finance the projects more particularly described in the project list for the City's FY27 Capital Improvement Program attached hereto as Exhibit A (the "FY27 CIP Project List"), as follows:

    a. The sum of $17,435,000 is appropriated from the proceeds of the City's general obligation bonds to be authorized by the City Council to finance a portion of the costs of the General Fund Projects included in the FY27 CIP Project List;

    b. The sum of $6,985,000 is appropriated from the proceeds of the City's general obligation bonds to be authorized by the City Council to finance a portion of the costs of the Enterprise Fund Projects included in the FY27 CIP Project List;

    c. An additional amount not to exceed $21,700,000 is appropriated as follows:

        i. An amount not to exceed $325,000 is appropriated from the City's Cruise Ship Infrastructure Improvement Fees, to finance a portion of the projects so indicated in the FY27 CIP Project List.

        ii. An amount not to exceed $890,000 is appropriated from the City's Parks Impact Fees, to finance a portion of the projects so indicated in the FY27 CIP Project List;

        iii. An amount not to exceed $3,000,000 is appropriated from the City's Transportation Impact Fees, to finance a portion of the projects so indicated in the FY27 CIP Project List;

        iv. An amount not to exceed $400,000 is appropriated from the City's Merrill Auditorium Improvement Fees, to finance a portion of the projects so indicated in the FY27 CIP Project List;

        v. An amount not to exceed $10,960,000 is reallocated and appropriated from unspent proceeds of the City's prior CIP General Obligation Bonds to finance a portion of the projects so indicated in the FY27 CIP Project List;

vi. An amount not to exceed $275,000 is appropriated from the City's Bayside TIF Funds, to finance a portion of the projects so indicated in the FY27 CIP Project List;

vii. An amount not to exceed $3,635,000 is appropriated from the City's Downtown TIF Funds, to finance a portion of the projects so indicated in the FY27 CIP Project List;

viii. An amount not to exceed $575,000 is appropriated from the City's Waterfront TIF Funds, to finance a portion of the projects so indicated in the FY27 CIP Project List;

ix. An amount not to exceed $900,000 is appropriated from the City's Fish Pier Enterprise Fund Balance, to finance a portion of the projects so indicated in the FY27 CIP Project List.

x. An amount not to exceed $740,000 is appropriated from the City's Asset Forfeiture Funds to finance a portion of the projects so indicated in the FY27 CIP Project List;

2. The appropriations set forth in paragraphs 1(a) & (b) above are and shall be contingent upon the authorization and issuance of the City's general obligation bonds for such purposes (the amount appropriated in said paragraph 1(a) & (b) to be adjusted to reflect the principal amount of bonds so authorized), and shall include issuance costs for such bonds (or notes in anticipation thereof). The foregoing appropriations, in addition to the stated amount, shall also include any investment earnings or original issue premium associated with such bonds (or notes in anticipation thereof).

3. If the actual cost of any project included in the FY27 CIP Project List differs from the estimated cost on the attached Exhibit A, whether due to completion, delay or abandonment of the Project or for any other reason, the Director of Finance is authorized, in his discretion, to reallocate proceeds of the bonds issued therefore or the other funds appropriated therefore to any other project listed on the FY27 CIP Project List or to any project the City Council has approved or may in the future approve as part of the City's annual capital improvement plan.

Department	General Fund Projects	FY27 CIP Appropriation	New Bond Authorization	Other Funding
Facilities Maintenance				
Fire Department	Central Station Slab Repairs	480,000	480,000	
Fire Department	Stevens Ave Fire Station - Roof Replacement	235,000	235,000	
Fire Department	Bramhall Fire Station - Major Renovation Planning	30,000		30,000 (7)
Fire Department	All Stations - Exterior Envelope Repirs (Masonry, Windows, Doors)	100,000	100,000	
Health-Human Services	Barron Center Elevator Replacement	650,000	650,000	
Health-Human Services	Resurfacing and Paving of Barron Center Parking Lots	565,000	565,000	
Health-Human Services	Rear Patio Replacement - Barron Center	50,000	50,000	
Parks-Rec-Facilities	Expo Slab Repair	125,000	125,000	
Parks-Rec-Facilities	City Hall/Merrill Boiler replacement	200,000		200,000 (6)
Parks-Rec-Facilities	Paint Merrill Dome Ceiling and Replace Sprinkler Heads	125,000		125,000 (6)
Parks-Rec-Facilities	Service piers 1 & 3 Replacement	900,000		900,000 (11)
Parks-Rec-Facilities	Replace field house HV units	700,000	700,000	
Parks-Rec-Facilities	Bridge over Dole Brook: Phase II	450,000	450,000	
Parks-Rec-Facilities	Merrill Auditorium Orchestra Ceiling Light Replacement	75,000		75,000 (6)
Parks-Rec-Facilities	Court Resurfacing - Various (DHS Tennis, Reiche School, Pleasant St, Taylor St)	150,000		150,000 (7)
Parks-Rec-Facilities	250 Canco Rd Roof Replacement Phase 1 of 2	400,000		400,000 (7)
Parks-Rec-Facilities	Fitzpatrick Track Resurfacing	500,000	500,000	
Parks-Rec-Facilities	City Hall Copper Roof Replacement - (Funding Year 1 of 3)	1,150,000		1,150,000 (7)
Police Department	Police Department Station - Phase 2: Space Needs Analysis and Site Selection	250,000		250,000 (7)
	Sub-total	**7,135,000**	**3,855,000**	**3,280,000**
Information Technology				
Information Technology	Networking Hardware Replacement - Wired, WiFi and Infrastructure	650,000		650,000 (7)
Information Technology	New Fiber in CityHall and OGW Whale Building	55,000		55,000 (7)
Information Technology	Citywide Camera Consolidation	195,000		195,000 (7)
Information Technology	Citywide Access Control System Replacement	190,000		190,000 (7)
Police Department	Radio Network Fiber Service Level Change-Replacing Radio Network Sites	335,000	335,000	
	Sub-total	**1,425,000**	**335,000**	**1,090,000**
Island Infrastructure				
Public Works	Island Improvements Program	150,000		150,000 (7)
	Sub-total	**150,000**	**-**	**150,000**
Major Equipment				
Fire Department	Fireboat Replacement - Marine 2	280,000	280,000	
Parks-Recreation-Facilities	Sidewalk Tractor	240,000	240,000	
Parks-Recreation-Facilities	Trailers	50,000	50,000	
Public Works	Snow Blower (Loader Attached) Tier IV - RPM220 T4 or Equivalent	200,000	200,000	
Public Works	Ride-On-Roller	90,000	90,000	
Public Works	Front End Loader	50,000	50,000	
	Sub-total	**910,000**	**910,000**	**-**
Marine Infrastructure				
Parks-Rec-Facilitaties	On going pile/pier work at OG and P.O.T	350,000		350,000 (10)
Parks-Rec-Facilitaties	Pile Jackets -OG	225,000		225,000 (10)
Parks-Rec-Facilitaties	POT Generator replacement	325,000		325,000 (3)
	Sub-total	**900,000**	**-**	**900,000**
Minor Equipment				
Fire Department	Cardiac Monitors Replacement	420,000		420,000 (7)
Fire Department	Stretcher Replacement	320,000		320,000 (7)
Fire Department	Radio replacement	300,000		300,000 (7)
	Sub-total	**1,040,000**	**-**	**1,040,000**
Municipal Fleet				
Fire Department	Fire Ladder Truck (2nd $500 allocated out of $2M estimated cost)	500,000	500,000	
Fire Department	Ambulance Chassis Replacement	300,000	300,000	
Fire Department	Ambulance Chassis Replacement	300,000	300,000	
Parks-Recreation-Facilities	Pick-up Truck - Cemeteries	70,000	70,000	
Health and Human Services	Passenger Van (Replacement)	90,000	90,000	
Health and Human Services	Passenger Van (Expansion)	75,000		75,000 (7)
Information Technology	Passenger Vehicle (Expansion)	40,000	40,000	
Parks-Recreation-Facilities	.5 ton crew cab (electric)	75,000	75,000	
Parks-Recreation-Facilities	Pick-up Plow Truck (Replacement)	85,000	85,000	

Department	General Fund Projects		FY27 CIP Appropriation	New Bond Authorization	Other Funding	
Parks-Recreation-Facilities	Pick-up Plow Truck (Replacement)		70,000	70,000		
Parks-Recreation-Facilities	Pick-up Truck (Replacement)		55,000	55,000		
Police Department	Passenger Vehicle (Replacement)		90,000		90,000	(12)
Police Department	Pick-up Truck (Expansion to support downtown unit)		120,000		120,000	(12)
Police Department	Eight (8) Police Patrol Vehicles (Replacements)		465,000		465,000	(12)
Police Department	Pick-up Truck (Expansion to support PD marine unit)		65,000		65,000	(12)
Public Works	Plow Truck (Replacement)		300,000		300,000	(7)
Public Works	Refuse Packer Full Size (Replacement)		400,000	400,000		
Public Works	Pick-up Truck (Replacement)		100,000	100,000		
Public Works	Ramp Truck (Replacement)		250,000	250,000		
Public Works	Dump Truck (Replacement)		100,000	100,000		
Public Works	Pick-up Truck (Replacement)		80,000	80,000		
Public Works	Refuse Truck (Replacement)		400,000	400,000		
		Sub-total	**4,030,000**	**2,915,000**	**1,115,000**	
Park Infrastructure						
Parks-Rec-Facilities	Longfellow School Community Playground Improvements		270,000		270,000	(4)
Parks-Rec-Facilities	East End School Playground Design & Construction		70,000		70,000	(4)
Parks-Rec-Facilities	Deering Oaks Lighting Improvements		550,000		550,000	(4)
Parks-Rec-Facilities	Deering Oaks Roadway Repaving - Tennis Court Road		270,000		270,000	(7)
Parks-Rec-Facilities	Fencing Replacement: Various locations		450,000		450,000	(7)
Planning-Urban Dev.	Congress Square Park		500,000		500,000	(7)
		Sub-total	**2,110,000**	**-**	**2,110,000**	
Portland Public Library						
Main Branch	Roof Replacement and Repair (Downtown)		285,000		285,000	(9)
Main Branch	Replace Air Handlers 5 & 6 (Downtown)		925,000		925,000	(9)
		Sub-total	**1,210,000**	**-**	**1,210,000**	
Portland Public Schools						
Central Office	Central Office Roof Repairs		200,000		200,000	(7)
Deering High School	DHS Door Replacement		100,000		100,000	(7)
Peaks Island	Peaks Island ADA Renovation		200,000	200,000		
Portland High School	PHS Front Step Repairs		750,000		750,000	(7)
Lincoln Middle School	LMS Gym Roof Repair/Replacement		250,000	250,000		
PATHS	PATHS - HVAC and Drain Replacement		1,700,000	1,700,000		
Districtwide	Districtwide Camera System Upgrades		500,000	500,000		
		Sub-total	**3,700,000**	**2,650,000**	**1,050,000**	
Transportation - Bike-Ped						
Public Works	Casco Bay Trail - Planning (Local Match)		15,000		15,000	(7)
Public Works	Brighton Avenue Sidewalk Reconstruction - Local Match on PACTS UPI		420,000	420,000		
Public Works	Forest Ave - Sidewalk-Pedestrian/ADA Upgrades - Local Match on PACTS UPI		450,000		450,000	(5)
Public Works	Citywide Sidewalk Rehabilitation		1,750,000	1,750,000		
Public Works	Congress Street ADA Improvements (Branhall Area)		1,280,000	1,280,000		
Public Works	Vision Zero (ADA, Complete Streets, Traffic Calming, Bike-Ped Safety)		1,100,000		350,000	(5)
	NOTE: MULTIPLE FUNDING SOURCES				275,000	(8)
					275,000	(9)
					200,000	(7)
Public Works	Transportation Outcomes in Association with Water Resources Projects		300,000		300,000	(5)
Public Works	Pedestrian-Urban Scale Street Lighting and Safety Program		300,000		300,000	(7)
		Sub-total	**5,615,000**	**3,450,000**	**2,165,000**	
Transportation - Multimodal						
Public Works	Forest Avenue: (Woodford/Revere to Bedford)		1,100,000		1,100,000	(5)
Public Works	State and High Two-Way Reversion (Planning)		100,000	100,000		
Public Works	Gorham's Corner Mini Roundabout (Construction)		1,000,000		1,000,000	(9)
Public Works	Bramhall Square Reconstruction		700,000	700,000		
Public Works	York St Sidewalk and Street Rehab		50,000		50,000	(5)
		Sub-total	**2,950,000**	**800,000**	**2,150,000**	
Transportation - Parking						
Parking	Temple St Garage Structural Repairs		225,000		225,000	(9)
Parking	Replacement of multispace meter doors		175,000		175,000	(9)
Parking	Elm St Garage replacement of elevator doors		100,000		100,000	(9)

Department	General Fund Projects		FY27 CIP Appropriation	New Bond Authorization	Other Funding
Parking	Spring St Structural Steel Paint Touch Up		125,000		125,000 (9)
		Sub-total	**625,000**	**-**	**625,000**
Transportation - Road Maint.					
Public Works	MPI Paving Matches		1,170,000	645,000	525,000 (9)
Public Works	Pavement Preservation Program (Local Streets)		2,000,000	1,775,000	225,000 (7)
		Sub-total	**3,170,000**	**2,420,000**	**750,000**
Transportation - Signal Systems					
Public Works	Traffic Signal Systems Upgrade Program		750,000		750,000 (5)
		Sub-total	**750,000**	**-**	**750,000**
Public Art / Land Bank					
Public Art	Public Art		50,000	50,000	
Land Bank	Land Bank		50,000	50,000	
		Sub-total	**100,000**	**100,000**	**-**
	Enterprise Fund Projects				
Water Resources - Wastewater					
Public Works	CMOM - Inflow and Infiltration Phase 3 Mitigation		250,000	250,000	
Public Works	CMOM - Pump Station Rehabilitation		400,000	400,000	
Public Works	Sewer Collection System Repairs, Rehabilitation and Improvements		500,000	500,000	
Public Works	CSO- Downtown District Sewer Separation		2,500,000		2,500,000 (7)
Public Works	CSO- Franklin St Sewer Separation		150,000	150,000	
Public Works	CSO- West End Sewer Separation		1,790,000	1,790,000	
Public Works	WR Utilities - Pavement Preservation Program		700,000	700,000	
Public Works	CSO - Ludlow Street (Caldwell to Columbia) Sewer Separation		150,000	150,000	
Public Works	WR Vehicle Replacement		40,000	40,000	
		Sub-total	**6,480,000**	**3,980,000**	**2,500,000**
Water Resources - Stormwater					
Public Works	Stormwater Collection System Repairs, Rehabilitation and Improvements		815,000	-	815,000 (7)
Public Works	Green Infrastructure		200,000	200,000	
Public Works	Palmer Ave Detention Basin Upgrade (Dole Brook Stormwater Improvement)		195,000	195,000	
Public Works	Capisic Brook Watershed Management Action Plan		75,000	75,000	
Public Works	Deering Oaks Stormdrain		1,750,000	1,750,000	
Public Works	Libbytown Flooding Mitigation		175,000	175,000	
Public Works	Bayside Infrastructure Adaptation: Franklin PS Elimination Study		300,000	300,000	
Public Works	ESRI Advantage Program		200,000	200,000	
Public Works	Utility Work Machine		90,000	90,000	
Public Works	Street Sweeper Replacement (Supplemental Funding)		20,000	20,000	
		Sub-total	**3,820,000**	**3,005,000**	**815,000**
		Total	**46,120,000**	**24,420,000**	**21,700,000**
		General Fund Projects	35,820,000	17,435,000 (1)	18,385,000
		Enterprise Fund Projects	10,300,000	6,985,000 (2)	3,315,000
		Total	**46,120,000**	**24,420,000**	**21,700,000**

NOTE: Other Funding Sources

(1) Appropriation of General Obligation Bonds - General Fund Repayment	17,435,000
(2) Appropriation of General Obligation Bonds - Enterprise Fund Repayment	6,985,000
(3) Appropriation of Cruise Ship Infrastructure Improvement Fees	325,000
(4) Appropriation of Impact Fees - Parks	890,000
(5) Appropriation of Impact Fees - Transportation	3,000,000
(6) Appropriation of Merrill Auditorium Improvement Funds	400,000
(7) Prior CIP Reallocation	10,960,000
(8) Appropriation of Bayside TIF Funds	275,000
(9) Appropriation of Downtown TIF Funds	3,635,000
(10) Appropriation of Waterfront TIF Funds	575,000
(11) Appropriation of Fish Pier Enterprise Fund Balance	900,000
(12) Appropriation of Police Department Asset Forfeiture Funds	740,000
Total	**46,120,000**

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER(A/L)
BENJAMIN GRANT (A/L)

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SUMMARY OF AMENDMENT TO ORDER 161-25/26
PROPOSED BY COUNCILOR FOURNIER
RE: REALLOCATING $200,000 IN CONGRESS SQUARE PARK FUNDING FOR DOUGHERTY FIELD SKATE PARK

This amendment would increase reduce new funding for the Congress Square Park project by $200,000, reallocating those funds to a project to add lighting at the Dougherty Field Skate Park. If approved, there is no fiscal impact. This project removes funding from one project and adds an equivalent amount into another.

Appendix A to the FY27 CIP Orders would be amended in both orders as follows:

DEPARTMENT	PROJECT TITLE	TOTAL FY27 CIP APPROPRIATION	BOND AUTHORIZATION	OTHER FUNDING
Parks-Rec-Facilities	Longfellow School Community Playground Improvements	$270,000		$270,000
Parks-Rec-Facilities	East End School Playground Design & Construction	$70,000		$70,000
Parks-Rec-Facilities	Deering Oaks Lighting Improvements	$550,000		$550,000
Parks-Rec-Facilities	Deering Oaks Roadway Repaving - Tennis Court Road	$270,000		$270,000
Parks-Rec-Facilities	Fencing Replacement: Various locations	$450,000		$450,000
Planning-Urban Dev.	Dougherty Field Skate Park Lighting	$200,000		$200,000
Planning-Urban Dev.	Congress Square Park	$300,000		$300,000
	Sub-total	**$2,110,000**	**$0**	**$2,110,000**

MARK DION (MAYOR)
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SUMMARY OF AMENDMENTS TO ORDER 161-25/26 AND ORDER 162-25/26
PROPOSED BY COUNCILOR GRANT
RE: ADDING $1.6M IN FUNDING FOR PORTLAND PUBLIC SCHOOLS HVAC PROJECTS

This amendment would complete funding for two HVAC project requests that were approved by the Portland Public Schools Board of Education but not included in the FY27 City Manager's Recommended Capital Improvement Plan. The amendment adds $1.2M in additional funding for Lincoln Middle School Heating Pipe Replacement project and $400,000 for an HVAC project at Portland High School. See the attached table for revised Portland Public Schools project list after approval of this amendment, bringing total project authorization for the FY27 CIP to $47,720,000 and the total bond authorization in the FY27 CIP to $26,020,000.

The Lincoln project received $800,000 in funding in the FY25 CIP. The $1.2M in funding from this amendment will be combined with remaining FY25 funds to complete the preliminary total Lincoln heating project cost of $1.8M. The Superintendent has prepared an additional memo detailing the status of the Lincoln project.

The Portland High School project is $400,000. The project will fix a PHS exhaust stack and replace a failed boiler. Replacement is needed to correct unsafe venting and restore reliable heat in the building.

Appendix A to the CIP Orders (Portland Public Schools section) would be amended in both orders as follows:

DEPARTMENT	PROJECT TITLE	TOTAL FY27 CIP APPROPRIATION	BOND AUTHORIZATION	OTHER FUNDING	NOTE
Central Office	Central Office Roof Repairs	$200,000		$200,000	(7)
Deering High School	DHS Door Replacement	$100,000		$100,000	(7)
Peaks Island	Peaks Island ADA Renovation	$200,000	$200,000		
Portland High School	PHS Front Step Repairs	$750,000		$750,000	(7)
Lincoln Middle School	LMS Gym Roof Repair/Replacement	$250,000	$250,000		
PATHS	PATHS - HVAC and Drain Replacement	$1,700,000	$1,700,000		
Lincoln Middle School	Lincoln Middle School Heating Pipe Replacement	$1,200,000	$1,200,000		
Portland High School	PHS Exhaust Stack and Failed Boiler Replacement	$400,000	$400,000		
Districtwide	Districtwide Camera System Upgrades	$500,000	$500,000		
	Sub-total	**$5,300,000**	**$4,250,000**	**$1,050,000**	

The fiscal impact of this amendment is additional debt service in the Portland Public Schools FY28 budget of approximately $145,000. This debt service impact will last for 20 years, decreasing slightly on an annual basis as the principal amount of the bonds is repaid.

#18572846v1

MARK DION (MAYOR)
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SUMMARY OF AMENDMENTS TO ORDER 161-25/26 AND ORDER 162-25/26
PROPOSED BY COUNCILOR SYKES
RE: ADDING $360,000 IN FUNDING FOR PUBLIC ART AND THE LAND BANK

This amendment would increase funding for Public Art and the Land Bank from $50,000 each to $230,000 each. Within various sections of City Code, language indicates that the annual appropriation for these funds shall be .5% of the total annual CIP. In most recent CIP years, the annual CIP appropriation has been limited to $50,000 per year, with staff referring to language within the City's Debt Management Policy supporting their calculation and the upper limit of $50,000 annually. However, this policy is operational in nature and has not been approved by City Council, only reviewed periodically with Finance Committee. This amendment requests that the appropriations for the Land Bank and Public Art fund be increased to an amount more in line with language in the relevant ordinances.

If approved, this would increase the amount of general obligation bonds and funding appropriation within the FY27 CIP orders by $360,000 each. The estimated fiscal impact to debt service beginning in FY28 is estimated to be approximately $30,000, declining each year over the life of the bonds as principal is repaid.

Appendix A to the FY27 CIP Orders would be amended in both orders as follows:

DEPARTMENT	PROJECT TITLE	TOTAL FY27 CIP APPROPRIATION	BOND AUTHORIZATION
Public Art	Public Art	$230,000	$50,000
Land Bank	Land Bank	$230,000	$50,000
		$460,000	**$100,000**

#18572846v1

Public Comment - Order 161 25/26 - Missing CIP Plan for FY2026

George Rheault via portlandmaine.gov
Attachments
Apr 12, 2026, 10:12 AM (1 day ago)
to Public, Danielle, Brendan, Mark, Pious, April, bgrant, Kate, Anna, Regina, Wesley, smichniewicz, gjordan, Dena

Why hasn't the City Manager posted the CIP Plan for Fiscal Year 2026 yet?

https://portlandmaine.gov/180/Capital-Improvement-Plan

How can we assess the proposals for the UPCOMING fiscal year when the current one is not even fully explained and presented?

Capital Improvement Plan

About the Plan

The Capital Improvements Plan (CIP) presents the City's capital needs in the current year and plans for capital needs in future years. It is also a financing plan for public improvement projects that require significant capital investment for the City. The purpose of developing and annually updating the City of Portland CIP is to inform policy makers and community of both the current and future capital needs of the community – needs which significantly outweigh available funding.

The CIP is presented annually to the Finance Committee. The annual CIP reports including all final projects approved by the City Council are posted here. Pursuant to the 2011 amendments to the City Charter (Article VI, Section 5, paragraph (i)), one of the City Manager's duties is to "prepare a five (5) year rolling Capital Improvement Plan for annual presentation to the City Council, which Plan includes the following:

1. A one (1) year plan of specific projects and their costs;

2. A two (2) through five (5) year plan of specific projects and general categories, and amounts

of proposed spending and funding sources; and

3. A discussion of the basis for the plan and the factors which went into its development or amendments"

FY26 ? →

Capital Improvement Plans

- Capital Improvement Plan (Fiscal Year 2025 - Fiscal Year 2029) (PDF)
- Capital Improvement Plan (Fiscal Year 2024 - Fiscal Year 2028) (PDF)
- Capital Improvement Plan (Fiscal Year 2023 - Fiscal Year 2027) (PDF)
- Capital Improvement Plan (Fiscal Year 2022 - Fiscal Year 2026) (PDF)
- Capital Improvement Plan (Fiscal Year 2021 - Fiscal Year 2025) (PDF)
- Capital Improvement Plan (Fiscal Year 2020 - Fiscal Year 2024) (PDF)
- Capital Improvement Plan (Fiscal Year 2019 - Fiscal Year 2023) (PDF)
- Capital Improvement Plan (Fiscal Year 2018 - Fiscal Year 2022) (PDF)
- Capital Improvement Plan (Fiscal Year 2017 - Fiscal Year 2021) (PDF)
- Capital Improvement Plan (Fiscal Year 2016 - Fiscal Year 2020) (PDF)
- Captial Improvement Plan (Fiscal Year 2015 - Fiscal Year 2019) (PDF)
- Capital Improvement Plan (Fiscal Year 2014 - Fiscal Year 2018) CM REC (PDF)
- Capital Improvement Plan (Fiscal Year 2014 - Fiscal Year 2018) (PDF)
- Capital Improvement Plan (Fiscal Year 2013 - Fiscal Year 2017) (PDF)
- Capital Improvement Plan (Fiscal Year 2010 - Fiscal Year 2012) (PDF)

Contact Us

City Manager's Office

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207-874-8689

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207-874-8669

Address:
389 Congress St
Room 208
Portland, ME 04101
Link to Map

Staff Directory Page

Public Comment - Order 161 - 25/26: New Police SUVs Gathering Dust - Spring Street Garage

George Rheault via portlandmaine.gov
Attachments
Sun, Apr 12, 10:30 AM (1 day ago)
to Public, Danielle, Mark, Pious, April, bgrant, Kate, Anna, Regina, Wesley, smichniewicz, Brendan, gjordan

One of the most disturbing things about the rushed and very abbreviated Finance Committee discussion of the annual CIP this year, and frankly every year, was there was virtually no discussion of the City's capacity to properly conduct the project management and contract administration associated with virtually every line item of the CIP process.

This goes to the very heart of the intersection between our operations budgets and our long-term asset planning budgets. They cannot be unlinked, but the City Council makes virtually no time to discuss the costly problems between the two and where solutions may lie (perhaps by admitting it has to apply a DOING LESS IS MORE mentality).

A great example is the attached picture I took on Friday of the brand-new police SUVs that have been gathering dust for MONTHS while awaiting public works motor pool-fleet maintenance staff attention to get them fully fitted out for use.

The rest of the city often chatters about this (see links below when the number of SUVs awaiting attention appears to have be seven or more 3 months ago while my more recent photo shows 4 SUVS gathering dust so the backlog is getting slowly addressed). That chatter often undercuts trust and confidence in all facets of the city's performance and public relations and when the City Council appears uninterested in exploring situations like this that loss of faith and support is justified.

https://www.reddit.com/r/portlandme/comments/1rl2tey/several_black_suvs_still_parked_in_spring_street/

https://www.reddit.com/r/portlandme/comments/1qdtsfj/spring_street_garage_ice/


PORTLAND
POLICE
QUIRK

Public Comment - Order 161 - 25/26: Bait & Switch? Failed Private Fundraising Effort for Congress Square Park

George Rheault via portlandmaine.gov
Attachments
Sun, Apr 12, 11:35 AM (1 day ago)
to Public, Danielle, Mark, Pious, April, bgrant, Kate, Anna, Regina, Wesley, smichniewicz

In the first half of 2022, when the Fiscal Year 2023 CIP was being reviewed and approved, the Friends of Congress Square Park made representations to the City Council and the entire Portland community that they would be raising over $1,800,000 in private funds to leverage public investment in the redevelopment and renovation of Congress Square Park. See attachment.

Since then, the Friends of Congress Square Park have backed off this big goal.

First, in early 2024, this commitment dropped down by over half to $900,000. See attachment.

Now the private fundraising contribution has been reduced by HALF - AGAIN to $450,000. See attachment.

How is this not a total betrayal of the understandings presented when this project first received its initial tranches of funding for design/construction documents?

How is a project that has lost 75% of its private contribution allowed to go forward without this reality being made very clear to the public and why is this not a bait and switch on the part of the Friends of Congress Square Park?

We should go back to the original plan from the early 1980s when Congress Square Park was first conceived - which was to give a portion of the land to the Eastland Hotel owners. See attachment.

The Eastland

Hotel owners foresee solution to financial problems

By KENDALL HOLMES
Staff Writer

The newly renovated Eastland Hotel, which has been having financial problems since it re-opened last spring, is trying to affiliate with a national hotel chain.

The change would give the Eastland the national name and reservations network that it now lacks.

"We're close to signing," Warren C. Sawyer, one of the hotel's owners, said Tuesday from his office in Swampscott, Mass. "We hope to announce it sometime in the next two or three weeks."

He refused to identify the chain.

Sawyer said the hotel at first didn't plan to affiliate with a chain.

"I was talked into buying the argument that we didn't need one. We're going after the conference trade, and chains do nothing for that."

Sawyer said word-of-mouth advertising, not a chain affiliation, will bring conference bookings to the Eastland. But he said he now thinks that another segment of the hotel's business — tourist bookings — will improve when the Eastland affiliates with a nationally known chain.

The Eastland has also hired a new new general manager this week. He is Ira Clangrock, who most recently worked in Pennsylvania for the Marriott hotel chain, according to Sawyer.

Still, it's clear from conversations with Eastland officials, its lawyer and city officials that the new Eastland Hotel has had a poor opening summer.

The hotel expected to lose money — but not as much as it has.

One of its two restaurants is closed.

Room bookings haven't reached expected [illegible]

Some creditors haven't been paid on time.

The hotel's owners have still had no luck finding tenants for 45,000 square feet of space beneath the new Congress Square parking garage.

But the hotel's management thinks it can overcome each of these problems and is promising major changes by mid-September.

"We're reorganizing and rethinking," says Bernard Rogan, the hotel's public relations consultant. "You will see everything coming on strong after Labor Day."

Above all, Rogan denies that the Eastland will go bankrupt as rumored.

The hotel's main restaurant, Crescendo, has been closed, though, and Rogan admitted it was due to poor business.

"This has nothing to do with the bigger story," Rogan said, "and the worst stories you're hearing are totally incorrect." By that, he said he meant the hotel is not on the brink of bankruptcy, nor is it in serious financial trouble.

The Crescendo will reopen on Sept. 15. Sawyer predicted the restaurant will fare better after Labor Day, when more of the area's more affluent residents return from summer vacations.

"It's not uncommon in the restaurant business to close your main dining room in the summertime," said Rogan, who conceded the decision to temporarily close the facility has raised plenty of questions among local residents. The Eastland's other dining room, Scalawags, is open and doing a good business, hotel officials said.

Sawyer conceded that the Eastland hasn't been paying all of its bills on time but said the hotel's partners have just secured more financing and "we're going to be putting in additional funds in the next few weeks."

All the hotel's creditors will be paid, at which time Rogan is publicly promising "a helluva party" for all those to whom the Eastland now owes money.

Sawyer added, "We have a partnership with the resources that will see the hotel into its fulfillment eventually.

"If we had been lucky, we would have been operating at great occupancy levels in three, four or five months" and turning a profit. He now expects it will take another year or more to turn the corner.

Sawyer says he's still trying to find tenants for beneath the parking garage. He has given up looking for retail tenants, saying he doesn't think there's a market in Congress Square for another 45,000 feet of retail space. Instead, Sawyer is now looking for a commerical tenant for the space.

While Sawyer and other Eastland officers say there were initial management difficulties, they say most of the hotel's early problems weren't of their own making.

"We were the victims of Murphy's law," says Sawyer. "Everything that could go wrong did go wrong. I've never seen anything quite like it."

He and others say the Eastland had the bad luck of opening [illegible]

[illegible] lished hotels have empty rooms.

Another setback was last fall's fire in the Eastland's ballroom, they say. An insurance settlement was slow to come through, and money had to be diverted from other areas in order to repair the room and replace furniture that was stored there at the time of the fire. The fire, they say, is the main reason the company has been slow to pay creditors.

Finally, they say the fact that Congress Square doesn't look finished is creating an image problem for the Eastland.

The city is still working on a new plaza at Congress Square in front of the hotel. The project was supposed to have been completed months ago. But the city earlier this year fired one of its contractors because of faulty workmanship, pushing the project far behind schedule.

Add these delays to the fact that Sawyer has had no luck renting the space beneath the parking garage, and a casual visitor would get the impression that the hotel is still under construction.

"Now that the urban plaza is nearly completed, it should be very beneficial," said Walter Webber, a local attorney who represents the hotel. "Unfortunately, it's occurring in late August rather than June."



The Eastland's entrance on High Street: The hotel was a victim of Murphy's law.

With the public's investment in the hotel and with the Eastland's poor start this summer, City Hall is obviously keeping an eye on the place.

But Joseph E. Gray, the city's director of planning and urban development, said that he doesn't know of any reason why the city should be worried at this point.

"If we thought the hotel was in very, very serious trouble, we would want to sit down and talk with everyone involved," Gray said. "But we know all the hotels in the city are having a poor year. I don't have any information to say that the Eastland is in any worse shape than any other hotel in Portland."

Some federal grants helped to finance improvements

There was no talk about all these problems when the old hotel was re-dedicated in late May following a $6.2 million facelift. The Eastland was once a grand hotel. Warren C. Sawyer, one of the hotel's owners, promised a return to those grand days.

The new Eastland boasts two restaurants, conference facilities and 190 guest rooms. Sawyer and his partners purchased the hotel several years ago as part of a package deal in which they also bought the old Congress Square Hotel.

The Eastland directly obtained a $700,000 low-interest loan through the federal grant. In addition, another $1.7 million in UDAG money plus $1.7 million of general obligation city bonds [illegible] hotel.

Sawyer develops subsidized housing and has freely conceded in the past that it was the Congress Square Hotel he and his partners were after. The Eastland, he said several years ago, couldn't operate profitably. But he was willing to listen to offers from City Hall.

The city, which wanted to renovate the Congress Square business district, applied for and eventually secured a federal Urban Development Action Grant.

The Eastland directly obtained a $700,000 low-interest loan through the federal grant. It must repay the money, plus 8 percent annual interest, to the city over 25 years.

In addition, another $1.7 million in UDAG money plus $1.7 million of general obligation city bonds were used to build a new 600-car parking garage behind the hotel. And the city, again using UDAG grant proceeds, purchased and razed several buildings at High and Congress streets in front of the hotel.

Two-thirds of the land will be used by the city for the new plaza. The Eastland gets the rest, rent-free, for a new entrance and sidewalk cafe.

Project Title **ID** 278896 **Dept Ranking**

Congress Square Park 1

Planning and Urban Development

Division Long Range Planning

Classification Parks, Fields, Trails **Strategic Priority** Asset/Infrastructure Preservation

Project Description

The allocated CIP money will fund construction of Phase B of the Congress Square Park Redesign. The project will transform a car-dominated, inaccessible area into a worldclass, comfortable, functional, and attractive public space in a densely populated and diverse neighborhood in Portland. This phase is highly leveraged by private funding contributions in the amount of $450,000 raised by Friends of Congress Square. Design Development was completed in 2018. Construction Documents were completely funded and completed in FY22 CIP.

Project Justification

After an extensive community-driven process dating back to 2012, the primary goal of this project is to build on the Phase A intersection reconstruction, currently under construction, to improve accessibility, circulation, and safety at Congress Square. This key downtown location serves as a primary open space, gathering place, and event venue for residents in this dense and diverse neighborhood and the city at large. The project will strengthen the identity and sense of place of Congress Square, enhancing both usability and aesthetics.

The redesign is expected to provide economic development benefits by encouraging investment along Congress Street, which is home to numerous small businesses and cultural institutions, including the Portland Museum of Art and the State Theatre. During the pandemic, the park was heavily used for events such as readings, cultural programs, and family activities like s'mores nights in partnership with local establishments, providing valuable public health, civic, and economic benefits. Many of these activities continue today.

Congress Square serves all residents and visitors, with particular benefits for those living in nearby dense neighborhoods, including approximately 780 new residential units—market rate, affordable, and senior—expected within half a mile over the next five years. The improvements will support downtown businesses and cultural institutions and help address concerns about vacancies along this corridor, which led to the city's recent adoption of a new vacant storefront ordinance.

As a phased project planned over the past decade, there is significant momentum, including substantial private fundraising by Friends of Congress Square, completion of Phase B construction drawings, and the complementary intersection construction currently underway.

Project Location General	Project Location Specific	CensusTract
Specific Area/Location	Congress Square Park, bounded by Congress Street and High S	Census Tract 3

5 Year Cost Summary

Planning	Land	Construction	Equipment	Est Total Cost
$0	$0	$2,350,000	$0	$2,350,000

Funding Source

Year	Federal	State	Other Funding	Requested Funding	City Mgr Recommended	Approved
2027				$1,250,000		☐
2028						☐
2029						☐
2030						☐
2031						☐
2032						☐
Total				$1,250,000		

Other Funding Source Description

This phase is highly leveraged by private funding contributions in the amount of $450,000 raised by Friends of Congress Square.

Operating Budget Impact

Project Title	ID	Dept Ranking
Congress Square Park	278896	1

Marginal impact on operating budgets for regular maintenance of pathway and infrastructure, and snow clearing.

Private fundraising by the Friends of Congress Square is providing $450,000 for Phase B construction. The project also received CIP allocations of $900,000 in FY23, $700,000 in FY24, and $750,000 in FY25, spreading construction funding over three years as originally planned during the FY23 CIP process.

Increase	Decrease	Basis of Cost
$0.00	$0.00	Using the cost estimate prepared based on the construction drawings and the cost estimate prepared by the sole contractor (PM Construction) who bid on the project in the summer of 2025.

Project Title **ID** 163160

Congress Square Redesign

Planning & Urban Development

Division Planning

Classification Parks, Fields, Trails

Project Description

The FY24 request is for $1,400,000 to fund construction of Phase B of the Congress Square Redesign, including PMA plaza and Congress Square Park. The project will transform a car-dominated, inaccessible area into a world-class, comfortable, functional, and attractive public space in a densely populated and diverse neighborhood in Portland. This phase is highly leveraged by funding contributions in the amount of $900,000 raised by Friends of Congress Square and $900,000 in FY23 CIP funds. Design Development was completed in 2018. Construction Documents were completed in 2022.

The intersection design and construction will be coordinated with the DPW signal upgrade project on Congress Street. The funding request includes construction documents and construction phases; the budgets are based on design development level design and estimates prepared by consultant WRT. The project has 2 construction phases - Phase A = roadway improvements (DPW FY21) and Phase B = PMA plaza and Congress Square Park improvements (Planning FY22-23). Phase A will be constructed in 2022. The CIP entry for FY23, totaling $2,300,000, is to construct Phase B, including the PMA Plaza and Congress Square Park improvements on both sides of Congress Street. Each of these phases is highly leveraged by funding from MaineDOT and contributions raised by the Friends of Congress Square.

The intersection design and construction will be coordinated with the DPW signal upgrade project on Congress Street. The funding request includes construction documents and construction phases; the budgets are based on design development level design and estimates prepared by consultant WRT. The project has 2 construction phases - Phase A = roadway improvements (DPW FY21) and Phase B = PMA plaza and Congress Square Park improvements (Planning FY22). Phase A will be constructed in 2022. The CIP entry for FY23, totaling $2,300,000, is to construct Phase B, including the PMA Plaza and Congress Square Park improvements on both sides of Congress Street. Each of these phases is highly leveraged by funding from MaineDOT and contributions raised by the Friends of Congress Square.

Project Justification

After an extensive community-driven process dating back to 2012, the primary goal of this project is to build on the Phase A intersection reconstruction, which is currently under construction and improve accessibility, circulation, and safety at this key downtown location which serves as the primary open space, and gathering and event space for many residents in this dense and diverse neighborhood and the city as a whole. This project will create a strong identify and sense of place, improving usability and aesthetics of Congress Square Park and PMA plaza. It will also provide economic development benefits by encouraging investment in this part of Congress Street, which is lined with many businesses, including small businesses, and cultural institutions such as the Portland Museum of Art and State Theatre. Throughout the pandemic, the park has been heavily used, including events such as readings, cultural events, and family events such as smores night in partnership with local establishments, providing invaluable economic development, public health, and civic benefits for the City. The redesign will include an already designed public art installation, being funded through the Public Art budget and private donations. Congress Square serves all residents and visitors, but it will bring particular benefits to residents of the dense and diverse neighborhoods that abut it, including the approximately 780 new residential units expected to be constructed in the next five years within a half mile of the park, including market rate, affordable, and senior units. As a phased project that has been planned for nine years, there is tremendous impetus – in terms of substantial fundraising efforts of Friends of Congress Square, the completion of the Phase B construction drawings, the designed and funded art installation, and the complementary intersection redesign currently under construction – to complete this long strived for remaking of this crucial public space.

5 Year Cost Summary

Planning	Land	Construction	Equipment	Est Total Cost
$105,000		$3,200,000		$3,305,000

Funding Source

Project Title **ID** 163160

Year	Other Funding	Requested Funding	City Mgr Recommended	Funding Type	Approved
2028					☐
2029					☐
2019		$250,000	$5,000		☑
2022	$50,000	$50,000	$50,000		☑
2023		$2,300,000	$900,000		☑
2024	$900,000	$1,400,000			☐
2025					☐
2026					☐
2027					☐
Total	$950,000	$4,000,000	$955,000		

Other Funding Source Description

Private fundraising on the part of the Friends of Congress Sqaure is providing $900,000 for Phase B construction. This project received a FY23 CIP allocation in the amount of $900,000, a portion of the total $3,200,000 needed for construction, with the understanding the total request would be made across two years. The remainder of the construction costs is $1,400,000. Previous years included Planning/Design funding, including additional contributions from Friends of Congress Square. Not included in the totals is money for a major public art installation in the square, be funded through a combination of private fundraising, National Endowment for the Arts funding, and Portland Public Art funding for an additonal $1,400,000 of investment in the square that is not represented in the CIP request. 2023 "other funding" field represents a combination of public art and construction funding that is misleading in the totals above, but the 2022 and 2024 other funding fields represent total FOCS contributions to construction documents and construction, minus the public art work. This project is also impact fee eligible, which could potentially offset the total CIP request for approximately $500,000.

Operating Budget Impact

The changes in the intersection are anticipated to have an operating budget neutral impact. There will be changes to the roadway configuration that will result in less pavement to plow/maintain. The plaza spaces are designed to require as minimal
maintenance as possible with the suggestion that the City continue to enter into a MOU with Friends of Congress Square Park for programming and some maintenance.

Project Title **ID** 163160

Congress Square Redesign

Planning & Urban Development

Division Planning

Classification Parks, Fields, Trails

Project Description

This project includes completing the design work and construction of a redesigned intersection and public open spaces at High Street, Free Street, and Congress Street, called "Congress Square." The project objectives include improving traffic function and safety for all modes, dramatically improving the accessibility of the intersection crossings, sidewalks, and public open spaces, and place-making by creating a more comfortable, functional, and attractive public space.

The intersection design and construction will be coordinated with the DPW signal upgrade project on Congress Street. The funding request includes construction documents and construction phases; the budgets are based on design development level design and estimates prepared by consultant WRT. The project has 2 construction phases - Phase A = roadway improvements (DPW FY21) and Phase B = PMA plaza and Congress Square Park improvements (Planning FY22-23). Phase A will be constructed in 2022. The CIP entry for FY23, totaling $2,300,000, is to construct Phase B, including the PMA Plaza and Congress Square Park improvements on both sides of Congress Street. Each of these phases is highly leveraged by funding from MaineDOT and contributions raised by the Friends of Congress Square.

The intersection design and construction will be coordinated with the DPW signal upgrade project on Congress Street. The funding request includes construction documents and construction phases; the budgets are based on design development level design and estimates prepared by consultant WRT. The project has 2 construction phases - Phase A = roadway improvements (DPW FY21) and Phase B = PMA plaza and Congress Square Park improvements (Planning FY22). Phase A will be constructed in 2022. The CIP entry for FY23, totaling $2,300,000, is to construct Phase B, including the PMA Plaza and Congress Square Park improvements on both sides of Congress Street. Each of these phases is highly leveraged by funding from MaineDOT and contributions raised by the Friends of Congress Square.

Project Justification

The primary goal of this project is to improve accessibility, circulation, and safety at this key downtown location which serves as the primary public open space, gathering and event space for many residents in this dense and diverse neighborhood and the city as a whole. This project will create a strong identity and sense of place, improving the usability and aesthetics of Congress Square Park and the PMA plaza. It will also provide economic development benefits by encouraging investment in this part of Congress Street. The abutting property owners, especially the Westin Hotel and Portland Museum of Art, view these spaces as their front porch and rely on the first impression these public spaces create for their visitors and fully support the proposed improvements. Throughout the pandemic, the park has been heavily used, including events such as readings and cultural events in partnership with local establishments, providing invaluable economic development, public health, and civic benefits for the City. The redesign will include an already designed public art installation (funded through the Public Art budget. Congress Square serves all residents and visitors, but it will bring particular benefits to residents of the dense and diverse urban neighborhoods that abut it. As a phased project that has been planned for for over eight years, there is tremendous impetus - in terms of the substantial fundraising efforts of Friends of Congress Square, the completion of the Phase B construction documents currently underway, the designed nad funded art installation, and the complementary intersection redesign slated to begin in 2022 - to complete this long strived for remaking of this crucial public space.

5 Year Cost Summary

Planning	Land	Construction	Equipment	Est Total Cost
$100,000		$4,155,000		$4,255,000

Funding Source

Year	Other Funding	Requested Funding	City Mgr Recommended	Funding Type	Approved
2019		$250,000	$5,000		☑
2022	$50,000	$50,000	$50,000		☑

Project Title		ID	163160		
2023	$1,850,000	$2,300,000			☐
2024					☐
2025					☐
2026					☐
2027					☐
2028					☐
Total	$1,900,000	$2,600,000	$55,000		

Other Funding Source Description

A private fundraising effort is underway and expected to raise $1,850,000 as reflected in the other funding for Phase B construction. ARPA funds may also be requested in the second tranche, but no ARPA funds have been committeed at the time of this request. MaineDOT has agreed to fund the PDR and $1 million towards the construction for the intersection redesign (Phase A).

Operating Budget Impact

The changes in the intersection are anticipated to have an operating budget neutral impact. There will be changes to the roadway configuration that will result in less pavement to plow/maintain. The plaza spaces are designed to require as minimal
maintenance as possible with the suggestion that the City continue to enter into a MOU with Friends of Congress Square Park for programming and some maintenance.

MEMORANDUM
City Council Agenda Item

FROM: Brendan O'Connell

DATE: March 26, 2026

SUBJECT: Order 162-25/26 Authorizing General Obligation Bonds to Finance a Portion of the City's Fiscal Year FY27 Capital Improvement Program - Sponsored by the Finance Committee, April Fournier, Chair

SPONSOR: The Finance Committee voted on March 5, 2026 to recommend passage of this item, vote (2-0, Pelletier absent).

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:
1st Reading 3/16/2026 **Final Action 4/13/2026**

Can action be taken at a later date: No Many projects are related to work which needs to occur immediately.

Does this item involve a new contract with the City: No

PRESENTATION: None

I. SUMMARY

This order authorizes $24.4M of new general obligation bonds to support the FY27 Capital Improvement Plan.

II. AGENDA DESCRIPTION

The Finance Committee voted on March 5, 2026 to recommend passage of this item, vote (2-0, Pelletier absent). This is a companion order to the bond appropriation order above.

This item must be read on two separate days. It received its first reading on March 16. Seven affirmative votes are required for passage after public comment.

III. BACKGROUND

Over the course of several Finance Committee meetings in late 2025 and early 2026, the City's Finance Committee reviewed and recommended the new FY27 CIP projects and the associated bond authorizations to the full City Council for review.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

Approval of the FY27 Capital Improvement Plan

V. FINANCIAL IMPACT

The City typically issues bonds related to the CIP in the spring or early summer preceding project construction or estimated completion. Debt related to this CIP will likely not be issued until 2027 (i.e. no fiscal impact for FY27). For FY28 and FY29, the estimated impact to the mill rate will be a 6 cent increase, however the debt service increases planned per this capital improvement plan are timed to offset other decreases in debt service related to older CIP.

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

Move passage

VIII. LIST ATTACHMENTS

1. FY27 CIP Bonds Authorization Order
2. Grant - 1.6M for PPS HVAC
3. Sykes- 360,000 for Public Art and Land Bank

Prepared by:
Brendan O'Connell
Date: 03/26/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER(A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER AUTHORIZING GENERAL OBLIGATION BONDS
TO FINANCE A PORTION OF THE CITY'S FISCAL YEAR FY27 CAPITAL IMPROVEMENT PROGRAM

FOLLOWING a public hearing of the City Council of the City of Portland, Maine, held upon due notice pursuant to Article VII, Section 11 of the City Charter, **IT IS HEREBY ORDERED THAT:**

There is hereby authorized and approved a borrowing by the City of Portland in the aggregate principal amount not to exceed Twenty-four Million Four Hundred Twenty Thousand Dollars ($24,420,000), such borrowing to be evidenced by the City's general obligation bonds (the "Bonds") and temporary notes in anticipation thereof (the "Notes), to finance the items identified in the City's FY27 Capital Improvement Program attached hereto as Exhibit A and all other costs (as defined herein) related and ancillary thereto (the "Projects").

BE IT FURTHER ORDERED:

1. That the Bonds and Notes shall be executed in the name of and on behalf of the City by the Director of Finance and the Mayor, either or both of whose signatures may be by facsimile to the extent permitted by law, and shall bear the City seal thereon, attested by its Clerk.

2. That the Director of Finance is hereby authorized, in the name of and on behalf of the City of Portland, to prepare, issue, and sell such Bonds and Notes through a public offering (on a competitive or negotiated basis or a combination thereof) or a private placement, or a combination thereof, and such Bonds may be issued in serial form or as term bonds, or some combination thereof, may be issued as physical certificates or in book-entry form pursuant to the Depository Trust Company Book-Entry Only System, and may issued at one time or from time to time, as one or more separate bond issues, all as the Director of Finance shall determine to be appropriate in his sole discretion.

3. That the Director of Finance is hereby authorized, in the name of and on behalf of the City, to establish, determine and approve the form, dates, maturities (not to exceed the maximum term permitted by law), denominations, interest rates, payment dates, provisions for early redemption, with or without a premium, and all other details, such establishment, determination and approval to be conclusively evidenced by the execution thereof.

4. That the Director of Finance is hereby authorized, in the name of and on behalf of the City, to do or cause to be done all such acts and things, including to select a financial advisor, underwriter, or paying agent/registrar for the Bonds and Notes, to approve, execute and deliver all contracts, loan agreements, investment agreements, tax compliance agreements or arbitrage certificates, closing certificates, instruments, Preliminary Official Statement, Official Statement or other offering document, a Letter of Representation necessary to qualify the Bonds or Notes for the Depository Trust Company Book-Entry Only System, continuing disclosure agreements, and such other documents, agreements and closing certificates (the "Bond Documents"), as may be necessary or desirable, in connection with the financing of the Projects, the offering, sale, issuance, and delivery of the Bonds and Notes, and the investment of the proceeds thereof, which Bond Documents may be in such form and contain such terms and provisions including,

without limitation, the waiving of the City's sovereign or governmental immunity with respect to the enforceability of any of the forgoing, which waiver of sovereign or governmental immunity is hereby authorized, confirmed and approved, and such other details as he shall establish, determine and approve, such establishment, determination and approval to be conclusively evidenced by his execution thereof.

5. That if the Bonds or Notes, or any part of them, are issued on a tax-exempt basis, the Director of Finance is hereby authorized, in the name of and on behalf of the City, to covenant and certify that:

(A) No part of the Projects shall be used directly or indirectly, in a manner that would cause the Bonds or Notes to be "private activity bonds" within the meaning of Section 141 of the Internal Revenue Code of 1986, as amended (the "Code"), and that no part of the proceeds of the Bonds and Notes shall be used directly or indirectly to acquire any securities or obligations, the acquisition of which or the investment yield on which would cause such Bonds or Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code; and

(B) The City will file any required reports and take any other action that may be necessary to insure that interest on the Bonds and Notes will remain exempt from federal income taxation, and that the City will refrain from any action that would cause interest on the Bonds or Notes to be subject to federal income taxation.

6. That the term "cost" or "costs" as used herein and applied to the Projects, or any portion thereof, includes, but is not limited to (1) the cost to purchase, acquire, design, construct, renovate, improve, furnish and equip the Projects, or any portion thereof; (2) the cost of land, easements and other real property interests, landscaping and site preparation, including demolition and environmental remediation work on any existing building or structure and on the property where the Projects are located, utility extensions and site improvements, and all appurtenances and other fixtures, facilities, buildings and structures either on, above, or under the ground which are used or usable in connection with the Project; (3) the cost of feasibility studies, surveys, environmental studies and assessments, engineering, plans and specifications, legal and other professional services associated with the Project; (4) issuance costs, including premiums for insurance, capitalized interest and other fees and expenses relating to the issuance and delivery of the Bonds and Note; and (5) other costs of the Projects ancillary or related to the foregoing costs.

7. That if the actual cost of any Project differs from the estimated cost on the attached Exhibit A, whether due to completion, delay or abandonment of such Project or for any other reason, the Director of Finance is hereby authorized, in the name of and on behalf of the City, in his discretion, to reallocate proceeds of the Bonds and Notes to any other Project listed on the attached Exhibit A, or to any other project or improvement that the City Council has approved or may in the future approve as part of the City's annual capital improvement plan.

8. That if the Director of Finance, Mayor or Clerk are for any reason unavailable to approve and execute the Bonds or Notes or any other Bond Document necessary or convenient to the issuance, execution and delivery of the Bonds or Notes, the person or persons then acting in such capacity, whether on an interim or acting basis, as an assistant, a deputy, or otherwise, is authorized, in the name of and on behalf of the City, to act for such official with the same force and effect as if such official had performed such act.

9. That if any of the officers or officials of the City who have signed or sealed the Bonds or Notes shall cease to be such officers or officials before the Bonds or Notes so signed and sealed shall have been actually authenticated or delivered by the City, such Bonds or Notes nevertheless may be authenticated, issued, and delivered with the same force and effect as though the person or persons who signed or sealed such Bonds or Notes had not ceased to be such officer or official; and also any such bonds or notes may be signed and sealed on behalf of the City by those persons who, at the actual date of the execution of such Bonds or Notes, shall be the proper officers and officials of the City, although at the nominal date of such Bonds or Notes any such person shall not have been such officer or official.

10. That to the extent not payable from other funds, an amount sufficient for the payment of the annual payments of principal and interest on the Bonds or any Notes issued hereunder shall be included in the tax levy of each year until the debt represented by said Bonds or Notes is extinguished.

11. That if any of the Bonds or Notes are issued through the State of Maine Clean Water Revolving Loan Fund (CWSRF), the following resolutions required by Section C(4)(e) of the CWSRF Rules, Chapter 595 (the "SRF Regulations"), administered by the Department of Environmental Protection and the Maine Municipal Bond Bank (the "Bond Bank"), be and hereby are adopted:

a. That a Project Account shall be created for the Projects which shall be separate from all other accounts of the City. If operating revenues are to be used to retire the debt, a sub-account will be established;

b. That the Project Account shall be maintained in accordance with standards set forth by the Bond Bank and in accordance with generally accepted government account standards;

c. That a final accounting shall be made to the Bond Bank of the total cost of each Project upon completion of the Project performance certification as set out in Section G(3) of the SRF Regulations and the City acknowledges that the Bond Bank reserves the right at its sole discretion to be provided with a cost certification of the Project as built;

d. That an annual audit of the City, prepared by a certified public accountant or licensed public accountant be provided to the Bond Bank for the term of the loan;

e. That the City shall maintain insurance coverage on the Projects in an amount adequate to protect the Bond Bank's interest for the term of the loan with the Bond Bank named as loss payee;

f. That the City will comply with any special conditions specified by the Department of Environmental Protection's environmental determination until all financial obligations to the State have been discharged;

g. That the City certify to the Bond Bank that it has secured all permits, licenses and approvals necessary and that it has a dedicated source of revenue for repayment;

h. That the City establish a rate, charge or assessment schedule in order to pay principal and interest. Such rate change or schedule shall provide total operations and debt service coverage at a level at which the coverage for the Bond Bank is sufficient;

i. That the City must demonstrate the ability to pay reasonably anticipated costs of operating and maintaining the financed Project; and

j. That the City abide by the SRF Regulations, as revised and amended and relevant State statutes of the State of Maine.

12. That while any of the Bonds (or bonds issued to refund such Bonds) are outstanding, the Director of Finance is hereby authorized, in the name of and on behalf of the City, to issue and deliver refunding bonds to refund, on either a current or advance refunding basis, some or all of the bonds then outstanding, and to establish, determine and approve the time of the sale, award and settlement of such refunding bonds, the form, date, maturities (not to exceed the maximum term permitted by law), denominations, interest rates, payment dates, and all other details of such refunding bonds, and to provide that any of such refunding bonds may be made subject to call for redemption, with or without premium, such establishment, determination and approval to be conclusively evidenced by his execution thereof, and to execute and deliver, in the name of and on behalf of the City, such additional Bond Documents as may be reasonable or necessary with respect to such refunding, and each refunding bond issued hereunder shall be signed in the same manner as the Bonds.

13. That the City may pay certain costs of the Projects prior to the issuance of the Bonds and Notes (referred to as "original expenditures"); to that end, the City hereby declares its official intent to reimburse itself for such original expenditures from the proceeds of such bonds and notes, and this Resolution shall constitute the City's declaration of official intent pursuant to Treasury Regulation §1.150-2.

Department	General Fund Projects	FY27 CIP Appropriation	New Bond Authorization	Other Funding
Facilities Maintenance				
Fire Department	Central Station Slab Repairs	480,000	480,000	
Fire Department	Stevens Ave Fire Station - Roof Replacement	235,000	235,000	
Fire Department	Bramhall Fire Station - Major Renovation Planning	30,000		30,000 (7)
Fire Department	All Stations - Exterior Envelope Repirs (Masonry, Windows, Doors)	100,000	100,000	
Health-Human Services	Barron Center Elevator Replacement	650,000	650,000	
Health-Human Services	Resurfacing and Paving of Barron Center Parking Lots	565,000	565,000	
Health-Human Services	Rear Patio Replacement - Barron Center	50,000	50,000	
Parks-Rec-Facilities	Expo Slab Repair	125,000	125,000	
Parks-Rec-Facilities	City Hall/Merrill Boiler replacement	200,000		200,000 (6)
Parks-Rec-Facilities	Paint Merrill Dome Ceiling and Replace Sprinkler Heads	125,000		125,000 (6)
Parks-Rec-Facilities	Service piers 1 & 3 Replacement	900,000		900,000 (11)
Parks-Rec-Facilities	Replace field house HV units	700,000	700,000	
Parks-Rec-Facilities	Bridge over Dole Brook: Phase II	450,000	450,000	
Parks-Rec-Facilities	Merrill Auditorium Orchestra Ceiling Light Replacement	75,000		75,000 (6)
Parks-Rec-Facilities	Court Resurfacing - Various (DHS Tennis, Reiche School, Pleasant St, Taylor St)	150,000		150,000 (7)
Parks-Rec-Facilities	250 Canco Rd Roof Replacement Phase 1 of 2	400,000		400,000 (7)
Parks-Rec-Facilities	Fitzpatrick Track Resurfacing	500,000	500,000	
Parks-Rec-Facilities	City Hall Copper Roof Replacement - (Funding Year 1 of 3)	1,150,000		1,150,000 (7)
Police Department	Police Department Station - Phase 2: Space Needs Analysis and Site Selection	250,000		250,000 (7)
	Sub-total	**7,135,000**	**3,855,000**	**3,280,000**
Information Technology				
Information Technology	Networking Hardware Replacement - Wired, WiFi and Infrastructure	650,000		650,000 (7)
Information Technology	New Fiber in CityHall and OGW Whale Building	55,000		55,000 (7)
Information Technology	Citywide Camera Consolidation	195,000		195,000 (7)
Information Technology	Citywide Access Control System Replacement	190,000		190,000 (7)
Police Department	Radio Network Fiber Service Level Change-Replacing Radio Network Sites	335,000	335,000	
	Sub-total	**1,425,000**	**335,000**	**1,090,000**
Island Infrastructure				
Public Works	Island Improvements Program	150,000		150,000 (7)
	Sub-total	**150,000**	**-**	**150,000**
Major Equipment				
Fire Department	Fireboat Replacement - Marine 2	280,000	280,000	
Parks-Recreation-Facilities	Sidewalk Tractor	240,000	240,000	
Parks-Recreation-Facilities	Trailers	50,000	50,000	
Public Works	Snow Blower (Loader Attached) Tier IV - RPM220 T4 or Equivalent	200,000	200,000	
Public Works	Ride-On-Roller	90,000	90,000	
Public Works	Front End Loader	50,000	50,000	
	Sub-total	**910,000**	**910,000**	**-**
Marine Infrastructure				
Parks-Rec-Facilitaties	On going pile/pier work at OG and P.O.T	350,000		350,000 (10)
Parks-Rec-Facilitaties	Pile Jackets -OG	225,000		225,000 (10)
Parks-Rec-Facilitaties	POT Generator replacement	325,000		325,000 (3)
	Sub-total	**900,000**	**-**	**900,000**
Minor Equipment				
Fire Department	Cardiac Monitors Replacement	420,000		420,000 (7)
Fire Department	Stretcher Replacement	320,000		320,000 (7)
Fire Department	Radio replacement	300,000		300,000 (7)
	Sub-total	**1,040,000**	**-**	**1,040,000**
Municipal Fleet				
Fire Department	Fire Ladder Truck (2nd $500 allocated out of $2M estimated cost)	500,000	500,000	
Fire Department	Ambulance Chassis Replacement	300,000	300,000	
Fire Department	Ambulance Chassis Replacement	300,000	300,000	
Parks-Recreation-Facilities	Pick-up Truck - Cemeteries	70,000	70,000	
Health and Human Services	Passenger Van (Replacement)	90,000	90,000	
Health and Human Services	Passenger Van (Expansion)	75,000		75,000 (7)
Information Technology	Passenger Vehicle (Expansion)	40,000	40,000	
Parks-Recreation-Facilities	.5 ton crew cab (electric)	75,000	75,000	
Parks-Recreation-Facilities	Pick-up Plow Truck (Replacement)	85,000	85,000	

Department	General Fund Projects		FY27 CIP Appropriation	New Bond Authorization	Other Funding	
Parks-Recreation-Facilities	Pick-up Plow Truck (Replacement)		70,000	70,000		
Parks-Recreation-Facilities	Pick-up Truck (Replacement)		55,000	55,000		
Police Department	Passenger Vehicle (Replacement)		90,000		90,000	(12)
Police Department	Pick-up Truck (Expansion to support downtown unit)		120,000		120,000	(12)
Police Department	Eight (8) Police Patrol Vehicles (Replacements)		465,000		465,000	(12)
Police Department	Pick-up Truck (Expansion to support PD marine unit)		65,000		65,000	(12)
Public Works	Plow Truck (Replacement)		300,000		300,000	(7)
Public Works	Refuse Packer Full Size (Replacement)		400,000	400,000		
Public Works	Pick-up Truck (Replacement)		100,000	100,000		
Public Works	Ramp Truck (Replacement)		250,000	250,000		
Public Works	Dump Truck (Replacement)		100,000	100,000		
Public Works	Pick-up Truck (Replacement)		80,000	80,000		
Public Works	Refuse Truck (Replacement)		400,000	400,000		
		Sub-total	**4,030,000**	**2,915,000**	**1,115,000**	
Park Infrastructure						
Parks-Rec-Facilities	Longfellow School Community Playground Improvements		270,000		270,000	(4)
Parks-Rec-Facilities	East End School Playground Design & Construction		70,000		70,000	(4)
Parks-Rec-Facilities	Deering Oaks Lighting Improvements		550,000		550,000	(4)
Parks-Rec-Facilities	Deering Oaks Roadway Repaving - Tennis Court Road		270,000		270,000	(7)
Parks-Rec-Facilities	Fencing Replacement: Various locations		450,000		450,000	(7)
Planning-Urban Dev.	Congress Square Park		500,000		500,000	(7)
		Sub-total	**2,110,000**	**-**	**2,110,000**	
Portland Public Library						
Main Branch	Roof Replacement and Repair (Downtown)		285,000		285,000	(9)
Main Branch	Replace Air Handlers 5 & 6 (Downtown)		925,000		925,000	(9)
		Sub-total	**1,210,000**	**-**	**1,210,000**	
Portland Public Schools						
Central Office	Central Office Roof Repairs		200,000		200,000	(7)
Deering High School	DHS Door Replacement		100,000		100,000	(7)
Peaks Island	Peaks Island ADA Renovation		200,000	200,000		
Portland High School	PHS Front Step Repairs		750,000		750,000	(7)
Lincoln Middle School	LMS Gym Roof Repair/Replacement		250,000	250,000		
PATHS	PATHS - HVAC and Drain Replacement		1,700,000	1,700,000		
Districtwide	Districtwide Camera System Upgrades		500,000	500,000		
		Sub-total	**3,700,000**	**2,650,000**	**1,050,000**	
Transportation - Bike-Ped						
Public Works	Casco Bay Trail - Planning (Local Match)		15,000		15,000	(7)
Public Works	Brighton Avenue Sidewalk Reconstruction - Local Match on PACTS UPI		420,000	420,000		
Public Works	Forest Ave - Sidewalk-Pedestrian/ADA Upgrades - Local Match on PACTS UPI		450,000		450,000	(5)
Public Works	Citywide Sidewalk Rehabilitation		1,750,000	1,750,000		
Public Works	Congress Street ADA Improvements (Branhall Area)		1,280,000	1,280,000		
Public Works	Vision Zero (ADA, Complete Streets, Traffic Calming, Bike-Ped Safety)		1,100,000		350,000	(5)
	NOTE: MULTIPLE FUNDING SOURCES				275,000	(8)
					275,000	(9)
					200,000	(7)
Public Works	Transportation Outcomes in Association with Water Resources Projects		300,000		300,000	(5)
Public Works	Pedestrian-Urban Scale Street Lighting and Safety Program		300,000		300,000	(7)
		Sub-total	**5,615,000**	**3,450,000**	**2,165,000**	
Transportation - Multimodal						
Public Works	Forest Avenue: (Woodford/Revere to Bedford)		1,100,000		1,100,000	(5)
Public Works	State and High Two-Way Reversion (Planning)		100,000	100,000		
Public Works	Gorham's Corner Mini Roundabout (Construction)		1,000,000		1,000,000	(9)
Public Works	Bramhall Square Reconstruction		700,000	700,000		
Public Works	York St Sidewalk and Street Rehab		50,000		50,000	(5)
		Sub-total	**2,950,000**	**800,000**	**2,150,000**	
Transportation - Parking						
Parking	Temple St Garage Structural Repairs		225,000		225,000	(9)
Parking	Replacement of multispace meter doors		175,000		175,000	(9)
Parking	Elm St Garage replacement of elevator doors		100,000		100,000	(9)

Department	General Fund Projects		FY27 CIP Appropriation	New Bond Authorization	Other Funding
Parking	Spring St Structural Steel Paint Touch Up		125,000		125,000 (9)
		Sub-total	**625,000**	**-**	**625,000**
Transportation - Road Maint.					
Public Works	MPI Paving Matches		1,170,000	645,000	525,000 (9)
Public Works	Pavement Preservation Program (Local Streets)		2,000,000	1,775,000	225,000 (7)
		Sub-total	**3,170,000**	**2,420,000**	**750,000**
Transportation - Signal Systems					
Public Works	Traffic Signal Systems Upgrade Program		750,000		750,000 (5)
		Sub-total	**750,000**	**-**	**750,000**
Public Art / Land Bank					
Public Art	Public Art		50,000	50,000	
Land Bank	Land Bank		50,000	50,000	
		Sub-total	**100,000**	**100,000**	**-**
	Enterprise Fund Projects				
Water Resources - Wastewater					
Public Works	CMOM - Inflow and Infiltration Phase 3 Mitigation		250,000	250,000	
Public Works	CMOM - Pump Station Rehabilitation		400,000	400,000	
Public Works	Sewer Collection System Repairs, Rehabilitation and Improvements		500,000	500,000	
Public Works	CSO- Downtown District Sewer Separation		2,500,000		2,500,000 (7)
Public Works	CSO- Franklin St Sewer Separation		150,000	150,000	
Public Works	CSO- West End Sewer Separation		1,790,000	1,790,000	
Public Works	WR Utilities - Pavement Preservation Program		700,000	700,000	
Public Works	CSO - Ludlow Street (Caldwell to Columbia) Sewer Separation		150,000	150,000	
Public Works	WR Vehicle Replacement		40,000	40,000	
		Sub-total	**6,480,000**	**3,980,000**	**2,500,000**
Water Resources - Stormwater					
Public Works	Stormwater Collection System Repairs, Rehabilitation and Improvements		815,000	-	815,000 (7)
Public Works	Green Infrastructure		200,000	200,000	
Public Works	Palmer Ave Detention Basin Upgrade (Dole Brook Stormwater Improvement)		195,000	195,000	
Public Works	Capisic Brook Watershed Management Action Plan		75,000	75,000	
Public Works	Deering Oaks Stormdrain		1,750,000	1,750,000	
Public Works	Libbytown Flooding Mitigation		175,000	175,000	
Public Works	Bayside Infrastructure Adaptation: Franklin PS Elimination Study		300,000	300,000	
Public Works	ESRI Advantage Program		200,000	200,000	
Public Works	Utility Work Machine		90,000	90,000	
Public Works	Street Sweeper Replacement (Supplemental Funding)		20,000	20,000	
		Sub-total	**3,820,000**	**3,005,000**	**815,000**
		Total	**46,120,000**	**24,420,000**	**21,700,000**
		General Fund Projects	35,820,000	17,435,000 (1)	18,385,000
		Enterprise Fund Projects	10,300,000	6,985,000 (2)	3,315,000
		Total	**46,120,000**	**24,420,000**	**21,700,000**

NOTE: Other Funding Sources

(1) Appropriation of General Obligation Bonds - General Fund Repayment	17,435,000
(2) Appropriation of General Obligation Bonds - Enterprise Fund Repayment	6,985,000
(3) Appropriation of Cruise Ship Infrastructure Improvement Fees	325,000
(4) Appropriation of Impact Fees - Parks	890,000
(5) Appropriation of Impact Fees - Transportation	3,000,000
(6) Appropriation of Merrill Auditorium Improvement Funds	400,000
(7) Prior CIP Reallocation	10,960,000
(8) Appropriation of Bayside TIF Funds	275,000
(9) Appropriation of Downtown TIF Funds	3,635,000
(10) Appropriation of Waterfront TIF Funds	575,000
(11) Appropriation of Fish Pier Enterprise Fund Balance	900,000
(12) Appropriation of Police Department Asset Forfeiture Funds	740,000
Total	**46,120,000**

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER(A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

SUMMARY OF AMENDMENTS TO ORDER 161-25/26 AND ORDER 162-25/26
PROPOSED BY COUNCILOR GRANT
RE: ADDING $1.6M IN FUNDING FOR PORTLAND PUBLIC SCHOOLS HVAC PROJECTS

This amendment would complete funding for two HVAC project requests that were approved by the Portland Public Schools Board of Education but not included in the FY27 City Manager's Recommended Capital Improvement Plan. The amendment adds $1.2M in additional funding for Lincoln Middle School Heating Pipe Replacement project and $400,000 for an HVAC project at Portland High School. See the attached table for revised Portland Public Schools project list after approval of this amendment, bringing total project authorization for the FY27 CIP to $47,720,000 and the total bond authorization in the FY27 CIP to $26,020,000.

The Lincoln project received $800,000 in funding in the FY25 CIP. The $1.2M in funding from this amendment will be combined with remaining FY25 funds to complete the preliminary total Lincoln heating project cost of $1.8M. The Superintendent has prepared an additional memo detailing the status of the Lincoln project.

The Portland High School project is $400,000. The project will fix a PHS exhaust stack and replace a failed boiler. Replacement is needed to correct unsafe venting and restore reliable heat in the building.

Appendix A to the CIP Orders (Portland Public Schools section) would be amended in both orders as follows:

DEPARTMENT	PROJECT TITLE	TOTAL FY27 CIP APPROPRIATION	BOND AUTHORIZATION	OTHER FUNDING	NOTE
Central Office	Central Office Roof Repairs	$200,000		$200,000	(7)
Deering High School	DHS Door Replacement	$100,000		$100,000	(7)
Peaks Island	Peaks Island ADA Renovation	$200,000	$200,000		
Portland High School	PHS Front Step Repairs	$750,000		$750,000	(7)
Lincoln Middle School	LMS Gym Roof Repair/Replacement	$250,000	$250,000		
PATHS	PATHS - HVAC and Drain Replacement	$1,700,000	$1,700,000		
Lincoln Middle School	Lincoln Middle School Heating Pipe Replacement	$1,200,000	$1,200,000		
Portland High School	PHS Exhaust Stack and Failed Boiler Replacement	$400,000	$400,000		
Districtwide	Districtwide Camera System Upgrades	$500,000	$500,000		
	Sub-total	**$5,300,000**	**$4,250,000**	**$1,050,000**	

The fiscal impact of this amendment is additional debt service in the Portland Public Schools FY28 budget of approximately $145,000. This debt service impact will last for 20 years, decreasing slightly on an annual basis as the principal amount of the bonds is repaid.

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MARK DION (MAYOR)
PIOUS ALI (A/L)
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BENJAMIN GRANT (A/L)

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SUMMARY OF AMENDMENTS TO ORDER 161-25/26 AND ORDER 162-25/26
PROPOSED BY COUNCILOR SYKES
RE: ADDING $360,000 IN FUNDING FOR PUBLIC ART AND THE LAND BANK

This amendment would increase funding for Public Art and the Land Bank from $50,000 each to $230,000 each. Within various sections of City Code, language indicates that the annual appropriation for these funds shall be .5% of the total annual CIP. In most recent CIP years, the annual CIP appropriation has been limited to $50,000 per year, with staff referring to language within the City's Debt Management Policy supporting their calculation and the upper limit of $50,000 annually. However, this policy is operational in nature and has not been approved by City Council, only reviewed periodically with Finance Committee. This amendment requests that the appropriations for the Land Bank and Public Art fund be increased to an amount more in line with language in the relevant ordinances.

If approved, this would increase the amount of general obligation bonds and funding appropriation within the FY27 CIP orders by $360,000 each. The estimated fiscal impact to debt service beginning in FY28 is estimated to be approximately $30,000, declining each year over the life of the bonds as principal is repaid.

Appendix A to the FY27 CIP Orders would be amended in both orders as follows:

DEPARTMENT	PROJECT TITLE	TOTAL FY27 CIP APPROPRIATION	BOND AUTHORIZATION
Public Art	Public Art	$230,000	$50,000
Land Bank	Land Bank	$230,000	$50,000
		$460,000	**$100,000**

#18572846v1

MEMORANDUM
City Council Agenda Item

FROM: Paul Bradbury, Jetport Director

DATE: March 26, 2026

SUBJECT: Order 163-25/26 Accepting and Appropriating Federal Aviation Administration grants, State of Maine Matching Grants, and Portland International Jetport Unrestricted Matching Funds - Sponsored by Danielle P. West, City Manager

SPONSOR: Danielle P. West, City Manager

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:
1st Reading 3/16/2026 **Final Action 4/13/2026**

Can action be taken at a later date: Yes

Does this item involve a new contract with the City: No

PRESENTATION: Paul Bradbury, Jetport Director, will introduce this item as needed, and answer any Council questions.

I. SUMMARY

The Portland International Jetport is requesting approval and appropriation of Federal Aviation Administration (FAA) administered grants totaling $8.64 million, state of Maine matching fund grants of 480,000, and Jetport unrestricted funds of $480,000 for a total appropriation of $9.6 million.

II. AGENDA DESCRIPTION

The Federal Aviation Administration (FAA) issues grants to fund eligible safety, capacity, and terminal improvements to airports through several nationwide grant programs authorized under federal law. This item accepts and appropriates $8.64 million in FAA federal grant funding to be awarded to the Jetport, $480,000 in state of Maine matching funds, and $480,000 in Jetport unrestricted fund matching contributions. The allocation from each grant program and funding source is listed below.

FAA Airport Grant Funds	$8,640,000
State of Maine Matching Funds	$ 480,000
Jetport Unrestricted Fund Balance Matching Funds	$ 480,000
Total	$9,600,000

The Jetport will use this appropriation, totaling $9.6 million, to complete the following two projects:

- Terminal Apron Reconstruction Phase 2
- Long-Term Hold Area, Deicing Pad Expansion & RON Apron Construction Phase 2

This item must be read on two separate days. It received its first reading on March 16. Five affirmative votes are required for passage after public comment.

III. BACKGROUND

The FAA requires approval and acceptance of its airport grant programs by the airport sponsor's governing body, which for the Portland International Jetport is the Portland City Council. Additionally, it requires the governing body to name the official representative for those grants, which for the Portland International Jetport is the Airport Director. The projects being proposed are included and scheduled within the 20-year capital program developed as part of the Jetport's Sustainable Airport Master Plan that was accepted by the City Council in November 2016.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

The Portland International Jetport provides a robust connection for the region to the national air transportation system and, in doing so, plays an important role in supporting the City Council's goal to strengthen the economic vitality of the City. According to the economic benefits analysis provided in the 2024 Maine State Aviation System Plan, the Jetport provides an economic impact of $1.175 billion, supporting over 10,000 jobs, and generates state and local tax revenues of $86.5 million.

V. FINANCIAL IMPACT

If approved, the Portland International Jetport will be eligible to receive $8.64 million in FAA grants and $480,000 in state of Maine grants. These federal and state grants will cover approximately 95% of project costs. The remaining 5% or $480,000 will come from the Jetport's unrestricted fund balance. City Council approval of these grants has no impact on the City of Portland's general fund or the tax rate.

VI. STAFF ANALYSIS AND BACKGROUND

The approval and appropriation of the FAA grants, state of Maine grants, and Jetport funds will provide for needed safety and infrastructure improvements at the Portland International Jetport.

VII. RECOMMENDATION

Portland International Jetport staff recommend approval of this $9.6 million appropriation to fund needed infrastructure maintenance and expansion.

VIII. LIST ATTACHMENTS

1. Order - Accepting and Appropriating Jetport Grants
2. Mayor Amendment 1 to 163-24-25 re Jetport Parking
3. assurances-airport-sponsors-2025
4. Jetport Master Plan Projects Exhibit 10 (revised 3.5.2026)

Prepared by:
Paul Bradbury, Jetport Director
Date: 03/26/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER APPROVING AND APPROPRIATING FEDERAL AVIATION ADMINISTRATION GRANTS, STATE OF MAINE MATCHING GRANTS, AND PORTLAND INTERNATIONAL JETPORT UNRESTRICTED MATCHING FUNDS

ORDERED, that grant funding of $8.64 million dollars from the Federal Aviation Administration (FAA), $480,000 in state of Maine matching funds and $480,000 in Jetport unrestricted funds is hereby approved for the Portland International Jetport (Jetport) for the following projects:

- Terminal Apron Reconstruction Phase 2
- Long-Term Hold Area, Deicing Pad Expansion & RON Apron Construction Phase 2

BE IT FURTHER ORDERED, that the funds for said project are hereby appropriated from federal and state grant funding, and the local share of the projects shall be appropriated from the Jetport's unrestricted fund balance; and

BE IT FURTHER ORDERED, that the City Council hereby authorizes the Director of the Jetport to be the official representative for these grants, as required by the FAA, and to execute grant documents and any other related documents necessary or convenient to carry out the intent of said documents and this order.

AMENDMENT 1 TO ORDER 163-25/26
PREPARED BY CORPORATION COUNSEL
FOR MAYOR DION
RE: TERMINAL APRON FUNDING

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ORDERED, that grant funding of $9,062,0008.64 million dollars from the Federal Aviation Administration (FAA), $543,000480,000 in state of Maine matching funds and $1,242,000480,000 in Jetport unrestricted funds is hereby approved for the Portland International Jetport (Jetport) for the following projects:

- Terminal Apron Reconstruction Phase 2
- Long-Term Hold Area, Deicing Pad Expansion & RON Apron Construction Phase 2

BE IT FURTHER ORDERED, that the funds for said projects are hereby appropriated from federal and state grant funding, and the local share of the projects shall be appropriated from the Jetport's unrestricted fund balance; and

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ASSURANCES

AIRPORT SPONSORS

A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this Grant Agreement.

B. Duration and Applicability.

1. Airport Development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.

The terms, conditions, and assurances of this Grant Agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. **Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.**

The preceding paragraph (1) also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

3. **Airport Planning Undertaken by a Sponsor.**

Unless otherwise specified in this Grant Agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 23, 25, 30, 32, 33, 34, 37, and 40 in Section C apply to planning projects. The terms, conditions, and assurances of this Grant Agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport.

C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements

The Sponsor will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this Grant. Performance under this agreement shall be governed by and in compliance with the following requirements, as applicable, to the type of organization of the Sponsor and any applicable sub-recipients. The applicable provisions to this agreement include, but are not limited to, the following:

FEDERAL LEGISLATION

a. 49 U.S.C. subtitle VII, as amended.

b. Davis-Bacon Act, as amended — 40 U.S.C. §§ 3141-3144, 3146, and 3147, et seq.[1]

c. Federal Fair Labor Standards Act – 29 U.S.C. § 201, et seq.

d. Hatch Act – 5 U.S.C. § 1501, et seq.[2]

e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. 4601, et seq.[1, 2]

f. National Historic Preservation Act of 1966 – Section 106 – 54 U.S.C. § 306108.[1]

g. Archeological and Historic Preservation Act of 1974 – 54 U.S.C. § 312501, et seq.[1]

h. Native Americans Grave Repatriation Act – 25 U.S.C. § 3001, et seq.

i. Clean Air Act, P.L. 90-148, as amended – 42 U.S.C. § 7401, et seq.

j. Coastal Zone Management Act, P.L. 92-583, as amended – 16 U.S.C. § 1451, et seq.

k. Flood Disaster Protection Act of 1973 – Section 102(a) - 42 U.S.C. § 4012a.[1]

l. 49 U.S.C. § 303, (formerly known as Section 4(f)).

m. Rehabilitation Act of 1973 – 29 U.S.C. § 794.

n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) (prohibits discrimination on the basis of race, color, national origin).

o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.) (prohibits discrimination on the basis of disability).

p. Age Discrimination Act of 1975 – 42 U.S.C. § 6101, et seq.

q. American Indian Religious Freedom Act, P.L. 95-341, as amended.

r. Architectural Barriers Act of 1968, as amended – 42 U.S.C. § 4151, et seq.[1]

s. Powerplant and Industrial Fuel Use Act of 1978 – Section 403 – 42 U.S.C. § 8373.[1]

t. Contract Work Hours and Safety Standards Act – 40 U.S.C. § 3701, et seq.[1]

u. Copeland Anti-kickback Act – 18 U.S.C. § 874.[1]

v. National Environmental Policy Act of 1969 – 42 U.S.C. § 4321, et seq.[1]

w. Wild and Scenic Rivers Act, P.L. 90-542, as amended – 16 U.S.C. § 1271, et seq.

x. Single Audit Act of 1984 – 31 U.S.C. § 7501, et seq.[2]

y. Drug-Free Workplace Act of 1988 – 41 U.S.C. §§ 8101 through 8105.

z. The Federal Funding Accountability and Transparency Act of 2006, as amended (P.L. 109-282, as amended by section 6202 of P.L. 110-252).

aa. Civil Rights Restoration Act of 1987, P.L. 100-259.

bb. Infrastructure Investment and Jobs Act, P.L. 117-58, Title VIII.

cc. Build America, Buy America Act, P.L. 117-58, Title IX.

dd. Endangered Species Act – 16 U.S.C. 1531, et seq.

ee. Title IX of the Education Amendments of 1972, as amended – 20 U.S.C. 1681–1683 and 1685–1687.

ff. Drug Abuse Office and Treatment Act of 1972, as amended – 21 U.S.C. 1101, et seq.

gg. Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, P.L. 91-616, as amended – 42 U.S.C. § 4541, et seq.

hh. Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, P.L. 91-616, as amended – 42 U.S.C. § 4541, et seq.

ii. Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions – 31 U.S.C. § 1352.

EXECUTIVE ORDERS

a. Executive Order 11990 – Protection of Wetlands

b. Executive Order 11988 – Floodplain Management

c. Executive Order 12372 – Intergovernmental Review of Federal Programs

d. Executive Order 12699 – Seismic Safety of Federal and Federally Assisted New Building Construction[1]

e. Executive Order 14005 – Ensuring the Future is Made in all of America by All of America's Workers

f. Executive Order 14149 – Restoring Freedom of Speech and Ending Federal Censorship

g. Executive Order 14151 – Ending Radical and Wasteful Government DEI Programs and Preferencing

h. Executive Order 14154 – Unleashing American Energy

i. Executive Order 14168 – Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government

j. Executive Order 14173 – Ending Illegal Discrimination and Restoring Merit-Based Opportunity

FEDERAL REGULATIONS

a. 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).

b. 2 CFR Part 200 and 1201 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [3, 4, 5]

c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment.

d. 14 CFR Part 13 – Investigative and Enforcement Procedures.

e. 14 CFR Part 16 – Rules of Practice for Federally-Assisted Airport Enforcement Proceedings.

f. 14 CFR Part 150 – Airport Noise Compatibility Planning.

g. 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services.

h. 28 CFR § 50.3 – U.S. Department of Justice Guidelines for the Enforcement of Title VI of the Civil Rights Act of 1964.

i. 29 CFR Part 1 – Procedures for Predetermination of Wage Rates.[1]

j. 29 CFR Part 3 – Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States.[1]

k. 29 CFR Part 5 – Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (Also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act).[1]

l. 41 CFR Part 60 – Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and Federally-assisted contracting requirements).[1]

m. 49 CFR Part 20 – New Restrictions on Lobbying.

n. 49 CFR Part 21 – Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964.

o. 49 CFR Part 23 – Participation by Disadvantage Business Enterprise in Airport Concessions.

p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs.[1, 2]

q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.

r. 49 CFR Part 27 – Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance.[1]

s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation.

t. 49 CFR Part 30 – Denial of Public Works Contracts to Suppliers of Goods and Services of Countries That Deny Procurement Market Access to U.S. Contractors.

u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).

w. 49 CFR Part 38 – Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles.

x. 49 CFR Part 41 – Seismic Safety.

FOOTNOTES TO ASSURANCE (C)(1)

[1] These laws do not apply to airport planning sponsors.
[2] These laws do not apply to private sponsors.
[3] 2 CFR Part 200 contains requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation shall apply where applicable to private sponsors receiving Federal assistance under Title 49, United States Code.
[4] Cost principles established in 2 CFR Part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.
[5] Audit requirements established in 2 CFR Part 200 subpart F are the guidelines for audits.

SPECIFIC ASSURANCES

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this Grant Agreement.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this Grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this Grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this Grant Agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this Grant Agreement which it will own or control.

4. Good Title.

a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.

b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this Grant Agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.

b. Subject to 49 U.S.C. 47107(a)(16) and (x), it will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this Grant Agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this Grant Agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this Grant Agreement.

c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.

d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.

e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.

f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with Title 49, United States Code, the regulations and the terms, conditions and assurances in this Grant Agreement and shall ensure that such arrangement also requires compliance therewith.

g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for

residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

6. Consistency with Local Plans.

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

7. Consideration of Local Interest.

It has given fair consideration to the interest of communities in or near where the project may be located.

8. Consultation with Users.

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

9. Public Hearings.

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

10. Metropolitan Planning Organization.

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

11. Pavement Preventive Maintenance-Management.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program, and it assures that it will use such program for the useful life of any pavement constructed, reconstructed, or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

12. Terminal Development Prerequisites.

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for

certification of such airport under 49 U.S.C. 44706, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. Accounting System, Audit, and Record Keeping Requirements.

a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this Grant, the total cost of the project in connection with which this Grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.

b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this Grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this Grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. Minimum Wage Rates.

It shall include, in all contracts in excess of $2,000 for work on any projects funded under this Grant Agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor under 40 U.S.C. 3141-3144, 3146, and 3147, Public Building, Property, and Works), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. Veteran's Preference.

It shall include in all contracts for work on any project funded under this Grant Agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in 49 U.S.C. 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. Conformity to Plans and Specifications.

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this Grant Agreement, and, upon approval of the Secretary, shall be incorporated into this Grant Agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary and incorporated into this Grant Agreement.

17. Construction Inspection and Approval.

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects.

In carrying out planning projects:

a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.

b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.

c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.

d. It will make such material available for examination by the public and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.

e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.

f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.

g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.

h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state, and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for:

1. Operating the airport's aeronautical facilities whenever required;
2. Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
3. Promptly notifying pilots of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood, or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.

b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. Hazard Removal and Mitigation.

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.

b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to:

1. Furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
2. Charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.

d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.

e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.

f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees (including, but not limited to maintenance, repair, and fueling) that it may choose to perform.

g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.

h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights.

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and

b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not

conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure.

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a Grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:

   1. If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.

   2. If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor’s acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.

   3. Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at 49 U.S.C. 47102), if the FAA determines the airport sponsor meets the requirements set forth in Section 813 of Public Law 112-95.

b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or

transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.

c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of 49 U.S.C. 47107.

26. Reports and Inspections.

It will:

a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;

b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;

c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this Grant Agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and

d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:

   1. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and

   2. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft.

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that:

a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or

b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

28. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

a. The airport owner or operator will maintain a current airport layout plan of the airport showing:

   1. boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;

   2. the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;

   3. the location of all existing and proposed non-aviation areas and of all existing improvements thereon; and

   4. all proposed and existing access points used to taxi aircraft across the airport's property boundary.

b. Subject to subsection 49 U.S.C. 47107(x), the Secretary will review and approve or disapprove the plan and any revision or modification of the plan before the plan, revision, or modification takes effect.

c. The owner or operator will not make or allow any alteration in the airport or any of its facilities unless the alteration—

   1. is outside the scope of the Secretary's review and approval authority as set forth in subsection (x); or

   2. complies with the portions of the plan approved by the Secretary.

d. When the airport owner or operator makes a change or alteration in the airport or the facilities which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary:

   1. eliminate such adverse effect in a manner approved by the Secretary; or

   2. bear all costs of relocating such property or its replacement to a site acceptable to the Secretary and of restoring the property or its replacement to the level of safety, utility, efficiency, and cost of operation that existed before the alteration was made, except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, color, and national origin (including limited English proficiency) in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d to 2000d-4); creed and sex per 49 U.S.C. 47123 and related requirements; age per the Age Discrimination Act of 1975 and related requirements; or disability per the Americans with Disabilities Act of 1990 and related requirements, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program and activity conducted with, or benefiting from, funds received from this Grant.

a. Using the definitions of activity, facility, and program as found and defined in 49 CFR 21.23(b) and 21.23(e), the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by or pursuant to these assurances.

b. Applicability

   1. Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.

   2. Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter, or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.

   3. Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

   The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

   1. So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or

   2. So long as the sponsor retains ownership or possession of the property.

d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this Grant Agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

   "The (**[Selection Criteria: Sponsor Name]**), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, all businesses will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of

race, color, national origin (including limited English proficiency), creed, sex , age, or disability in consideration for an award."

e. Required Contract Provisions.

1. It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation (DOT), and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.

2. It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.

3. It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.

4. It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin (including limited English proficiency), creed, sex, age, or disability as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:

a. For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and

b. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.

g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

31. Disposal of Land.

a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order:

1. Reinvestment in an approved noise compatibility project;

2. Reinvestment in an approved project that is eligible for grant funding under 49 U.S.C. 47117(e);

3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 U.S.C. 47114, 47115, or 47117;
4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport; or
5. Payment to the Secretary for deposit in the Airport and Airway Trust Fund.

If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.

b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, upon application to the Secretary, be reinvested or transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order:
   1. Reinvestment in an approved noise compatibility project;
   2. Reinvestment in an approved project that is eligible for grant funding under 49 U.S.C. 47117(e);
   3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 U.S.C. 47114, 47115, or 47117;
   4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport; or
   5. Payment to the Secretary for deposit in the Airport and Airway Trust Fund.
c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
d. Disposition of such land under (a), (b), or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. Engineering and Design Services.

If any phase of such project has received Federal funds under Chapter 471 subchapter 1 of Title 49 U.S.C., it will award each contract, or sub-contract for program management, construction

management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services in the same manner as a contract for architectural and engineering services is negotiated under Chapter 11 of Title 40 U S.C., or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions.

It will not allow funds provided under this Grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

34. Policies, Standards, and Specifications.

It will carry out any project funded under an Airport Improvement Program Grant in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, current FAA Advisory Circulars for AIP projects as of [Selection Criteria: Project Application Date].

35. Relocation and Real Property Acquisition.

a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.

b. It will provide a relocation assistance program offering the services described in Subpart C of 49 CFR Part 24 and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.

c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

36. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

37. Disadvantaged Business Enterprises.

The sponsor shall not discriminate on the basis of race, color, national origin, or sex, in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for

enforcement under 18 U.S.C. § 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. §§ 3801-3809, 3812).

38. Hangar Construction.

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

a. If the airport owner or operator of a medium or large hub airport (as defined in 49 U.S.C. § 47102) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that:

   1. Describes the requests;
   2. Provides an explanation as to why the requests could not be accommodated; and
   3. Provides a time frame within which, if any, the airport will be able to accommodate the requests.

b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six-month period prior to the applicable due date.

40. **Access to Leaded Aviation Gasoline**

a. If 100-octane low lead aviation gasoline (100LL) was made available at an airport, at any time during calendar year 2022, an airport owner or operator may not restrict or prohibit the sale of, or self-fueling with 100-octane low lead aviation gasoline.

b. This requirement remains until the earlier of December 31, 2030, or the date on which the airport or any retail fuel seller at the airport makes available an unleaded aviation gasoline that has been authorized for use by the FAA as a replacement for 100-octane low lead aviation gasoline for use in nearly all piston-engine aircraft and engine models; and meets either an industry consensus standard or other standard that facilitates the safe use, production, and distribution of such unleaded aviation gasoline, as determined appropriate by the FAA.

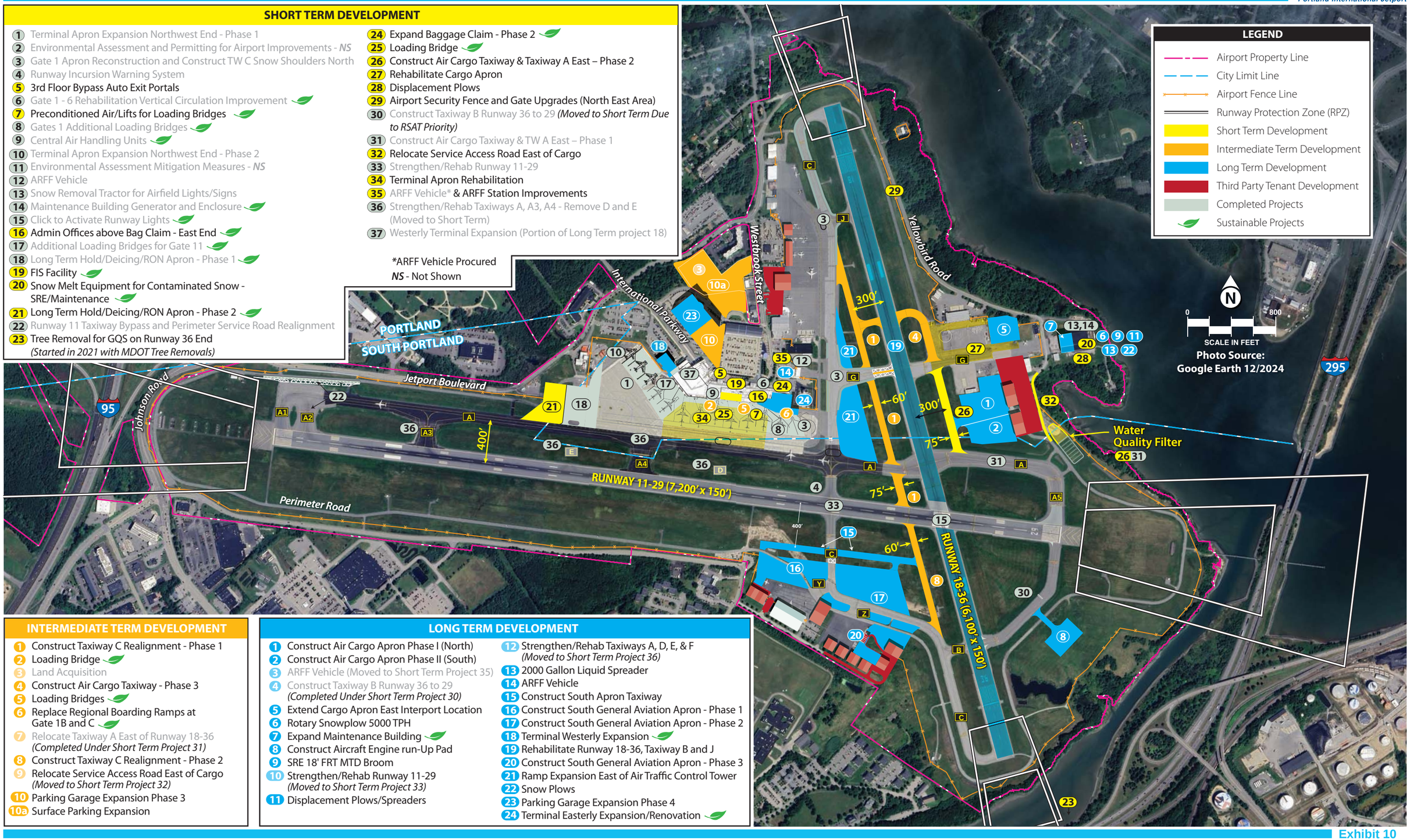
c. An airport owner or operator understands and agrees, that any violation of this grant assurance is subject to civil penalties as provided for in 49 U.S.C. § 46301(a)(8).

PWM Portland International Jetport

SHORT TERM DEVELOPMENT

1. Terminal Apron Expansion Northwest End - Phase 1
2. Environmental Assessment and Permitting for Airport Improvements - ***NS***
3. Gate 1 Apron Reconstruction and Construct TW C Snow Shoulders North
4. Runway Incursion Warning System
5. 3rd Floor Bypass Auto Exit Portals
6. Gate 1 - 6 Rehabilitation Vertical Circulation Improvement
7. Preconditioned Air/Lifts for Loading Bridges
8. Gates 1 Additional Loading Bridges
9. Central Air Handling Units
10. Terminal Apron Expansion Northwest End - Phase 2
11. Environmental Assessment Mitigation Measures - ***NS***
12. ARFF Vehicle
13. Snow Removal Tractor for Airfield Lights/Signs
14. Maintenance Building Generator and Enclosure
15. Click to Activate Runway Lights
16. Admin Offices above Bag Claim - East End
17. Additional Loading Bridges for Gate 11
18. Long Term Hold/Deicing/RON Apron - Phase 1
19. FIS Facility
20. Snow Melt Equipment for Contaminated Snow - SRE/Maintenance
21. Long Term Hold/Deicing/RON Apron - Phase 2
22. Runway 11 Taxiway Bypass and Perimeter Service Road Realignment
23. Tree Removal for GQS on Runway 36 End *(Started in 2021 with MDOT Tree Removals)*
24. Expand Baggage Claim - Phase 2
25. Loading Bridge
26. Construct Air Cargo Taxiway & Taxiway A East – Phase 2
27. Rehabilitate Cargo Apron
28. Displacement Plows
29. Airport Security Fence and Gate Upgrades (North East Area)
30. Construct Taxiway B Runway 36 to 29 *(Moved to Short Term Due to RSAT Priority)*
31. Construct Air Cargo Taxiway & TW A East – Phase 1
32. Relocate Service Access Road East of Cargo
33. Strengthen/Rehab Runway 11-29
34. Terminal Apron Rehabilitation
35. ARFF Vehicle* & ARFF Station Improvements
36. Strengthen/Rehab Taxiways A, A3, A4 - Remove D and E (Moved to Short Term)
37. Westerly Terminal Expansion (Portion of Long Term project 18)

*ARFF Vehicle Procured
NS - Not Shown



INTERMEDIATE TERM DEVELOPMENT

1. Construct Taxiway C Realignment - Phase 1
2. Loading Bridge
3. Land Acquisition
4. Construct Air Cargo Taxiway - Phase 3
5. Loading Bridges
6. Replace Regional Boarding Ramps at Gate 1B and C
7. Relocate Taxiway A East of Runway 18-36 *(Completed Under Short Term Project 31)*
8. Construct Taxiway C Realignment - Phase 2
9. Relocate Service Access Road East of Cargo *(Moved to Short Term Project 32)*
10. Parking Garage Expansion Phase 3

10a. Surface Parking Expansion

LONG TERM DEVELOPMENT

1. Construct Air Cargo Apron Phase I (North)
2. Construct Air Cargo Apron Phase II (South)
3. ARFF Vehicle (Moved to Short Term Project 35)
4. Construct Taxiway B Runway 36 to 29 *(Completed Under Short Term Project 30)*
5. Extend Cargo Apron East Interport Location
6. Rotary Snowplow 5000 TPH
7. Expand Maintenance Building
8. Construct Aircraft Engine run-Up Pad
9. SRE 18' FRT MTD Broom
10. Strengthen/Rehab Runway 11-29 *(Moved to Short Term Project 33)*
11. Displacement Plows/Spreaders
12. Strengthen/Rehab Taxiways A, D, E, & F *(Moved to Short Term Project 36)*
13. 2000 Gallon Liquid Spreader
14. ARFF Vehicle
15. Construct South Apron Taxiway
16. Construct South General Aviation Apron - Phase 1
17. Construct South General Aviation Apron - Phase 2
18. Terminal Westerly Expansion
19. Rehabilitate Runway 18-36, Taxiway B and J
20. Construct South General Aviation Apron - Phase 3
21. Ramp Expansion East of Air Traffic Control Tower
22. Snow Plows
23. Parking Garage Expansion Phase 4
24. Terminal Easterly Expansion/Renovation

Exhibit 10

DEVELOPMENT STAGING

Updated 3/5/2026

MEMORANDUM
City Council Agenda Item

FROM: Ethan Hipple

DATE: March 10, 2026

SUBJECT: Order 175-25/26 Accepting the 2025 Land Bank Commission Annual Report - Sponsored by Danielle P. West, City Manager

SPONSOR: Sponsored by Danielle P. West, City Manager

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading 4/13/2026 **Final Action**

Can action be taken at a later date: Yes If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: no

PRESENTATION: Jon Kachmar, Land Bank Commission Chair

I. SUMMARY

Acceptance of the 2025 Land Bank Commission Annual Report

II. AGENDA DESCRIPTION

On February 11, 2026, the Land Bank Commission held a public hearing regarding its Annual Report and registry of open spaces. After public comment, the Commission voted and passed the 2025 Annual Report, 9-0.

Five affirmative votes are required for passage after public comment.

III. BACKGROUND

Background information that will not appear in the Agenda Description

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

No financial impact

VI. STAFF ANALYSIS AND BACKGROUND

The Land Bank Commission recommends passage by the City Council.

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. Order - Accepting the 2025 Land Bank Report
2. Portland Land Bank Annual Report 2025_FINAL

Prepared by:
Ethan Hipple
Date: 03/10/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER ACCEPTING THE 2025 LAND BANK COMMISSION ANNUAL REPORT

ORDERED, that the 2025 Land Bank Commission Annual Report, attached hereto, is hereby approved and accepted.

Portland Land Bank Commission
2025 Annual Report



December 2025

Acknowledgment

The Land Bank Commission is pleased to present its annual report to the City Manager and City Council whose collective wisdom and vision recognized a "need to balance development within the municipality with conservation of open space important for wildlife, ecological, environmental, scenic or outdoor recreation values" by creating an entity to ensure conservation and preservation of limited open space.

The Commission offers special thanks and appreciation to Michael Goldman, Ethan Hipple, Alex Marshall, Doug Roncarati, Jessica Teesdale, and all staff whose hard work supports the Commission's efforts.

Overview

Under The City of Portland, Maine Code of Ordinances, Chapter 2, Article III-A, the Land Bank Commission is charged with the responsibility of submitting an annual report to the City Manager and making recommendations for preserving open space to the City Council. This annual report provides a summary of the work the Commission completed in the last year.

The Land Bank Commission receives funding to assist with achieving the goals of the Commission and to acquire property for open space conservation purposes. One half of 1% of the City's annual Capital Improvement Budget is set aside for the acquisition of property recommended to the City Council for Land Bank status and for remedial maintenance work on existing Land Bank holdings. The Commission has other methods to acquire or protect open space property which include personal property donations, direct purchases, easements, land trades, grants, and developer agreements.

Commission Members (2025):

Jan Kachmar, Chair, At Large
Michael (Mike) Carey At-Large
Daniel Herzlinger At-Large
Michael Schrameyer District 5
Alaina Chormann District 2
Robert Foster, Vice Chair, District 4
Baxter Miatke, Treasurer, District 3 (Outgoing)
Evan Ferguson-Hull At-Large (Outgoing)
Simon Rucker, Secretary, District 1 (Outgoing)
Josh Charles Barber, At-Large
Simon Thompson, (District 3)
Pious Ali (City Council Representative)

Non-Voting Members

Portland Trails Representative (vacant)
Maine Audubon Society Representative (vacant)

Staff Support:

Michael Goldman, Associate Corporation Counsel
Ethan Hipple, Director, Parks, Recreation and Facilities Department
Doug Roncarati, Stormwater Program Coordinator
Jessica Teesdale, Senior Executive Assistant to Director of Parks, Recreation and Facilities Department

Introduction

This document, including the attached Exhibits, is the Annual Report and Updated Registry of Open Spaces as set forth in Section 2-42 (g), Article III-A of the City of Portland, Code of Ordinances created by the City Council in 1999 which established the Portland Land Bank Commission with the following stated purposes:

1. Act as an advocate for the acquisition and conservation of open space within the city;
2. Cooperate with other agencies and parties on wetlands mitigation projects;
3. Recommend on a priority basis the acquisition of various interests in real estate in order to effectuate the goal of this article;
4. Accept gifts and funds from both private and public sources and disburse such funds for the purposes hereunder;
5. Act as a liaison to other public and private nonprofit agencies involved in planning, acquiring, disposing, and managing land within the municipality; and
6. Recommend an annual budget to the City Manager and City Council to carry out its purpose.

City Code requires the Commission to annually file a report consisting of two parts: the Registry of Open Space and an Operating Budget.

The Registry of Open Space must list all open space of types in Code Section 2-43 (a), publicly or privately owned, located within the city or abutting the city as potential buffer areas, for the purpose of providing information pertinent to property utilization, protection, development, or use of such open space. The Registry must show all property interests then currently held by the City, including a description of the use of those interests and all acquisitions, improvements, or dispositions of all property interests held by the City at any time during each filing.

The types of land and interests specified in Section 2-43 (a) are the following:

- Ocean, harbor, river, stream, or pond frontage and adjoining back lands;
- Fresh or saltwater marshes, estuaries, flood plains and adjoining uplands;
- Islands;
- Land for future passive public outdoor recreational use, including hiking, trails, bicycle paths, green belts, and high elevations with a view;
- Aquifers, aquifer recharge areas, and other ecologically fragile or significant property;
- Properties with unique historical or geological characteristics or otherwise important to the community's cultural welfare;
- Woods or forest land;
- Farmland or wildlife habitat;
- Open spaces which help shape the settlement pattern of the community by promoting the neighborhood concept and discouraging sprawl;
- Vacant parcels of land, vacant buildings and properties or buildings and properties in significant disrepair which may be reclaimed for the purpose of establishing natural areas for conservation and open space land; or

- Conservation or trail easements and other similar interests in land.

A map of Land Bank Holdings is attached as Exhibit D. To view a full-sized map of Land Bank holdings click here.

The Operating Budget for all expenses and projects of the Commission is required to be submitted to the City Manager and City Council by Code Section 2-41 (h) (9). That Section of the Code specifies that the budget "shall include a separate budget for expenditures from the Land Bank fund, which expenditures will be limited to the purposes for which the fund is dedicated."

Compliant with the stated requirements in Code, the Land Bank Commission Annual Report for 2025 contains the Registry and Operating Budget for the calendar year 2026. The budget is attached as Exhibit E.

2025 Accomplishments

- **Hope Avenue.** This large area on the city boundary with Falmouth borders the Presumpscot River Preserve. The property was purchased for development in 2022 and recently sold again at auction in August 2025. The Commission supported a bid during the auction in partnership with the Trust for Public Land but was unsuccessful.

- **Murray Street.** A cluster of contiguous parcels at the end of Rosedale and Murray Streets have been on the Commission's High Priority list for several years. These parcels provide a forested connection between Canco Woods and Payson Park and include an informal trail. The Commission has recommended that a group of parcels on the current COTAPC list be added to the Land Bank and is progressing discussions with a landowner on a possible conveyance of additional parcels.

- **Stroudwater Pedestrian Bridge.** A funding gap to install this pedestrian bridge over the Stroudwater River was closed thanks to funding from the City Council. The project went out to bid and a contractor was brought on board to install the bridge.

- **0 Gray Road.** Two city-owned parcels have been marketed for development for housing. If sold, the housing would go into the housing fund. The Commission will be standing by if any of the lands that are not developed for housing meet the criteria to be placed in the Land Bank.

- **Hand Carry Boat Launch at Stroudwater Park**. The Commission is working with the Parks Department to install a hand carry boat launch at this access point. Due to a backlog of maintenance items, this work will commence in 2026.

- **Trail improvements and maintenance**. Trail improvement projects took place on multiple Land Bank properties, and were conducted by City staff, the Portland Youth Corps, Maine Conservation Corps, and Portland Trails. Project highlights this past year

included continued maintenance and expansion of trails at North Deering Park with trails now extending north toward Lambert Street, trail improvements at Riverton Trolley Park and trail surface work and invasive species removal at Canco Woods and University Park.

- **Impact of Encampments**. The construction of the Portland Homeless Services Center led to a significant decrease in encampments on Land Bank properties in 2025. As of December 31, 2025 there were 22 tents citywide, with only 6 on City property. For comparison with prior years, there were 34 tents citywide in 2024 and 127 tents citywide in 2023 at this same time of the year. Year-to-date, City staff have logged the removal of 797 tents on City, State and private property since January 1, 2025. The vast majority of remaining encampments are temporary, and are located on State or private property. These encampments create unhealthy conditions in the properties and inhibit the use of the properties as public open spaces.

- **Tax-Acquired Properties Committee (TAPC) List Review**. The Land Bank Commission annually reviews tax-acquired properties in order to further the objectives of TAPC which includes finding the highest and best use for property for the benefit of the City, its neighborhood and its citizens, and to establish a clear and fair policy for the disposition of property. Properties suitable for Land Bank protection are inventoried and assessed for addition to the Land Bank holdings.

Program Budget and Project Initiatives for 2025

Per Chapter 2 of the City Code, an annual appropriation of 0.5% of the total annual capital improvement program (CIP) is to be deposited into the Land Bank Fund. The total estimated available funds as of 1/2/2026 is $547,217.27. This figure includes FY24, FY25 and FY26 CIP allocations.

The Land Bank Commission Budget is attached as Exhibit G.

Land Bank Commission Project Initiatives 2026

- *Focus on Public Outreach and Neighborhood Engagement.* The Land Bank will seek to take a more proactive approach to engage with the public and neighborhood associations on issues related to existing Land Bank properties and potential new acquisitions. The Commission will also consider new ways to engage with housing developers during the Planning Board review process to evaluate potential conservation opportunities as a component of a larger housing project. The Land Bank will develop materials that can be shared with the public and developers on the role and goals of the Land Bank.

- *Continue acquisitions of parcels in Oat Nuts Park.* There is the potential for the acquisition of additional lots for Oat Nuts Park going into 2026.

- *Review and assess Tax Acquired Parcels Committee List.* The Land Bank Commission will annually review and assess the TAPC list for TAPC properties suitable for Land Bank protection and provide our recommendations to city staff.

- *Trail improvements, wayfinding and maintenance on Land Bank parcels.* Land Bank signage will be installed and trail maintenance will continue to be funded on Land Bank properties. Signage installation has occurred at many Land Bank properties, with more to come in 2026 on a rolling basis.

- *Davis Pines.* The property on Davis Farm Road in North Deering contains the City's last stand of old growth white pine forest, and has potential to provide cultural and educational opportunities for residents, school groups and others. Formal access, signage and trails as a Land Bank property would greatly increase the recreational value to Portland's residents. The Commission has had preliminary discussions with the current property owner on our interest in conserving the undeveloped portion of the property. These discussions will continue in 2026.

- *Rocky Hill*. Rocky Hill is a noted Portland landmark off Canco Road, having long been visited by hikers and rock climbers for its views and terrain. With high potential as a signature recreation area for the City, the Commission continues to work with multiple landowners on the potential to preserve Rocky Hill in the Land Bank.

- *Murray Street*. The lots near Murray Street have connections to the Canco Woods network, a potential new trail, and possible connection to Payson Park across Ocean Avenue. The area is important for stormwater runoff and drainage and has a mapped wetland complex. The Commission has been in contact with landowners in this area and will continue to explore this opportunity in 2026.

- *Hope Avenue*. This large area on the city boundary with Falmouth borders the Presumpscot River Preserve. Purchased for development in 2022, the Land Bank Commission supported a bid when the property went to auction in 2025 but was unsuccessful. The Commission will continue to monitor the status of this parcel and is standing by if a conservation opportunity that fits the City's priorities arises.

- *Holbrook Lots.* The Commission is working on moving these tax-acquired lots into the Land Bank, a process which has been ongoing since 2019. The lots are located on a paper street and are surrounded in part by existing Land Bank holdings (Beverly Lots, Natick Street Lot, PATHS open space area).

- *Continue to field proposals to the Land Bank Commission from community members*. We receive requests from the public to consider parcels of land to be put into the Land Bank and these requests constitute several of the ongoing projects.

- *Fore River Boat Launch.* The City is planning to move this project forward in the spring of 2026. After initiating the project, the Land Bank will continue to support the City as the boat launch moves through bidding and installation.

- *Stroudwater Pedestrian Bridge.* The City has brought on a contractor to install an existing pedestrian bridge over the Stroudwater River in the Stroudwater Preserve, a Land Bank property. The bridge is anticipated to be installed by the end of June 2026.

Exhibit A – Description of Current Land Bank Registry Existing Holdings (Open Space)

E-1 Natick Street. This parcel is contiguous with the northern end of the Interurban Line parcel (HP- 19) which, like its counterpart, runs along the western side of the railroad line. The land provides a wooded buffer between the railroad line and adjacent residential development and includes a trail that is heavily used by local residents. A network of wetlands and a stream are also located on the property.

E-2 Pineloch Drive. Situated next to Oat Nuts Park, this parcel follows a sewer right-of-way and brook, which are flanked on both sides by mixed woodlands. The Portland Water District conveyed this property to the City in 2001. The trail through Oat Nuts Park emerges into the cleared right-of-way and follows it for several hundred feet before reentering the woods and continuing on towards the Presumpscot River Preserve.

E-3 City RPZ Land on Starbird Lane. This large parcel is located next to the Fore River Sanctuary, at the confluence of Capisic Brook and the Fore River, and consists of a mix of marshland, wet meadow, and woodland. It serves as valuable habitat for migratory waterfowl and other species of wildlife. Forming its southern border, the railroad line affords excellent views of the marsh.

E-4 City RPZ Land on Rand Road. This parcel, along with the Union Water-Power land (HCP-14) is located off Rand Road just to the west of the Fore River Sanctuary. The property is predominantly wooded, with the exception of the CMP right-of-way that runs the length of the parcel. It forms a significant drainage area with many hills and gullies collecting and guiding stormwater toward the Fore River. Consequently, numerous streams and wetlands are located throughout the parcel. The blend of softwoods and hardwoods, shrubs, and ground cover provide abundant habitat for wildlife, including deer. Together these parcels serve as an important wildlife corridor for the Fore River, even though it is bounded to the west by the Maine Turnpike. Several footpaths wind through the woods and along the right-of-way, connecting to Portland Trails' Fore River Sanctuary trail system. This includes a trail along the remains of the historic Cumberland and Oxford Canal.

E-5 Hobart Street Area. Situated off Hobart Street these parcels provide public access to and afford spectacular views of the Fore River. It also links with Portland Trails' Fore River Trail on the other side of Hobart Street. Portland Water District maintains a pump station and outfall at the site.

E-6 Pine Grove Park. Pine Grove Park, as the name implies, is an 8-acre parcel on Ray Street that is mostly covered with mature white pine. Several paths wind through the park bringing attention to interesting ledge outcrops.

E-7 Blueberry Road Parcel. Located along the Stroudwater River at the end of Blueberry Road, this one-acre parcel includes a section of the proposed Stroudwater River Corridor (HCP-15)

nearest the Maine Turnpike. This City-owned property provides direct access to the river and Stroudwater Trail. The Portland Water District has a pump station on part of the property. The land is currently afforded some protection by virtue of being in the Resource Open Space Zone (ROS) and the Shoreland Overlay Zone.

E-8 Conservation Area at Evergreen Cemetery. This area at the rear of Evergreen Cemetery just beyond the ponds is a pleasant and inviting refuge of undeveloped woodland, undulating ground and rock outcroppings in the city. It consists primarily of two landscapes. One is a high central area of exposed bedrock vegetated with small trees. The other is lower, more level and somewhat poorly drained woodland with larger trees and an open plain of ground. The tree cover is mixed deciduous and evergreen consisting largely of White and Red Oak species, White Pine and Hemlock, with some Birch and Red Maple. The area is approximately 30 acres in size. It contains a number of existing trails. This area, in conjunction with the rest of the cemetery, provides an excellent habitat for a variety of bird species. For this reason Evergreen Cemetery is a favorite spot for birding enthusiasts. In addition, joggers, walkers, cross-country skiers, and dog owners use the area.

E-9 City-Owned Parcels in Oat Nuts Park. Oat Nuts Park is an approximately 23-acre undeveloped wooded area located off of Summit Street in the North Deering neighborhood. Oat Nuts Park is contiguous with the Presumpscot River Preserve. It includes a gated entrance on Summit Street and existing trails providing access to the Presumpscot River Preserve and to nearby residential streets.

E-10 Presumpscot River Preserve. The 48-acre Presumpscot River Preserve, located in the North Deering neighborhood, is one of the river's largest areas of undeveloped riparian land. It abuts land owned by Portland Trails, the Town of Falmouth and other private landowners who keep their land wild. The parcel is heavily wooded and many of the steep slopes that traverse the landscape are overgrown and difficult to access. The property includes over 3100 feet of river-frontage, providing direct access to the beauty and peacefulness of the river. The preserve is crossed by a cascading stream and several stream pools. It provides Portland residents with unequaled opportunities within the city for nature study, fishing, and picnicking. Further, with the removal of the Smelt Hill Dam in 2003, alewives have returned to the lower Presumpscot River for their annual migratory run. They draw a variety of other wildlife to the river including cormorants and osprey, which congregate at Presumpscot Falls looking for an easy meal. The City is cooperatively managing the preserve in conjunction with Portland Trails. There are several wonderful trails that provide direct access to the river within the preserve and beyond its borders.

E-11 Sheridan Street Property. This property forms one of the few areas of open space on the bay side of the Eastern Promenade. The land drops precipitously from the western side of North Street to the eastern side of Sheridan Street, making most of it unsuitable for development. It offers accessible open space between Sheridan Street and North Street, and good views of Back Cove and points west. It links via footpaths to the grounds of the East End School.

E-12 PATHS Wooded Area. Located behind the Portland Arts and Technology High School (PATHS), this land is comprised of a few lightly wooded areas, but is mostly open and includes both scrub-shrub wetlands and granite outcroppings. Over the past ten years the School has used the land as a training ground for students. The PATHS property and North Deering/Riverton Parcels (E-19) serve as the headwaters of Dole Brook, a stream that runs west through Riverside Golf Course to connect with the Presumpscot River. Preservation of these wetlands, fields and woodland buffers is critical to protecting water quality within Dole Brook Watershed.

E-13 Virginia Street Parcels. These City-owned, tax-acquired parcels adjacent to Maine Ave and Ray Street are contiguous with the Ocean Ave Open Space (E-14) and part of the Ocean Avenue Recreation Area. This undeveloped land features a mix of shrubs, trees, wetlands and streams. Several trails running through this property connect it to the larger Portland Trails network. The property's proximity to extensive residential neighborhoods creates an exceptional opportunity for recreation, education, and conservation activities.

E-14 Ocean Avenue Open Space. This property is the area formerly used as a landfill on outer Ocean Avenue near the intersection with Presumpscot Avenue. The 60+ acre site includes the capped landfill, Quarry Run Dog Park, and adjacent woodlands and wetland areas, which provide a mix of habitat for a variety of wildlife species including turkeys, deer and fox and song birds, especially migrating sparrows. In fact, the site is so popular with "birders" that is known as the "Dragon Fields" due to its proximity to the former Dragon Cement quarry. The landfill rises approximately 50-70 feet above the gravel drive at the highest point, affording good views in all directions, including Casco Bay to the south and east. These properties, in combination with the Virginia Street Parcels (E-13) and other nearby City-owned tax-acquired parcels make up the Ocean Avenue Recreation Area. The Commission has been working to protect additional trails and wildlife habitat, mainly wetland areas, contiguous with these existing holdings.

E-15 Maggie Lane Lot. This triangular lot off Maggie Lane, in combination with a trail easement on private property, was acquired in 2008 to provide trail access and linkage along the Riverton Rail Trail. Portland Trails constructed a trailhead and boardwalk to connect with the trail network.

E-16 Beverly Street Lots – North. The Beverly Street Lots - North link with southern counterpart and the Natick Street Property along the west side of the Riverton Rail Trail. These lots were acquired to protect the Dole Brook stream corridor, provide access to the trail and to preserve a wooded buffer between the trail and adjacent properties.

E-17 Beverly Street Lots – South. The Beverly Street Lots - South, link with their northern counterpart and the Natick Street Property along the west side of the Riverton Rail Trail. These lots were acquired to protect wetlands associated with Dole Brook, provide access to the trail and to preserve a wooded buffer between the trail and adjacent properties.

E-18 Goodridge Avenue Lots. These wooded lots behind the intersection of Goodridge Avenue and Eleanor Street were acquired in conjunction with the Maggie Lane Lot and a trail easement

to provide trail access and linkage along the Riverton Rail Trail. Portland Trails completed the new section of trail in 2010.

E-19 North Deering / Riverton Parcels. This large group of parcels is located north and west of the PATHS Wooded Area (E-12), just across the tracks from the Riverton Rail Trail. These wooded parcels provide connectivity to the Portland Trails network, provide significant wildlife habitat and preserve wetlands and stream buffers essential to maintaining the health of Dole Brook.

E-20 Castine Pines. This attractive grove of pine trees at the intersection of Forest Avenue and Castine Avenue was acquired as conservation land in 2008 through a land swap with a local developer planning to build additional housing on the street.

E-21 Ocean Ave Rec Area-Pine Grove Ave Lots. These lots near Copley Woods Circle were purchased to fill in gaps at the southern edge of the Ocean Avenue Recreation Area. This acquisition preserves trail connectivity and wooded wetlands in this area. Additional lots near Stepping Stone Lane were also included in this transaction.

E-22 Ocean Ave Rec Area-Belfast St Lots. These lots near Maine Avenue and Ray Street were donated to the Land Bank as conservation land to fill in gaps at the north-western edge of the Ocean Avenue Recreation Area. This acquisition preserves trail connectivity and wooded wetlands in this area.

E-23 Ocean Ave Rec Area-Marlborough Rd/Trapelo St Lots. These lots near Copley Woods Circle were purchased to fill in gaps at the southern edge of the Ocean Avenue Recreation Area. This acquisition preserves trail connectivity and wooded wetlands in this area.

E-24 Dole Brook Driving Range Property. This property across the street from Riverside Golf Course was once used as a driving range. The land is mostly wooded with the exception of a clearing for the former driving range and slopes towards a ravine that carries Dole Brook on its way to the Presumpscot River. Dole Brook has been identified as an impaired stream by the Maine Department of Environmental Protection, because it does not meet its designated water quality classification due to the impacts of urban stormwater runoff. State and Federal regulations under the Clean Water Act require the City to restore water quality in the brook. This property was placed in the Land Bank to protect the stream corridor, prevent further water quality degradation and potentially provide for passive recreational activities, such as trails or a low-impact driving range.

E-25 Canco Woods. The Canco Woods property was protected in 2012 through a collaborative partnership between neighborhood residents, the Trust for Public Land, Portland Trails, the Land Bank Commission and the former land owner, Union Water- Power Company. This very popular 13-acre wooded area features wetlands, streams and trails. The City also has a sewer right-of-way through a portion of the property. Canco Woods is owned by the City and is subject to a conservation easement held by Portland Trails.

E-26 University Park. A popular spot for off-leash dog walking, University Park can be accessed from either Yale Street off Allen Avenue or from the east at Harvard Street. The property is bisected by the Harvard Street Path.

E-27 Wooded Area North of Riverside Golf Course. This wooded area is part of Riverside Golf Course and is bordered by the Presumpscot River and Interstate 95.

E-28 Land Along Canco Road. This parcel connects to the larger Canco Woods to the south (E-25) and contains the road frontage of The Woods at Canco retirement home.

E-29 to E-62 – See Exhibit B

E-63 Redlon Woods. This wooded area, located in the Rosemont neighborhood, features an interesting mix of woodlands, wetlands and ledge outcroppings, as well as some popular informal walking and mountain biking trails. The desire to protect this open space was the impetus behind the creation of the Land Bank Commission in 1999. Long-term protection of Redlon Woods has involved and will continue to require collaboration between the Land Bank Commission, City, neighboring property owners, local NGOs and other open space preservation advocates.

E-64 Holbrook Street Lots 2019. This property was an addition to E-1 Natick Street in 2019 via the City-owned, tax acquired parcels.

E-65 Rowe Avenue Jewell Falls. Located directly above Jewell Falls, this undeveloped property is an excellent example of a small riparian urban parcel that could help improve the health of the stream below.

E-66 Avangrid 204 Rand Rd. This 27-acre forested parcel was a high priority open space parcel for several years due to its adjacency to existing conservation land, its network of trails and its natural and recreational values. With this addition, the City has added protection to its largest remaining undeveloped area around the headwaters of the Fore River.

E-67 North Deering Park. This locally-known woodland area with informal trails was acquired, along with the adjacent ball fields, with the assistance of The Trust for Public Land, Land for Maine’s Future, Portland Parks Conservancy, and Portland Land Bank in 2023. While there are designated USFWS and City of Portland wetland areas, the primary reason for LBC consideration was the area's need for open space for recreation and to provide 10 minute walking access to parks and trails.

Exhibit B – Specific Properties (Portland Parks) Dedicated as Land Bank Property Interests

E-29 Back Cove Park and Trail

E-30 Barrow's Park/Baxter Sundial

E-31 Stone Street - Bayside Park & Playground

E-32 Baxter Pines

E-33 Baxter Woods

E-34 Bell Buoy Park

E-35 Belmeade Park

E-36 Capisic Pond Park

E-37 Clark Street Park

E-38 Congress Square Park

E-39 Deering Oaks Park

E-40 Dougherty Field

E-41 Eastern Prom, East End Beach, Fort Allen Park

E-42 Fessenden Park

E-43 Fort Gorges

E-44 Fort Sumner Park

E-45 Fox Field/Kennedy Park

E-46 Harbor View Park/Tate-Tyng Park

E-47 Heseltine Park

E-48 Lincoln Park

E-49 Lobsterman Park

E-50 Longfellow Square

E-51 Monument Square

E-52 Munjoy Playground

E-53 Payson Park

E-54 Peppermint Park

E-55 Pleasant Street Playground

E-56 Post Office Park

E-57 Riverside Golf Course

E-58 Riverton Park

E-59 Stroudwater Park

E-60 Taylor Street Playground

E-61 Tommy's Park

E-62 Western Promenade

E-63 Redlon Woods

Exhibit C - Current Land Bank Commission High Priority Parcels

HCP-1 Glickman, GDI

HCP-9 Brackett St Lots at Indian Trail, Peaks

HCP-11 Riverton Trolley Park Parcels

HCP-12 Verizon/Fairpoint Pines

HCP-13 Redlon Road Parcels

HCP-15 Stroudwater River Corridor

HP-3 ACE Griffin's Cove, Cliff Island

HP-4 Kensington St Parcel

HP-6 RPZ 1601-1660 Congress Street

HP-7 Waynflete Athletic Fields Property

HP-9 MTA Land Holm Ave

HP-10 PTC Land Holm Ave

HP-11 410 Auburn St

HP-13 Rocky Hill

HP-15 Land West of Murray St

HP-19 Inter-urban Line

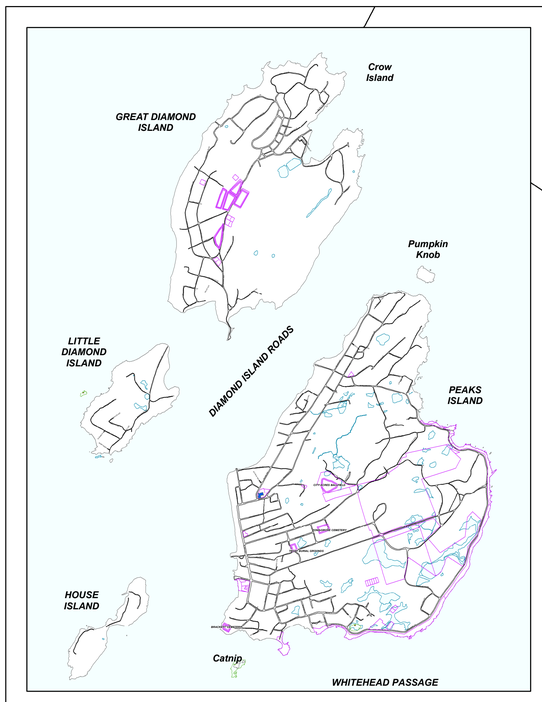
HP-21 Fore River Corridor on Yellowbird Ln

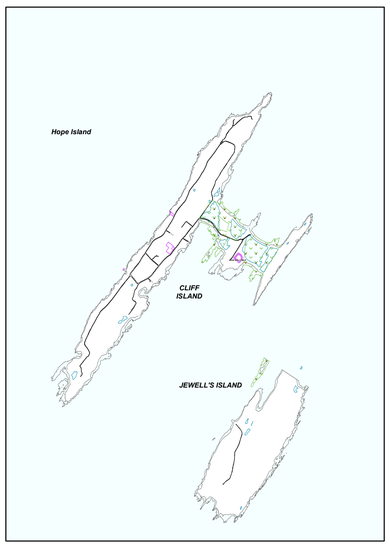
HP-24 Salem St Parcels

City of Portland, Maine

Parks & Open Space
and
Land Bank Holdings

with Resource Protection Zone,
City Property & Portland Water District Property





Legend

- Land Bank Holdings
- City Parks & Open Space
- Resource Protection Zone
- School Buildings
- Portland Water District Properties

Land Bank ID	Land Bank Name
E-01	Natick St Parcel
E-02	Pineloch Dr
E-03	Starbird Lane City RPZ Land
E-04	Rand Rd. City RPZ Land
E-05	Hobart St. Area
E-06	Pine Grove Park
E-07	Blueberry Rd Parcel
E-08	Evergreen Cem. Conservation Area
E-09	Oatnuts Park
E-10	Presumpscot River Preserve
E-11	Sheridan Street, Goldhirsh Prop
E-12	PATHS Wooded Area
E-13	Virginia Street Parcels
E-14	Ocean Avenue Open Space
E-15	Maggie Ln Lot
E-16	Beverly St Lots - North
E-17	Beverly St Lots - South
E-18	Goodridge Av Lots
E-19	North Deering / Riverton Parcels
E-20	Castine Pines
E-21	Ocean Ave Recreation Area-Pine Grove Ave Lots
E-22	Ocean Ave Recreation Area-Belfast St Lots
E-23	Ocean Ave Recreation Area-Marlborough Rd/Trapelo
E-24	Dole Brook Driving Range Property
E-25	Canco Rd Wooded Area
E-26	University Park
E-27	Wooded Area North of Riverside Golf Course
E-28	Land Along Canco Rd
E-29	Back Cove Park and Trail
E-30	Barrow's Park/Baxter Sundial
E-31	Stone Street - Bayside Park & Playground
E-32	Baxter Pines
E-33	Baxter Woods
E-34	Bell Buoy Park
E-35	Belmeade Park
E-36	Capisic Pond Park
E-37	Clark Street Park
E-38	Congress Square Park
E-39	Deering Oaks Park
E-40	Dougherty Field
E-41	Eastern Prom, East End Beach, Fort Allen Park
E-42	Fessenden Park
E-43	Fort Gorges
E-44	Fort Sumner Park
E-45	Fox Field/Kennedy Park
E-46	Harbor View Park/Tate-Tyng Park
E-47	Heseltine Park
E-48	Lincoln Park
E-49	Lobsterman Park
E-50	Longfellow Square
E-51	Monument Square
E-52	Munjoy Playground
E-53	Payson Park
E-54	Peppermint Park
E-55	Pleasant Street Playground
E-56	Post Office Park
E-57	Riverside Golf Course
E-58	Riverton Park
E-59	Stroudwater Park
E-60	Taylor Street Playground
E-61	Tommy's Park
E-62	Western Promenade
E-63	Redlon Woods
E-64	Holbrook St Lots 2019
E-65	Rowe Ave Lots - Near Jewell Falls
E-66	Avangrid 204 Rand Rd

N

Map Produced by the City of Portland, Maine
Department of Public Works
June 2021

0 425 850 1,700 2,550 3,400 Feet

Exhibit E

2026 Land Bank Commission Budget

Prepared by: Rob Foster (Treasurer), 1/2/2026
Reviewed by: Jon Kachmar (Chair), 2/11/2026
Updated and Finalized by Commission, 2/11/2026

General Statement of Financial Position		***Notes***
Account Balance from City (as of 12/18/2025)	$ 494,817.27	Account Balance reported from City Staff (Amber Brooks)
Estimated 2022 (FY23) Land Bank Allocation	$50,000	This is an estimated additional amount still to be confirmed by city staff
Restricted Gifts (Parks Account)	$2,400	
Total Estimated Available as of 2/11/2026	**$547,217.27**	Includes FY24, FY25, and FY26 CIP allocations
2026 Anticipated Expenditures		
Misc. Land Acquisitions (land costs)	$100,000	Assumed expenses for acquisitions and contributions
Projects		
Stroudwater Park Boat Launch	$30,000	Approved/allocated expense by Land Bank in September 2024
Davis Pines	$10,000	Misc. Due Diligence Expenses Approved by Land Bank in January 2026
Acquisition Related Due Diligence		
Surveys	$10,000	Assume 3 surveys @ approx. $3,400 each
Appraisals	$10,000	Assume 3 appraisals @ approx. $3,400 each
Environmental Assessments	$5,000	Assume 2 Environmental Assessments @ $2,500 each
Legal	$10,000	Assume 2 legal reviews up to $5,000 each
Land Maintenance	$20,000	Assumes Portland Trails and Parks Dept. Work on Land Bank Properties

	North Deering Park Endowment	$12,500	Seed funding approved in February 2026 to create an endowment for North Deering Park. Anticipated uses include land maintenance.
	Administrative	$3,000	Assume misc. administrative fees
	Total 2026 Estimated Expenditures	**$210,500**	
	Available Funds	*$336,717.27*	*Percentage of balance: 61.5%*

MEMORANDUM
City Council Agenda Item

FROM: Mary Davis, Division Director

DATE: March 24, 2026

SUBJECT: Order 176-25/26 Re-Establishing the Community Development Block Grant Priority Setting Task Force and Appointing Members - Sponsored by Danielle West, City Manager

SPONSOR: Sponsored by Danielle West, City Manager.
(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:
1st Reading 4/13/2026 **Final Action 4/13/2026**

Can action be taken at a later date: No The CDBG Application process is informed by the CDBG Priority Task Force decisions. The CDBG program applications open in early fall. Action is needed at this time to provide staff with enough time to convene the task force and begin the community input and decision-making process. Staff believe it will take about six months to convene, review the materials, and make decisions.

Does this item involve a new contract with the City: No.

PRESENTATION: Mary Davis will be available to answer questions.

I. SUMMARY

HUD regulation 24 CFR §91.105 states that the jurisdiction (City of Portland) must adopt a citizen participation plan that provides for and encourages citizens to participate in the development of the consolidated plan. The Community Development Block Grant (CDBG) Priority Setting Task Force partially achieves this requirement by having a group of diverse Portland residents evaluate the goals and processes for the next 5 years.

II. AGENDA DESCRIPTION

The City's current U.S. Department of Housing and Urban Development (HUD) 5-Year Consolidated Plan, was approved by the City Council on April 11, 2022. The Plan established 4 main goals and objectives.

These goals include:

1. Neighborhood Investment and Infrastructure, create strong, safe, accessible and vibrant neighborhoods;
2. Housing Availability, increase housing affordability and affordability;
3. Economic Opportunity, create economic opportunities to transition people out of poverty;
4. Address the Needs of the Growing Homeless Population, aim to prevent and reduce homelessness.

It is time to re-assess the goals for the next 5-year HUD Consolidated Plan. The plan outlines how the City and the Cumberland County HOME Consortium will allocate federal funding. In addition to funded projects meeting national objectives and eligibility criteria, the plan requires projects to meet local level goals and priorities as well. Lastly, HUD requires public input in establishing the goals and priorities for the City of Portland.

The Council-approved (Order 70-07/08) recommendations from the 2008 CDBG Task Force included the establishment of the Community Development Priority Setting Task Force every 3–5 years to meet the goal and

priority-setting requirements set by HUD. Housing and Community Development staff request approval to re-establish the CDBG Priority Setting Task Force as well as the appointment of the following task force members: Barbara Ginley, Belviga Mpolo, Carly Lappas, Christina Bowman, Colleen Cooper, Gwendolyne Tuttle-Beaudoin, Jill Johanning, Kristen Dunphey, Kyla Wigant, Matt Starr, Miyabi "Abbie" Yamamoto, Stephanie Miller, Tae Chong and Teale Smith.

Five affirmative votes are required for passage after public comment.

III. BACKGROUND

HUD regulation 24 CFR §91.105 states that the jurisdiction (City of Portland) must adopt a citizen participation plan that provides for and encourages citizens to participate in the development of the consolidated plan. The Community Development Priority Setting Task Force is one method used by the City to achieve this requirement.

Creating the Task Force

Beginning in January 2026, staff advertised the opportunity to participate in the Community Development Priority Setting Task Force to all past CDBG Allocation Committee members and CDBG Priority Setting Task Force members, as well as the CDBG contact list of recent sub-recipients and interested citizens. Staff also coordinated across City departments, ensuring a broad and diverse constituency is engaged throughout the process. Social media and other communication methods were also used to disseminate the request for applications. Invitations were sent via email to over 180 individuals and 85 organizations.

Based on Council Order 70-07/08, the Priority Setting Task Force should consist of 9–16 Portland residents representing diverse and eligible populations and expertise, including but not limited to: a) residents of eligible neighborhoods; b) low and moderate income Portland residents; c) renters and d) landlords; individuals who are knowledgeable about e) planning and f) economic development; g) public service representatives from various areas of expertise; h) Portland housing authority, residents or workers; i) senior citizens; j) young persons; k) immigrant and refugees; and (l)an individual with a disability.

The HCD Staff received 14 applications. The applicants were diverse and represented the aforementioned categories. The list of these individuals can be found in Attachment 1: Task Force Applications.

Work Plan

Staff created the overall goals and work tasks for the Task Force to review, revise, and recommend to the City Council in early fall 2026. The tentative task list is broken down into priorities, structural changes, and administrative changes.

Priorities

- Review the City's "Needs – Goals – Priorities" Table
- Revise the priority impacts in each needs category
- Review and revise Guiding Principles

Structural

- Set asides
- Maximum cumulative grant requests and allocation for Applicants
- Scoring Matrix — scoring minimums, scoring categories, performance measures

- Application guidelines and sections

Administrative

- Appeals Process
- Penalty Points

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

Re-establish the Community Development Priority Setting Task Force in order to obtain public input and feedback for the 5-year consolidated planning process. The federal funds used over the 5-year period beginning July 1, 2027, to June 30, 2032, will coincide with the Council's goals and objectives.

The CDBG Priority Setting Task Force will address several goals, specifically (1) Accelerate Housing Production and Strengthen Affordability Protection and (2) Reduce Chronic Homelessness.

V. FINANCIAL IMPACT

This process is part of the Citizen Participation required by Housing & Urban Development (HUD). Funding for these activities will be provided by grants through HUD.

VI. STAFF ANALYSIS AND BACKGROUND

HCD staff anticipates that, if established, the 2026 Community Development Priority Setting Task Force will undertake an in-depth review of the current HCD Needs, Goals, and Priorities along with a high level review of the structure of the allocation process. Staff does not anticipate a major restructuring of the allocation process. Staff anticipates this work to be done over a series of up to 12 meetings beginning in April and ending in August or September. Information regarding this process will be posted on the City's website. Meetings will be advertised on the City's website calendar, social media platforms and through other public outreach efforts.

The HCD staff will be using the City's civic engagement and survey tool, ZenCity, to provide updates to the public as well as collect data from targeted audiences. The platform is a project-specific website. This will allow users to access information regarding the Consolidated Plan in one space. The site will be an integral part of the marketing campaign and ensure a large turnout for participation.

VII. RECOMMENDATION

HCD Staff requests approval to re-establish the Community Development Priority Setting Task Force, as well as approval of the Community Development Task Force Appointees.

VIII. LIST ATTACHMENTS

1. Order - Re-Establishing the CDBG Priority Setting Task Force and Appointing Members
2. CDBG Priority Setting Task Force Applicant Analysis

Prepared by:
Mary Davis, Division Director
Date: 03/24/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER RE-ESTABLISHING THE COMMUNITY DEVELOPMENT BLOCK GRANT PRIORITY TASK FORCE AND APPOINTING MEMBERS

ORDERED, that the Community Development Block Grant (CDBG) Priority Task Force is hereby re-established to review and reassess the goals and priorities contained in the City's 5-Year Consolidated Plan and make recommendations to the structural and administrative processes for the allocation of Community Development Block Grant, HOME Program and Emergency Solutions Grant funding from United States Department of Housing and Urban Development; and

BE IT FURTHER ORDERED, that the following people are hereby appointed to the CDBG Priority Task Force:

Barbara Ginley, Belviga Mpolo, Carly Lappas, Christina Bowman, Colleen Cooper, Gwendolyne Tuttle-Beaudoin, Jill Johanning, Kristen Dunphey, Kyla Wigant, Matt Starr, Miyabi "Abbie" Yamamoto, Stephanie Miller, Tae Chong and Teale Smith; and

BE IT FURTHER ORDERED, that the CDBG Priority Task Force shall report its recommendations to the Housing and Economic Development Committee on or before the September 15, 2026 meeting of the Housing and Economic Development Committee.

Attachment 1: Task Force Applications

Applicant Selection

From February 13, 2026 to March 2, 2026, City of Portland distributed a Task Force application with the goal of the Task Force representing the demographics of the City of Portland. The application consisted of 12 questions aimed at understanding applicants' histories, knowledge and area of expertise, and representation. The City received 14 applications representing a variety of backgrounds. Below is a summary of the applicant's responses:

Identities

Of the 14 applications received, all 14 applicants are residents of the City of Portland. Of the 14 residents, 2 identified as renters and 2 as landlords. No one self-identified as a Public Housing Authority (PHA) resident or employee. Furthermore, 8 of the 14 applicants (57%) reside in CDBG Eligible areas while three applicants represented households at or below 80% area median income (AMI).

Non-profit staff or board members were well represented in the applicant pool, comprising ten (71%) applicants self-identifying as this category. Small Business Owner, Microenterprise, and Educators comprised 2, 3, and 1 of the applicants, respectively.

Finally, over a third of the applicants previously participated in CDBG Priority Task Forces or the CDBG Allocation Committee, signaling experiential knowledge of this process.

Resident of COP	Renter	Landlord	PHA Resident / Employee	Small Business Owner	Micro Enterprise	Non-profit staff/board member	Educator	Previous CDBG Priority Task Force or CDBG Allocation Committee
14	2	2	0	2	3	10	1	5

Knowledge & Expertise

The City of Portland surveyed applicants for their knowledge and expertise on four categories using a 0 - 5 scale of understanding; zero indicated no understanding with a "5" indicating a high degree of understanding. The four categories were: Urban Infrastructure; Economic Development; Affordable Housing; and Social Services. Below is an average of all applicants' responses to the thematic categories:

Urban Infrastructure	Economic Development	Affordable Housing	Social Services
2.7	2.9	2.9	4

Lived Experience & Representation

The City of Portland welcomes applicants with lived experiences or serves to represent a vulnerable population. These applicants may provide a unique voice to the Priority Setting Task Force. Within the applicant pool, the categories "Immigrant or Refugee", "Persons with Disabilities", and Youth (under 30) are best represented, with "Persons living with HIV/AIDs" least represented. Below is a table depicting the self-selected identities of the applicants:

Lived Experience & Representation of Vulnerable Populations						
Senior Citizens (62+)	Youth (<30)	Persons with Disabilities	Immigrants or Refugees	Homelessness Persons or At Risk of Homelessness	Individuals Living with HIV/AIDS	Survivors of Domestic Violence
2	5	5	6	4	0	4

List of Applicants

Below represents a list of the 14 applicants for the CDBG Task Force. Based on their responses, which indicate a broad range of lived experience and representation of vulnerable populations as noted above. HCD Staff recommends all applicants be appointed.

Community Development Priority Setting Task Force Applicant List

1	Barbara Ginley	6	Gwendolyne Tuttle-Beaudoin	11	Miyabi "Abbie" Yamamoto
2	Belviga Mpolo	7	Jill Johanning	12	Stephanie Miller
3	Carly Lappas	8	Kristen Dunphey	13	Tae Chong
4	Christina Bowman	9	Kyla Wigant	14	Teale Smith
5	Colleen Cooper	10	Matt Starr		

MEMORANDUM
City Council Agenda Item

FROM: Mary Davis, Division Director

DATE: March 30, 2026

SUBJECT: Order 177-25/26 Amending Order 18-24/25 to Adjust Project Name and Address and Reallocate Funding - Sponsored by the Housing & Economic Development Committee, Councilor Pious Ali, Chair

SPONSOR: The Housing and Economic Development Committee met March 31, 2026 and voted 4-0 to move the item to City Council.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:
1st Reading **Final Action**

Can action be taken at a later date: Yes

Does this item involve a new contract with the City: This item will require a HOME Agreement. Corporation Counsel typically does not review these until the project is ready for Construction Loan Closing.

PRESENTATION: Mary Davis will be available for questions.

I. SUMMARY

This order would amend the funding to reflect $450,000 in HOME funds and $0 in Housing Trust Funds, and update the project name and addresses to reflect the correct project.

II. AGENDA DESCRIPTION

The Housing & Economic Development Committee met March 31, 2026 and voted 4-0 to move the item to City Council.

In 2024, Community Housing of Maine (CHOM) proposed two projects at parcels on Woodford St, the Woodbury and Woodfords Hall. At the time, the addresses were listed as 202 and 186 Woodford St, respectively. Since that time, it has been clarified that the addresses were incorrect, and the Woodbury should be listed at 186 Woodford St while Woodfords Hall should be listed at 202 Woodford St.

Additionally, 186 Woodford St (The Woodbury) was originally awarded $450,000: $155,511 from the Jill C Duson Housing Trust Fund (HTF) and $294,489 in HOME funding. During the 2024 funding cycle, the city received funding requests totaling $3,376,000. The total funding available was $3,336,206 ($294,489 HOME + $3,041,717 HTF). In order to fully fund the project, the award was split between HOME and HTF funding. The HOME funds represented the final amount of City HOME funds that would not be subject to Build America, Buy America (BABA). Since the City award, CHOM has received other funding sources that would be subject to BABA. Therefore, HCD staff is proposing to fully fund the project with HOME funds by replacing the HTF award with 2026 HOME funds. The HTF funding would be incorporated into the 2026 Affordable Housing Development application.

This order would amend the funding to reflect $450,000 in HOME funds and $0 in Housing Trust Funds, and update the project name and addresses to reflect the correct project.

Five affirmative votes are required for passage after public comment.

III. BACKGROUND

All HOME funds moving forward will be subject to Build America, Buy America (BABA). Since the City award, CHOM has received other funding sources that would be subject to BABA. Therefore, HCD staff is proposing to fully fund the project with HOME funds, as it is already subject to BABA, and keep the remaining HTF funding available for a future project.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

Accelerate Housing Production and Strengthen Affordability Protections

V. FINANCIAL IMPACT

There is no additional anticipated fiscal impact associated with this item.

VI. STAFF ANALYSIS AND BACKGROUND

The project is not receiving any additional funding; the total funding ($450,000) remains the same. Rather than splitting the funding between HOME and Housing Trust Fund, the entire amount would be funded through HOME funding.

VII. RECOMMENDATION

Staff recommends amending order 18-24/25 as attached.

VIII. LIST ATTACHMENTS

1. Order - Amending Order 18-24-25

Prepared by:
Mary Davis, Division Director
Date: 03/30/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER AMENDING ORDER 18-24/25 TO ADJUST PROJECT NAME AND ADDRESS AND REALLOCATE FUNDING

ORDER APPROPRIATING ~~$155,511 FROM THE JILL C. DUSON HOUSING TRUST FUND AND~~ $~~294,489~~ 450,000 IN HOME FUNDS TO COMMUNITY HOUSING OF MAINE, WOODFORDS PHASE ~~II~~I LP, RE: ~~202~~ 186 WOODFORD STREET (THE WOODBURY)

ORDERED, ~~that the amount of $155,511 from the Jill C. Duson Housing Trust Fund is hereby appropriated for a loan at 3% interest to Community Housing of Maine, Woodfords Phase II, LP, for development costs for the project at 202 Woodford Street; and~~

~~BE IT FURTHER ORDERED,~~ that the amount of $~~294,489~~450,000 in HOME funds is hereby appropriated for a loan at 3% interest to Community Housing of Maine, Woodfords Phase I~~I~~, LP, for development costs for the project at ~~202~~ 186 Woodford Street (The Woodbury); and

BE IT FURTHER ORDERED, the City Manager or designee is authorized to execute any and all documents necessary to appropriate the funds, and otherwise carry out the intent of this order.

MEMORANDUM
City Council Agenda Item

FROM: Mary Davis, Division Director

DATE: March 26, 2026

SUBJECT: Order 178-25/26 Approving the Renewal of Portland's Participation in the Cumberland County HOME Consortium - Sponsored by the Housing & Economic Development Committee, Councilor Pious Ali, Chair

SPONSOR: Sponsored by the Housing and Economic Development Comittee, Councilor Pious Ali, Chair. The HEDC met on March 31, 2026 and voted 4-0 to forward this item for approval by the City Council.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:
1st Reading 4/13/2026 **Final Action 4/13/2026**

Can action be taken at a later date: Yes

Does this item involve a new contract with the City: No. The existing Consortium includes an automatic renewal clause so no new agreement or contract is required.

PRESENTATION: Mary Davis will be available to answer questions.

I. SUMMARY

The City of Portland is required to notify HUD every years whether the City plans to continue to participation in the Cumberland County HOME Consortium.

II. AGENDA DESCRIPTION

The Housing & Economic Development Committee met March 31, 2026 and voted 4-0 to recommend renewal of Portland's participation in the Cumberland County HOME Consortium.

The Cumberland County HOME Consortium will soon be entering the last year of its sixth three-year consortium contract period. The current Consortium agreement is due to expire on June 30, 2027 (Federal Fiscal Year 2026). The consortium has been a successful collaboration in support of affordable housing throughout Cumberland County. Each member of the Consortium must confirm their participation in the next three-year term and notify HUD by June 30, 2026.

Five affirmative votes are required for passage after public comment.

III. BACKGROUND

The concept of forming a City of Portland/Cumberland County HUD HOME Consortium was first discussed in April 2007. The Consortium was designed to expand financial resources for eligible affordable housing activities throughout Cumberland County. Prior to 2009, Portland received an annual allocation of HUD HOME funds, while the other communities within Cumberland County did not. The creation of the Consortium brought additional funding for affordable housing activities to the region.

During the Federal Fiscal Year prior to the end of each consortium contract period (in this case Federal Fiscal Year 2025), each member of the Cumberland County HOME Consortium must determine whether they will continue to participate for another successive three-year period. The members of the Consortium include the City of Portland, Town of Brunswick and Cumberland County. The Consortium must notify HUD of the

member's decision on whether or not to renew the Consortium by June 30, 2026.

The 2012-2015 Mutual Cooperation Agreement included an automatic renewal clause (Section 7 C. – Term of Agreement and Renewal). As there are no proposed amendments or changes to the Agreement, a new Mutual Cooperation Agreement will not be needed.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

Accelerate Housing Production and Strengthen Affordability Protections – Address Portland's housing challenges by encouraging the development of more homes and protecting affordability, so current and future residents can live and thrive in our community.

V. FINANCIAL IMPACT

In FY 2025-2026, the Cumberland County HOME Consortium received $800,654 in HOME program funds from the U.S. Department of Housing and Urban Development. Based on the funding formula established in the Mutual Cooperation Agreement between the City of Portland and other Consortium members, the city receives 10% of the grant funds for administrative costs (which is the maximum set-aside amount for administrative expenses) and 57% of the remaining funds for project programming. The remaining funds are allocated to the Town of Brunswick and Cumberland County who make allocation recommendations through the County Municipal Oversight Committee. In return for the receipt of the 10% administrative set-aside, the City acts as the lead entity for the Consortium and provides all administrative tasks required to implement both the City's and County's program allocations.

When the Consortium was formed in 2009, it included a "hold harmless" clause to ensure that the City, as an existing HOME grantee, would continue to receive funding equal to its allocation prior to the formation of the consortium. The "hold harmless" formula was based on a comparison ratio to the HOME funding for the Lewiston/Auburn (L/A) Consortium. The formula identified Portland's "hold harmless" amount at 118% of the HOME allocation for the L/A Consortium. The Cumberland County HOME Agreement did allow for adjustments to be made if the current level of funding to the L/A HOME Consortium varied from historic levels. Over the years the L/A allocation has decreased which has resulted in the Portland "hold harmless" amount to decrease. As a result, by agreement with the other members of the CCHC, the annual allocation is divided with 57% of the allocation, after the administrative set-aside, to the City and 43% of the allocation to the County.

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

The Home Investments Partnerships Program (HOME) was established by Congress in 1992. Since 1992, the City of Portland and the Cumberland County HOME Consortium have received over $27.7 million dollars in HOME funding. In 2009 the City became the lead entity in the Cumberland County HOME Consortium (CCHC). The Consortium is a partnership of the communities in Cumberland County that administers HOME Program funds in Cumberland County. The creation of the consortium expanded the financial resources for affordable housing activities in the region. The City retains independent operation of its HOME program. Because the City serves as the "Lead Entity" and City staff administers the County portion of the funding, all administrative funds are retained by the City. The County's Municipal Oversight Committee controls the allocation of the County's portion of the HOME funds.

Staff recommends approval of this item.

VIII. LIST ATTACHMENTS

1. Order - Approving the Renewal of Portland's Participation in the Cumberland County HOME Consortium
2. 6a. Consortium Agreement 2012-2015 EXECUTED

3. 6b. Notice of Right Not to Renew Letters 2026

Prepared by:
Mary Davis, Division Director
Date: 03/26/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER APPROVING THE RENEWAL OF PORTAND'S PARTICIPATION IN THE CUMBERLAND COUNTY HOME CONSORTIUM

ORDERED, that the City of Portland's participation in the Cumberland County HOME Consortium is renewed for the period of July 1, 2027 through June 30, 2030.

CUMBERLAND COUNTY HOME CONSORTIUM

MUTUAL COOPERATION AGREEMENT TO FORM A CONSORTIUM UNDER THE HOME INVESTMENT PARTNERSHIPS PROGRAM

THIS MUTUAL COOPERATION AGREEMENT made this 27th day of May, 2011, by and between Cumberland County (COUNTY), the City of PORTLAND (PORTLAND)and the Town of BRUNSWICK (BRUNSWICK). Cumberland COUNTY is acting as an Urban COUNTY representing the 25 member municipalities of the existing Community Development Entitlement Jurisdiction. The Consortium will be known as the **CUMBERLAND COUNTY HOME CONSORTIUM (CCHC).**

WHEREAS, the Congress of the United States of America has enacted the Cranston-Gonzalez National Affordable Housing Act, HOME Investment Partnerships Program; and

WHEREAS, the U.S. Department of Housing and Urban Development (hereinafter, "HUD") has promulgated regulations, notices, and requirements as now or hereafter in effect, allowing units of general local government to enter into mutual cooperation agreements to form a consortium or continue an existing consortium for the purpose of obtaining funding as a participating jurisdiction under the HOME Investment Partnerships Program (hereinafter, "HOME Program"), and

WHEREAS, the signatory units of general local government intend hereby to establish a consortium to cooperate in undertaking or assisting in pursuing housing assistance activities through the HOME Investment Partnerships Program, as it may be amended, and

WHEREAS, COUNTY, PORTLAND, and BRUNSWICK agree that it is desirable and in the interests of their citizens to secure approval from U.S. Department of Housing and Urban Development (HUD) as a consortium under the federal HOME Program authorized under the HOME Investment Partnership Act, Title II of the Cranston-Gonzalez National Affordable Housing Act of 1990, as amended;

WHEREAS, the signatories to this agreement agree to comply with all requirements of HUD regulations and requirements as now or hereafter in effect for eligibility to participate to the maximum extent possible in the HOME Program to create or improve affordable housing for their low and moderate income residents.

NOW THEREFORE, in consideration of the mutual promises contained herein, the COUNTY, PORTLAND, and BRUNSWICK agree as follows:

SECTION 1 - DEFINITIONS

The definitions contained in 24 CFR Part 92, Subpart A, paragraph 92.2 are incorporated herein by reference and made a part hereof, and the terms defined in this section have the following meanings given them:

1. **"Act"** means Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended (42 U.S.C. 12701 et. seq.).

2. **"Consolidated Plan"** means the Consolidated Plan for Housing and Community Development Programs prepared and adopted by the COUNTY, PORTLAND, and BRUNSWICK, as amended from time to time. The Plan describes the needs, resources, priorities and proposed activities to be undertaken with respect to HUD Programs, including the HOME Program.

3. **"Federal HOME Program"** means a procedure established for the use of funds made available from HUD through the Act to carry out multi-year housing strategies through assistance to first-time homebuyers and existing homeowners, property acquisition, rehabilitation and new construction of housing, site improvements, tenant-based rental assistance, demolition, relocation expenses and other reasonable and necessary expenses related to the development of affordable housing.

4. **"Regulations"** means 24 CFR Part 92 HOME Investment Partnerships Program Implementing Regulations as issued by HUD.

5. **"Federal HUD Consortium"** means a consortium of units of general local governments bound by the terms of a HOME Investment Partnership Act Consortium Agreement participating in the Federal HOME Program and receiving funds as authorized in the Federal Program Regulations.

6. **"Federal Program Requirements"** means documents issued by the U.S. Department of Housing and Urban Development describing the regulations and requirements of the HOME Program

7. **"Member"** means a unit of local government that is a signatory to this Agreement and therefore a member of the Consortium for the purpose of carrying out eligible activities under HUD regulations and requirements as now or hereafter in effect.

8. **"Lead Entity"** means a unit of local government designated hereafter as the one member to act in a representative capacity for all members for the purposes of this Agreement, as defined in HUD regulations and requirements as now or hereafter in effect.

9. **"Subrecipient"** is a public agency or non-profit selected by the member to administer all or a portion of the member's HOME Program.

10. **"Consolidated Strategy and Plan"** means a Consolidated Plan, as defined in HOME Program Regulation 92.2 and required by HUD regulations and requirements as now or hereafter in effect.

11. **"CHDO"** means a Community Housing Development Organization, as defined in HUD regulations and requirements as now or hereafter in effect.

12. **"HUD Regulations and Requirements"** means those HUD regulations and requirements which are applicable to the HOME Investment Partnerships Program.

13. **"Commitment"** means the member has executed a legally binding agreement with a recipient or a subrecipient to use a specific amount of HOME funds to produce affordable housing or provide tenant-based rental assistance; or has executed a written agreement reserving a specific amount of funds to a community housing development organization; or has met the requirements in the regulations to commit to a specific local project.

14. **"Program Income"** means gross income received by the member or subrecipient directly generated from the use of HOME funds or matching contributions. When program income is generated by housing that is only partially assisted with HOME funds or matching funds, the income shall be prorated to reflect the percentage of HOME funds used.

15. **"Hold Harmless"** means the total amount of annual HOME funds PORTLAND would be expected to receive if the CCHC were not in place. In FFY '08 that amount was $654,808. For calculation of that amount refer to Appendix A.

16. **"Set-aside"** means the portion of the annual CCHC allocation that will be allocated to PORTLAND in addition to the hold harmless amount, and in exchange for PORTLAND's consent to participate and assume the responsibilities of the Lead Entity in the CCHC. For calculation of that amount refer to Section 5 B.

SECTION 2 - AGREEMENT

A. The term of this Agreement begins with the effective date of July 1, 2012 and ends June 30, 2015. The COUNTY, PORTLAND, and BRUNSWICK agree that the terms of this Agreement cover the period necessary to carry out all activities that will be funded from funds awarded during three federal fiscal years (2012, 2013, 2014) and that all members of CCHC will remain in the CCHC for the entire period. This Agreement remains in effect until the HOME funds from each of the Federal fiscal years of the qualification period are closed out pursuant to 24 CFR 92.507.

B. The City of PORTLAND, as a long established HOME Program Jurisdiction, will continue to independently operate its own HOME program. Decisions concerning

the allocation of funds, program design and project selection will not be altered by PORTLAND'S participation in the CCHC.

C. The Cumberland County Community Development Municipal Oversight Committee (MOC) will provide policy oversight for planning, operations, project selection and evaluation for the CCHC excepting activities conducted by the City of PORTLAND.

D. The MOC will include members of the Cumberland County Entitlement Jurisdiction expanded to include BRUNSWICK for HOME Program activities. The MOC will review the proposed HOME program design each year and the CCHC program application to HUD. Each year's program design shall be subject to the approval of the Cumberland County Commissioners, and the elected boards of PORTLAND and BRUNSWICK. The proposed HOME program design will define a strategy in sufficient detail to accommodate the collective and individual needs and priorities of the COUNTY and BRUNSWICK.

The MOC will review the Consolidated Plan Update each year and approve any amendments needed. Proposed changes and amendments will be presented to consortium member's elected boards for approval and submission to HUD.

All consortium members must approve the HOME program design and any Consolidated Plan amendments prior to their submission to HUD.

F. The COUNTY, PORTLAND, and BRUNSWICK mutually agree that the City of PORTLAND shall act as the Lead Entity in a representative capacity for all members of CCHC for the purposes of the Act and as further defined in the Federal Program Requirements. The City of PORTLAND, in its capacity as lead entity, is authorized to enter into an agreement with HUD. The City Manager of the City of PORTLAND, acting on behalf of CCHC, is authorized to submit an application for funding under the federal HOME Program, consistent with the approved HOME program design for each year.

G. The COUNTY, PORTLAND, and BRUNSWICK agree that the City of PORTLAND as Lead Entity shall assume overall responsibility for ensuring that the CCHC HOME program meets the requirements concerning the Consolidated Plan is accordance with HUD regulations in 24 CFR Parts 92 and 91 and the requirements of 24 CFR 92.350(a)(5); and further, ensuring that the CCHC HOME program is carried out in compliance with the requirements of the Act, the Regulations and Federal Program Requirements. The COUNTY and BRUNSWICK agree to assist PORTLAND in maintaining compliance with the Act, the Regulations and Federal Program Requirements for the full compliance period, extending to and continuing beyond the expiration of this Agreement.

H. If any new entities join CCHC, PORTLAND as Lead Entity agrees to notify HUD in writing and to provide a copy of the authorizing resolution from the new members' governing body and an amendment to this Agreement signed by the chief executive officer of the new member. PORTLAND, as Lead Entity, is authorized

to amend this Agreement on behalf of the entire consortium to add new members to the CCHC.

I. The CCHC HOME program will provide fair and ample opportunity for all members to access program funds, and members will be provided opportunity to comment on and approve the distribution of all funding made available through the MOC consistent with the adopted Consolidated Plan.

J. PORTLAND as Lead Entity will be provided additional administrative funds to cover the costs of administering the HOME Program for CCHC. PORTLAND shall establish the HOME Investment Trust Fund as specified in 24 CFR Part 92.500, and will participate in the Integrated Disbursement and Information System (IDIS) and other accounting and compliance procedures as required by HUD. The COUNTY and BRUNSWICK agree to provide all required IDIS data to PORTLAND in a timely manner.

K. Matching funds are required by HUD. CCHC members agree that the matching funds shall be provided as follows:

- PORTLAND will provide matching funds for projects and activities within PORTLAND
- COUNTY and BRUNSWICK will provide match collectively for region-wide activities
- BRUNSWICK or individual COUNTY communities will provide match for projects within their individual communities
- The match credit balance held by the City of PORTLAND is available to match all CCHC activities on a “last resort” basis.

L. HOME funds invested in affordable housing shall be repaid in compliance with Section 8. of this Agreement if the housing does not meet the affordability requirements of Section 92.252 and Section 92.254 of the Regulations or if the housing ceases to qualify as affordable housing before the period of affordability expires.

M. This Agreement shall be executed by the Cumberland County Commissioners and officials of PORTLAND and BRUNSWICK pursuant to authority granted them by their governing bodies.

N. The COUNTY, PORTLAND, and BRUNWICK certify that they will adhere to all federal regulations pertaining to the disposition of real property, if any real property is acquired with funds authorized under the Federal HOME Program Requirements.

O. This Agreement shall be construed in accordance with and governed by federal law and by the laws of the State of Maine.

P. This Agreement shall be amended only by mutual agreement of all parties in writing.

Q. The CCHC is bound by the terms of this Agreement for the purpose of participating in the Federal HOME Program and agree to cooperate to undertake or to assist in undertaking housing assistance activities for the Federal HOME Program, and agree to receive funds as authorized in the Federal Program Regulations.

R. The COUNTY, PORTLAND, and BRUNSWICK agree to cooperate in the implementation of the HOME Program and to cooperate in the preparation of the Consolidated Plan in accordance with HUD regulations in 24 CFR Parts 92 and 91, respectively, and the requirements of 24 CFR 92.350 (a)(5). The COUNTY and BRUNSWICK shall execute and submit the required certifications, and shall prepare and submit its plan for monitoring compliance with the Consolidated Plan.

S. In accordance with the Act and the Regulations, each member of the CCHC certifies that it will direct its activities to the alleviation of housing problems within Cumberland County, that it will affirmatively market HOME-assisted housing as defined in Section 92.351 of the Regulations and will affirmatively further fair housing in accordance with applicable federal and State laws.

SECTION 3 - DESIGNATION OF LEAD ENTITY; POWERS AND DUTIES OF LEAD ENTITY

A. The City of PORTLAND, acting through its Director of the Planning and Urban Development Department, or his/her designee, hereinafter Consortium Administrator, will be designated as and agrees to assume overall responsibility as the Lead Entity for this consortium for the purposes of the HOME Program, in compliance with HUD HOME Program statutes, regulations, and instructions, now or hereafter in effect, for the duration of this Agreement.

B. The Lead Entity shall have access to all Member records related to the use of HOME program funds for the purpose of ensuring compliance with HUD regulations.

C. The Lead Entity shall establish and maintain the local HOME Investment Trust Fund required by HUD regulations and requirements as now or hereafter in effect.

D. The Lead Entity shall establish, with the prior consent of the Member units, such administrative procedures as may be necessary to facilitate the application for and distribution of HOME program funds.

E. The Lead Entity will provide technical assistance to the Members upon request. Said assistance shall not relieve each Member from compliance with all relevant HOME regulations, nor unduly burden the Lead Entity.

SECTION 4 - DUTIES OF MEMBER UNITS OF LOCAL GOVERNMENT

A. Each Member agrees to cooperate in undertaking or assisting in the pursuit of housing assistance activities for the HOME Investment Partnerships Program.

B. The Consortium collectively acting through its Lead Entity and each of its Members, acting through an individual designated by each Member's chief executive officer, agrees to carry out eligible activities in accordance with the requirements of HUD regulations and requirements as now or hereafter in effect.

C. Each Member shall be responsible for obtaining the necessary local approvals for acceptance and allocation of HOME program funds.

D. Each Member shall be responsible for submitting to the Lead Entity all information necessary for participation in the consortium as defined in HUD regulations, requirements, and schedules as now or hereafter in effect. This includes, but is not limited to, information necessary for the Consolidated Strategy and Plan, Annual Action Plan, description of the use of HOME funds, the HOME Program Description including tasks to be performed, a schedule for completing the tasks, budget, and certifications, written agreements executed with subrecipients, and performance reports.

E. Project Management

(1) Each Member, in conjunction with CCHC Program staff, shall be responsible for project management and shall perform all procedures and tasks necessary to develop, design, implement and monitor each specific project and shall fully comply with uniform administrative requirements as stated in HOME Program regulation 92.505. The Member, with assistance from CCHC Program staff, shall describe how each proposed project and site satisfy all applicable HOME Program regulations and the requirements of this Agreement and shall record these determinations in each project/site file together with an official approval memorandum signed by Member's responsible HOME Program staff.

(2) Prior to implementation of projects, each Member shall enter into a HOME Project Funding Agreement with the Consortium for one or more projects. Existing HOME Project Funding Agreements predating this Mutual Cooperation Agreements may be extended as needed subject to mutual agreement of the Member and Consortium. A Member may also designate another duly qualified entity acceptable to the Consortium to enter into funding agreements with the Consortium and execute projects on behalf of said Member.

SECTION 5 – FUNDING

A. The Lead Entity shall be entitled to 100% of the cap allowance (10%) of HOME Program funds available for administration of the Consortium. Specific administrative duties and procedures will be more fully defined in a "CCHC Program Administration Guidelines" document approved by all Members.

B. After the administrative fee as defined in Section 5. A., and the Lead Entity's hold harmless amount, the Lead Entity shall receive an annual allocation set-aside of Consortium funds in the amount of 10% of the balance of the annual allocation for eligible housing activities. COUNTY and BRUNSWICK will then share in the final balance of HOME Program funds allocated to the Consortium each year. At the election of the members, PORTLAND may receive funds for eligible and approved activities above its standard hold harmless and set-aside allocations. A Member may voluntarily relinquish a portion or all of its approved HOME allocation, in writing, to another Member of the Consortium. See Appendix A for calculation of Portland's hold harmless funds.

C. HOME funds will be deposited into and disbursed from the Consortium HOME Investment Trust account established by the Lead Entity consistent with HOME Program regulation 92.500 the HOME Investment Trust Fund and 92.502 Program disbursement and information system. All loan repayments, interest, or other returns on investments shall be deposited into this account each month.

D. Reservation of HOME Funds

(1) Project Set-Up in IDIS. Each Member may request that the Lead Entity "set up" in the federal Integrated Disbursement and Information System (IDIS) or any successor system, i.e. establish an activity and reserve funds for each particular site or eligible activity, after meeting all the requirements of the Mutual Cooperation Agreement, the applicable HOME Project Funding Agreement, and all other related preliminary agreements.

(2) Each Member, with assistance from CCHC Program staff shall forward a Set-Up Request in writing to the Lead Entity, enclosing a HUD Project Set-Up Report together with the CCHC Project Compliance Checklist, completed through the project initiation stage. This shall include the applicable information indicating whether acquisition/relocation procedures are triggered, whether any acquisition/relocation procedures have been initiated, and if so which procedures. If not previously submitted, the Member shall also transmit the CCHC Environmental Clearance Form. However, the Lead Entity will not establish a site or activity in the IDIS

System if one or more of the following conditions occur: HUD Set-Up Report is incomplete; the data on the HUD Set-Up Report or other site data are inconsistent with HOME Program requirements; environmental clearance is not complete per Section 10, paragraph b. Environmental Review, or if the required acquisition/relocation procedures are incomplete or inadequate.

(3) Each Member, in conjunction with CCHC Program staff shall request site Set-up consistent with the following:

(a) For a closing involving a cash transaction, submit request at least seven days prior to closing and scheduled to coordinate with the Lead Entity's cash drawdown cycle.

(b) For a closing that does not involve a cash transaction, submit request at least three business days prior to the closing.

E. Written Agreements

(1) Prior to disbursing HOME Program funds each Member shall enter into a written agreement with the recipient including all provisions described in HOME Program regulation 92.504, or its successor.

(2) The Member shall include in each such written agreement additional provisions as may be required by HUD and such reasonable requirements as may be requested by the Lead Entity consistent with HOME Program regulations and this Agreement.

F. Review of Project Funding Instruments Members shall transmit any proposed funding instruments and agreements to the Lead Entity for review consistent with the applicable Consortium administrative guidelines, as they may be amended from time to time. Once guidelines and funding instruments have been approved by the Lead Entity, the Member may execute such funding instruments without further review by the Lead Entity. Each Member must keep originals or certified copies of all case-specific funding instruments and related documents in project files.

G. Expenditures The Member shall meet the principles and standards of cost allowability stated in the current OMB Circular A-87, "Cost Principles for State and Local Governments."

H. Reversion of Assets Upon expiration of this Agreement, each Member shall transfer to the Consortium HOME Investment Trust any HOME funds on hand at the time of expiration and accounts receivable attributable to the use of HOME funds per HOME Program regulations 92.503 and 92.504(c) and HUD Notice CPD 97-09. In the event the Consortium is dissolved, HOME funds and receivables shall remain in the custody of the Member, unless otherwise provided by HUD.

SECTION 6 - SETASIDE FOR COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS

The CCHC as a whole is responsible for reserving not less than 15 percent of its HOME funds for investment only in housing to be developed, sponsored, or owned by community housing development organizations (CHDOs), in accordance with the Consortium's Program Administration Guidelines and HOME Program regulations 92.300 - 92.303, as they may be amended from time to time.

SECTION 7 - TERM OF AGREEMENT AND RENEWAL

A. This Agreement shall commence on July 1, 2012 and remain in effect during the period necessary to complete all activities funded by Federal Fiscal Year (FFY) 2012, 2013, and 2014 HOME Program grants or until the Consortium's status as a participating jurisdiction in the HOME Program is revoked by HUD, whichever occurs first. Members of the Consortium agree to a program year of July 1 to June 30 for the purposes of HOME.

B. Nothing in this Agreement obligates a Member to become a signatory to a future agreement to continue the Consortium for HOME Program grants subsequent to FFY2014. Each Member shall notify the Lead Entity at least 60 days before the effective date of such future agreement if it intends not to become a signatory. Notwithstanding the foregoing, if the following FFY grant information is not available 60 days before the effective date, a Member shall use best efforts to notify the Lead Entity as soon as possible after it receives the grant information.

C. This Agreement shall automatically renew for the Consortium's participation in successive qualification periods of three Federal fiscal years each. No later than the date specified by HUD's consortia designation notice or HOME Consortia web page, PORTLAND shall notify each Consortium Member in writing of its right to decide not to participate in the Consortium for the next qualification period and PORTLAND shall send a copy of each notification to the HUD Field Office. If a Consortium Member decides not to participate in the Consortium for the next qualification period, the Consortium Member shall notify PORTLAND, and PORTLAND shall notify the HUD Field Office, before the beginning of the new qualification period. Before the beginning of each new qualification period, PORTLAND shall submit to the HUD Field Office a statement of whether or not any amendments have been made to this Agreement, a copy of each amendment to this Agreement, and, if the Consortium's membership has changed, the state certification required under 24 C.F.R. § 92.101(a)(2)(i). The Consortium shall adopt any amendments to this Agreement that are necessary to meet HUD requirements for consortium agreements in successive qualification periods. The automatic renewal of the agreement will be void if:

PORTLAND fails to notify a Consortium member or the HUD field office as required under this automatic renewal provision; a new Consortium member is added for the first year of a new qualification period; or PORTLAND fails to submit a copy of each amendment to this agreement as required under this automatic renewal provision.

SECTION 8 - REPAYMENT OF FUNDS AND PENALTIES

A. Repayment of HOME Funds to HUD

(1) In the event that HUD requires the Lead Entity to repay HOME funds disbursed to the Consortium for failure to meet affordability requirements as set forth in applicable HUD regulations, or for any other reason, each Member shall reimburse the Lead Entity for the amount of funds required to be repaid on account of that Member's use of HOME funds. Consistent with the foregoing, the Lead Entity, when acting as a Member shall remain solely liable to HUD for repayment of HOME funds originally awarded to the Lead Entity, if required on account of the Lead Entity's use of such HOME funds.

(2) In the event that HUD requires repayment of HOME funds by the Lead Entity which cannot be attributed to a single Member's use of such funds, each Member shall be liable to repay to the Lead Entity, a proportional percentage of such repayment amount equal to the Member's portion of the total Consortium HOME Program funding allocation, or such other sum as the Consortium Members agree to in writing.

B. Cancellation Each Member agrees to repay the Consortium HOME Investment Trust all HOME funds released to the Member attributable to a project in the event such project is cancelled for any reason. Such repayment shall be made within the time period specified by HUD or other reasonable time period agreed to by the Lead Entity.

C. Violations Each Member who continues to violate any HOME Program regulation, provision of this Agreement, or provision of a HOME Project Funding Agreement, after having an opportunity to cure, shall repay to the Consortium HOME Investment Trust Account any HOME funds disbursed directly to recipients or subrecipients, with respect to the site or sites where the violation has occurred, or such amount as HUD determines.

D. Penalties

(1) Member. Each Member shall reimburse the Lead Entity the full amount of any penalties assessed against the Lead Entity by HUD as a result of that Member's use of HOME funds pursuant to this Agreement. Each Member shall reimburse the Lead Entity the Member's proportionate share of any penalties assessed by

HUD against the Lead Entity which penalties cannot be attributed to specific Members' use of HOME funds.

(2) Lead Entity The Lead Entity shall reimburse the Consortium the full amount of any penalties assessed against the Consortium by HUD as a result of the Lead Entity's failure to comply with HUD regulations.

E. Restriction on Future Funds The Lead Entity may withhold and restrict a Member's access to HOME funds if the Member fails to cure a violation, fails to repay HOME funds or fails to pay the penalties provided for above. Funds withheld in the amounts necessary to repay HOME funds or penalties should be charged against the Member's HOME funds in the following order:

(1) First against the funds for the project or projects in which the violation occurred or which are the subject of dispute between the Lead Entity and Member;

(2) Second against any other HOME funds allocated to the Member in the same fiscal year;

(3) Finally against HOME funds allocated to such Member in future fiscal years.

If HUD subsequently determines that no violation has occurred, the Lead Entity shall make the withheld funds available to the Member for HOME projects. Otherwise such funds are retained for the benefit of the Consortium or in the case of penalties to reimburse the Lead Entity or Consortium as the case may be.

SECTION 9 - OPPORTUNITY TO CURE OR DISPUTE VIOLATIONS, LEGAL RECOURSE AND INDEMNIFICATION

A. Opportunity to Cure The Lead Entity shall provide a written notice to a Member of the violation of any provisions of this Agreement, a HOME Project Funding Agreement, or applicable HUD regulations. The notice shall set forth a description of the violation, the steps which must be taken to cure the violation and a reasonable time period established by mutual consent of the parties within which to effect the cure. However, if the parties are unable to agree to a deadline for full compliance, the Lead Entity shall establish said deadline. The Lead Entity may extend the time for cure if the Member proves its failure to cure was for circumstances beyond its control.

B. Disputing a Violation If the Member and Lead Entity disagree as to whether a violation has occurred, either may request HUD' determination of whether a violation exists. The Member disputing the Lead Entity's finding of a violation may expend the subject funds, subject to repayment, unless the Lead Entity chooses to withhold the funds.

C. Legal Recourse In the event that any Member, including the Lead Entity acting in its representative capacity, fails to comply with this Agreement, a HOME Project Funding Agreement, or a HOME Program or other HUD regulation or finding or fails to cooperate with any other Member, the Lead Entity or the Consortium in complying with a HUD finding, the Lead Entity or any other Member may take any steps necessary to fulfill its obligations to HUD and under this Agreement, including but not limited to legal action.

D. Indemnification for Violations Each Member shall hold harmless and defend the Lead Entity, the Consortium and the other Members from and against all claims for repayment of HOME project funds attributable to such Member's failure to comply with applicable HUD regulations, this Agreement, or any HOME Project Funding Agreement, and from penalties, costs and attorneys' fees related to such failure.

SECTION 10 - FAIR HOUSING

A. Each Member agrees to affirmatively further fair housing in accordance with applicable Federal Law, Consolidated Strategy and Plan and with 24 CFR 570.904(c).

B. Affirmative Marketing Each Member shall adopt and implement an Affirmative Marketing Plan including affirmative marketing procedures for HOME assisted housing containing 5 or more housing units consistent with the requirements of HOME Program regulations 92.351. Each Member shall summarize these procedures in an affirmative marketing plan for each project. Documentation of action taken to carry out said site-specific plans shall also be placed in said files.

SECTION 11 – HOME/GENERAL PROVISIONS

A. Federal Regulations The provisions of 24 CFR Part 92, HOME Investment Partnerships Program, Final Rule, 24 CFR Part 92 dated September 16, 2003 (hereinafter "HOME Program regulations") and all future amendments and revisions to the same are hereby incorporated into and made a part of this Agreement. The Lead Entity and Members shall at all times comply with said HOME Program regulations, and shall comply with other related Federal and state statutes and regulations, Executive Orders, OMB Circulars, and all future revisions and amendments to the same. The Members shall become thoroughly familiar with all of the foregoing requirements as applicable and shall ensure that all projects comply in all respects.

B. Environmental Review The release of funds for all HOME assisted projects and activities is subject to environmental review as set forth in HOME Program regulation 92.352 and 24 CFR 58. Each Member shall prepare and provide to the Lead Entity all information necessary to obtain Release of Funds from HUD and documentation to establish specific site clearance consistent with Consortium procedures.

C. Equal Opportunity Each Member shall comply with all applicable Federal and State laws governing discrimination and equal opportunity. In particular, each Member shall ensure compliance with HOME Program regulations 92.350 and the following statutes and executive orders pertaining to Equal Opportunity: Fair Housing Act; Executive Order 11063 (Equal Opportunity in Housing); Civil Rights Act of 1964, Title VI (Nondiscrimination in Federally Assisted Programs); Age Discrimination Act of 1975; Rehabilitation Act of 1973, Section 504; Executive Order 11246 (Equal Employment Opportunity); Housing and Urban Development Act of 1968, Section 3; Executive Orders 11625 and 121432 (Minority Business Enterprise); Executive Order 12138 (Women's Business Enterprise).

D. Labor Standards Each Member shall comply with and/or ensure compliance with all applicable state and federal labor laws, including but not limited to the Davis/Bacon Act, 40 U.S.C. 276a-5 et. seq., as applicable pursuant to HOME Program regulations 92.354. In particular, each Member shall comply with and/or ensure compliance with all applicable federal laws and regulations pertaining to labor standards and HUD Handbook 1344.1 (Federal Labor Standards Compliance in Housing and Community Development Programs), and all future amendments and revisions thereto. Each Member shall require certification as to compliance with the provisions of this paragraph as required by HOME Program regulation 92.354.

E. Records Each Member shall maintain all applicable records for its project(s) consistent with HOME Program regulations 92.508 Record-keeping. In addition each Member shall make available copies of all such records as may be requested by the Lead Entity for administration of the Consortium.

F. Reports The Lead Entity shall, on behalf of the Consortium submit such reports (with full and complete copies to the Member) as may be required pursuant to HOME Program regulations 92.509 Performance Reports. Each Member shall cooperate with the Lead Entity in providing all data and information specific to each community and projects in such formats and time frame as required by HUD and the Lead Entity. In addition, each Member shall prepare and submit to the Lead Entity the project completion reports required by HOME Program regulation 92.502(d) Submission of project completion reports. This report shall be submitted to the Lead Entity within 45 days of the final requisition for HOME funds together with a fully completed AL Consortium Project Compliance Checklist. Following review of the above for completeness, the Lead Entity shall transmit the Project Completion Report on behalf of the Consortium to HUD as required by 92.502(d).

G. Religious Organizations Each Member shall ensure that HOME funds are not disbursed to a primarily religious organization as prohibited by HOME Program regulations 92.257. In addition, each Member shall comply with the provisions of the above regulation with respect to assisting wholly secular organizations established by religious organizations which may be eligible to participate in HOME funded projects.

H. Conflict of Interest

(1) In accordance with HOME Program regulation 92.356, the procurement of property and services by the Consortium, its Members and subrecipients is governed by the conflict of interest provisions stated in 24 CFR 85.36 and 24 CFR 84.42. Each Member shall comply with all applicable federal and state conflict of interest rules and shall endeavor to ensure the compliance with the same by all subrecipients as defined in HOME Program regulations 92.2 or other persons designated to receive HOME funds pursuant to this Agreement. At a minimum, each Member shall make a copy of all applicable conflict of interest provisions available to all recipients of HOME Program funds.

(2) The conflict of interest provisions of part (i) of this section shall apply to the following persons: any person who is an employee, agent, consultant, officer, elected or appointed official of the Lead Entity, or of the Members designated herein, or any state recipient, or subrecipient of HOME funds. None of the foregoing who exercise or have exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest or benefits from a HOME assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. Any exceptions to the conflict of interest provisions stated or cited herein must be approved by HUD in accordance with HOME Program regulation 92.356(d). Each Member shall advise the Lead Entity in writing as to any such exceptions granted by HUD.

I. HOME Project Requirements Each Member shall perform and carry out the projects as described in the HOME Program Descriptions approved by HUD during the period covered by this Agreement and funded pursuant to Consortium-Member HOME Project Funding Agreements (Master Agreements and/or single project agreements), consistent with specific Project Descriptions and in compliance with the requirements of HOME Program regulations Subpart F, Project Requirements, as applicable, depending upon the type of project assisted. Each Member shall comply with requirements contained in Subparts E and F specifically in HOME Program regulations 92.205 to 92.215 concerning eligible and prohibited activities, income targeting requirements in regulations 92.216 and 92.217, unit subsidy limits, and all other applicable requirements stated in regulations 92.250 through 92.258. Written agreements executed with a subrecipient or other entity shall contain provisions requiring compliance with the regulations cited herein.

J. Ownership, Use, and Disposition of Property Each Member shall comply with the affordability provisions referenced in HOME Program regulations 92.252 - 92.256, as applicable, which include income targeting, use requirements, initial and subsequent sale restrictions. For rental projects assisted with HOME funds, each Member shall require that the affordability requirements of HOME Program regulation section 92.252 be enforced by deed restriction or by restrictive covenants running with the land in accordance with HOME Program regulation 92.252(e). If a Member fails to comply with any of the requirements of this provision, the Member shall be required to repay HOME funds disbursed pursuant to this Agreement, consistent with HOME Program regulation 92.503(b). Each Member shall describe in the Project Descriptions the specific restrictions to be utilized for each project.

K. Post-Completion Requirements Upon completion of a project, each Member shall enforce all applicable short and long-term special requirements. Such requirements include, but are not limited to: compliance with housing affordability requirements (see HOME Program regulations 92.252 – 92.255 and 92.504(c)), and compliance with the Housing Quality Standards (see regulation 92.251 and 92.504(c) & (d)). Each Member shall require owners of HOME assisted housing to comply with the requirements stated above and all applicable requirements for the duration of the applicable period of affordability and shall incorporate such time period into the duration of agreements executed with recipients of HOME funds. Prior to the anticipated completion date for each site, each Member shall prepare a plan for each post-completion enforcement responsibility by site and shall include such plans in each site file. Each Member shall notify the Lead Entity of compliance with this requirement by completing the Post-completion Plan item on the Consortium Project Compliance Checklist for each site.

L. Other Federal Regulations and Provisions Each Member shall comply with Federal regulations incorporated in HOME Program regulation Subpart G, sections 92.300 through 92.303, Subpart H, sections 92.350 through 92.357, and all other applicable HOME regulations as well as all project requirements per this Agreement, provided that a Member's responsibilities with respect to environmental review contained in Subpart H shall be as stated in SECTION 10 – HOME GENERAL PROVISIONS, paragraph b., Environmental Review above.

M. Lead-Based Paint Each Member shall remain solely responsible for ensuring that all projects at all times comply with applicable requirements of the Lead Based Paint Poisoning Prevention Act, 42 U.S.C. 4821, et, seq.; Lead-Based Paint Regulations 24 CFR Part 35 and all future revisions and amendments to the same. Each Member shall also ensure that all projects comply with such Lead-Based Paint regulations as may be adopted pursuant to HOME Program regulation 92.355, and with the applicable requirements of the Maine Lead Paint Statute, and all future revisions and amendments to the same.

N. Audit and Monitoring

(1) General. Consortium and Member records shall be audited consistent with 24 CFR 44 (OMB A-128; Government entities) and non-profit subrecipient records shall be audited consistent with OMB A-133. Each Member shall be responsible for the cost of all audits performed on its records and operations pursuant to this section and may use designated HOME administrative funds. Other entities shall be responsible for the cost of their audits, respectively, and shall not use HOME funds for any portion of the cost of such audits unless expressly approved by a Member and included as an authorized cost in the Project Budget. Each Member and/or its subrecipient shall make available all such records and documents as requested by the Lead Entity, HUD, and/or the Comptroller General of the United States. Such parties may examine and make copies, excerpts or transcripts from such records and may audit all contracts, procurement records, invoices, materials, payrolls, personnel records, conditions of employment, and all documents relating to all matters covered by this Agreement.

(2) HUD Performance Reviews and Monitoring HUD may conduct performance reviews and monitoring of the Consortium and of the Members as provided in HOME Program regulations 92.550 - 92.552. Each Member agrees to cooperate with HUD and the Lead Entity to undertake such remedial action as may be required pursuant to HOME Program regulation 92.551, Corrective and remedial actions.

(3) Monitoring by the Lead Entity The Lead Entity shall perform periodic monitoring of projects on behalf of the Consortium. Such monitoring will include, but shall not be limited to, an annual review of the activities of owners of housing assisted with HOME funds, as applicable in accordance with HOME Program regulation 92.504(d), and an annual review of the performance of each contractor and recipient of HOME Program funds. Each Member shall cooperate with the Lead Entity throughout these monitoring procedures and shall implement such corrective action as requested by the Lead Entity consistent with HOME Program regulations.

(4) Monitoring by Member Each Member, in conjunction with CCHC Program staff shall monitor its recipients at least annually to ensure full compliance with all applicable requirements. All monitoring shall be performed in accordance with applicable HUD monitoring guidelines and on forms agreed to by the Lead Entity and Members. Each Member shall be responsible to follow through to resolve and clear any monitoring findings with respect to their own projects.

O. Indemnification

(1) Disclaimer Each Member shall hold harmless and defend the Lead Entity, the Consortium, and the other Members from and against all claims arising from any

latent, or patent defects in any work performed or services provided with respect to each Member's projects pursuant to this Agreement and any duly executed Consortium-Member HOME Project Funding Agreement.

(2) Indemnification Each Member shall indemnify, hold harmless and defend the Lead Entity, the Consortium, and its agents, from and against all claims, damages, losses, and expenses including, but not limited to, attorneys' fees arising out of or resulting from the use of HOME funds disbursed pursuant to this Agreement with respect to each Member's projects, provided that any such claim, damage, loss or expense is (1) attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, and (2) is caused in whole or in part by any negligent act or omission of a Member, anyone directly or indirectly employed by a Member, or anyone for whose acts the a Member may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

This section shall not be interpreted to waive the monetary limits or substantive areas of immunity under the Maine Tort Claims Act, 14 M.R.S.A. § 8101 et seq., or any other immunities or defenses under the Act or other applicable law.

P. Insurance Each Member shall require that all owners, contractors and subrecipients of HOME assisted projects shall at all times maintain certain types of insurance coverage consistent with the character of the project and shall ensure compliance with the following as applicable.

(1) Certificate of Insurance At time of closing of a grant or loan providing assistance, each Member shall obtain a certificate of insurance covering the assisted premises. Said certificate shall provide coverage of the types and amounts stated in subparagraphs (A) and (B) herein. The insurance provided shall be maintained for the duration of the note, mortgage or the affordability period, whichever is longer.

(a) The certificate of insurance shall provide, at a minimum, comprehensive general liability insurance and property insurance with an arrangement of coverage specifying the premises. The certificate shall name the Member as loss payee. Any changes from the standard required coverage and amounts as stated below must be mutually agreed to in advance and in writing by the Member and Lead Entity.

(b) Minimum Requirements Typically, the following coverage will be required at the minimum amounts indicated:

Property Insurance: *Minimum Amount* = 80% of market replacement value or amount of HOME funds invested and all senior indebtedness, whichever is greater.

Liability Insurance: *Minimum Amount* = HOME funds and all senior indebtedness

(2) Flood insurance All HOME - assisted projects are subject to the Federal Flood Disaster Protection Act and associated regulations. Each Member shall ensure compliance with the applicable requirements, including ensuring the provision of flood insurance protection coverage. At time of closing for providing assistance, each Member shall obtain a certificate of insurance covering the assisted premises. Said certificate shall provide the following minimum coverage:
Minimum Amount = HOME funds and all senior indebtedness.

(3) Construction Insurance Prior to the commencement of work on any HOME-assisted site, each Member shall obtain a certificate of insurance covering the work to performed. Said certificate shall provide coverage for premises, operations, contractual liability, completed operations, automobile liability, employers liability, workers' compensation and professional liability (where applicable) and shall name the Member as additional insured. Minimum amounts are stated in subparagraphs (A) and (B) below. The insurance shall be maintained for the duration of the work to be performed.

(a) Minimum Requirements Typically, the following coverages will be required at the minimum amounts indicated:

Workmens' Compensation:	Statutory coverage.
Employer's Liability:	$100,000 Coverage B
Comprehensive General Liability:	$300,000 each occurrence
Bodily Injury:	$500,000 each occurrence
Property Damage	$100,000 each occurrence $300,000 aggregate

(b) Automobile Liability (case by case basis, subject to determination by Member and Lead Entity) for owned and non-owned vehicles:

Property Damage:	$100,000 each occurrence $100,000 aggregate
Bodily injury	$250,000 each occurrence $500,000 aggregate

Q. Displacement and Relocation

(1) General Each Member shall take all reasonable steps to minimize displacement of persons consistent with the requirements of HOME Program regulation 92.353. In the event that displacement cannot be avoided, each Member shall ensure

compliance with HOME Program regulation 92.353, including the provision of relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, hereinafter "URA", as amended. In addition, the Member shall ensure compliance with the most current edition of HUD Handbook 1378 "Tenant Assistance, Relocation and Real Property Acquisition".

(2) Use of Community Development Block Grant funds (CDBG) If CDBG funds are utilized in a HOME assisted project for optional relocation costs (not administrative or planning costs) and/or for any project based costs, including staff project delivery costs, each Member shall ensure compliance with all applicable provisions of the Housing and Community Development Act of 1974, and applicable implementing regulations set forth in 24 CFR 570.

(3) Responsibility of Member Each Member shall prepare and maintain all necessary displacement and relocation plans and documentation, including, but not limited to site-by-site relocation plans, determinations of comparable housing, amounts and types of relocation assistance proposed, etc. as required by the URA. Each Member shall record compliance with all applicable relocation requirements on the Consortium Project Compliance Checklist.

R. Acquisition The acquisition of real property for a HOME project is subject to HOME Program regulation 92.353, the URA and the requirements of 49 CFR 24, Subpart B. Each Member shall ensure compliance with all of the foregoing, and shall prepare and maintain all necessary acquisition documentation, including, but not limited to: appraisals, offer letters, required notices, checklists, and any related materials.

S. Procurement Each Member agrees to fully comply with applicable requirements as referenced in 24 CFR 85.36 and related HUD Notices and will ensure compliance with 24 CFR 84.40 to 84.48 for nonprofit subrecipient organizations. Procurement steps must satisfy all applicable advertisement, competitive pricing, minority outreach, award, documentation and related requirements. Note that 24 CFR 24 prohibits the use of debarred firms and requires certain certifications for transactions consistent with 24 CFR 24, Appendix B.

T. Loan Servicing In the event a loan or loans are issued with HOME funds, the Lead Entity and each Member shall work out appropriate arrangements for the financial servicing of said loan(s) satisfactory to the parties. Each Member shall establish and maintain accounting records and procedures consistent with 24 CFR 85.20, HOME Program regulations 92.505 and 92.508(a)(6), including but not limited to individual loan case files, loan account histories, posting of payments and/or deferrals, account maintenance and updates, recording of loan discharge documents, preparation of IRS reports as applicable, loan portfolio reports, loan receivables control, loan repayment and interest reports, and related loan management documents. Loan payments, repayments and recaptures shall be handled in accordance with 92.503.

U. Assignability Neither any Member nor the Lead Entity shall assign any interest in this Agreement and shall not transfer any interest in the same whether by assignment or novation.

V. Liens

(1) General Each Member shall ensure that any property benefiting through a HOME-assisted activity is free from any attachments, tax liens, mechanics' liens or any other encumbrances except as provided in paragraph (ii) below.

(2) A property assisted with HOME funds may have multiple mortgages subject to the discretion of each Member, and subject to loan underwriting analysis confirming sufficient equity is available to secure such HOME loan as may be secured by said property.

SECTION 12 - CHANGES

In the event that changes in this Agreement become necessary, a Member initiating such changes shall notify the Lead Entity in writing describing the subject changes. Upon mutual consent regarding the requested changes, the Lead Entity shall prepare an amendment to this Agreement incorporating said changes which shall become effective following execution of the respective authorized signatories of the Members.

SECTION 13 - APPLICABLE LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Maine and all applicable HUD regulations. HUD HOME Program regulations (primarily at 24 CFR Part 92) and requirements, as now or hereafter in effect, are incorporated by reference and shall take precedence for determining any issues that may arise concerning the Consortium.

SECTION 14 - SEVERABILITY

A. The provisions of this Agreement are severable. In the event that any provision herein is declared void or unenforceable, all other provisions shall remain in full force and effect.

B. This Agreement is executed in two (2) counterparts, each of which shall be deemed to be an original and constituting together one and the same instrument, this being one of the said counterparts.

SIGNATORIES

IN WITNESS WHEREOF the parties hereto have executed this Agreement in two counterparts, as of the date first written above.

Lead Entity; City of Portland

Witness

Patricia A. Finnigan
Acting City Manager

Member; Cumberland County

Witness

James F. Cloutier
Chairman

Member; Town of Brunswick

Witness

Gary L. Brown
Town Manager

SIGNATORIES

IN WITNESS WHEREOF the parties hereto have executed this Agreement in two counterparts, as of the date first written above.

Lead Entity; City of Portland

Witness

Patricia A. Finnigan
Acting City Manager

Member; Cumberland County

Barbara M. Buchley

Witness

James F. Cloutier
Chairman

Member; Town of Brunswick

Witness

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Chairman

Member; Town of Brunswick

Witness

Gary L. Brown
Town Manager

APPENDIX "A"

City of Portland, "Hold Harmless" Calculation

Introduction

A central premise in the creation of the Cumberland County HOME Consortium is that the City of Portland, as an existing HOME Program Participating Jurisdiction, will continue to receive funding equal to its allocation prior to the formation of the Consortium. Portland will be "held harmless". Its base funding, prior to any added allocation owing to participation in the Consortium, as outlined in other sections of the Agreement, will remain neutral.

The Standard

Portland's base, "hold-harmless" allocation under the Cumberland County HOME Consortium for 2012-2014 will be 118% of the HOME allocation for the Lewiston/Auburn HOME Consortium.

It is possible, though highly unlikely, the funding allocation for Lewiston/Auburn may vary from its historic established patterns. This could be due to penalties imposed by HUD, demographic shifts or other events unrelated to the federal HOME budget or HUD's general distribution of funds to participating jurisdictions. If this occurs, Consortium members will examine all available data to establish a hold harmless allocation for Portland in the fairest manner possible.

City of Portland | Housing and Economic Development Department
Mary P. Davis, Interim Director

Julia AC Henze, Town Manager
Town of Brunswick
85 Union St
Brunswick ME 04011

February 11, 2026

RE: Cumberland County HOME Consortium Renewal

Dear Ms. Henze:

The Cumberland County HOME Consortium will soon be entering the last year of its sixth three-year consortium contract period. The current consortium agreement is due to expire on June 30, 2027 (Federal Fiscal Year 2026). The consortium has been a successful collaboration in support of affordable housing throughout Cumberland County.

During the Federal Fiscal Year prior to the end of each consortium contract period (in this case Federal Fiscal Year 2025), each member of the Cumberland County HOME Consortium must determine whether they will continue to participate for another successive three-year period. You are hereby notified that as a member of the current consortium, you may choose not to continue to participate in the Cumberland County HOME Consortium.

The 2012-2015 Mutual Cooperation Agreement included an automatic renewal clause (Section 7 C. – Term of Agreement and Renewal). As there are no proposed amendments or changes to the Agreement, a new Mutual Cooperation Agreement will not be needed.

Please provide a copy of the decision of your local governing body as to your continued participation in the Cumberland County HOME Consortium. If you choose NOT to continue as a member of the Cumberland County HOME Consortium, you must notify this office of your intent to withdraw.

Please notify my office of your decision no later than May 1, 2026. If you have any questions, please feel free to contact me at 874-8711 or mpd@portlandmaine.gov.

Sincerely,

Mary P. Davis
Division Director, Housing and Community Development

Cc: Sally Costello, Economic Development Director, Town of Brunswick
Courtney Kemp, Cumberland County Community Development Director

City of Portland | Housing and Economic Development Department
Mary P. Davis, Interim Director

James H. Gailey, Manager
Cumberland County
142 Federal Street
Portland ME 04101

February 11, 2026

RE: Cumberland County HOME Consortium Renewal

Dear Mr. Gailey:

The Cumberland County HOME Consortium will soon be entering the last year of its sixth three-year consortium contract period. The current consortium agreement is due to expire on June 30, 2027 (Federal Fiscal Year 2026). The consortium has been a successful collaboration in support of affordable housing throughout Cumberland County.

During the Federal Fiscal Year prior to the end of each consortium contract period (in this case Federal Fiscal Year 2025), each member of the Cumberland County HOME Consortium must determine whether they will continue to participate for another successive three-year period. You are hereby notified that as a member of the current consortium, you may choose not to continue to participate in the Cumberland County HOME Consortium.

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Please notify my office of your decision no later than May 1, 2026. If you have any questions, please feel free to contact me at 874-8711 or mpd@portlandmaine.gov.

Sincerely,

Mary P. Davis
Housing and Community Development Division Director

MEMORANDUM
City Council Agenda Item

FROM: Paul Bradbury, Jetport Director

DATE: March 4, 2026

SUBJECT: Order 179-25/26 Appropriating 10.1 Million Dollars from Jetport Unrestricted Funds to Commence Design on the Phase 3 Parking Garage and Improve and Expand a Public Surface Parking Lot at the Portland International Jetport - Sponsored by the Sustainability & Transportation Committee, Regina Phillips, Chair

SPONSOR: The Sustainability and Transportation Committee voted 3-0 on March 11, 2026, to refer this item to the City Council.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:
1st Reading 4/13/2026 **Final Action 4/27/2026**

Can action be taken at a later date: Yes

Does this item involve a new contract with the City: No

PRESENTATION: Paul Bradbury, Jetport Director, will present this item, and answer any Council questions.

I. SUMMARY

The Portland International Jetport requests the City Council appropriate $10.1 million from Jetport unrestricted funds to improve and expand a public surface parking lot south of Jetport Boulevard and commence design on the Phase 3 Parking Garage.

II. AGENDA DESCRIPTION

The Sustainability & Transportation Committeee met March 11, 2026 and voted 3-0 to move the item to City Council.

This item requests an appropriation totaling $10.1 million from Jetport unrestricted funds to commence design and construction on parking expansion projects at the Portland International Jetport.

The appropriation will provide $1.5 million to commence design on the Phase 3 Parking Garage and $8.6 million to expand and improve the existing cell phone lot and gravel parking lot adjacent to Embassy Suites into a new Jetport self-park public parking lot of 537 spaces. The project will bring the existing gravel lot and partially cleared land acquired from Toye Airport Park LLC in 2021 up to current standards for lighting, stormwater treatment, pedestrian access, and landscaping.

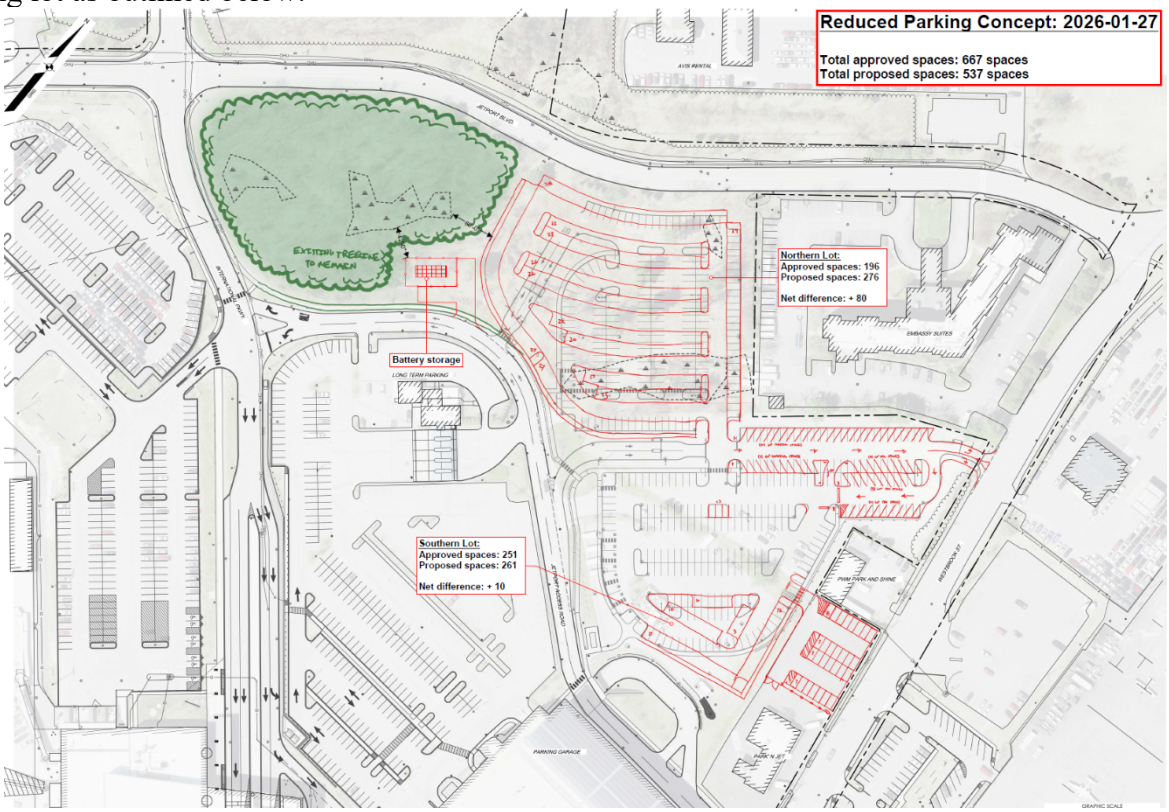
This item must be read on two separate days. This is its first reading.

III. BACKGROUND

This Jetport is a multi-modal transportation facility that served an all-time record 2.59 million arriving and departing travelers in 2025. The Jetport is the state's largest commercial service airport by passenger volume and provides an important connection for the greater Portland region and the state of Maine to the national air transportation system. The ability to connect air travelers to all forms of ground transportation in a safe, convenient, efficient, and sustainable manner is an important function of the Jetport. It is ideal for multimodal transportation facilities such as the Jetport to provide onsite walkable distance parking adequate to meet demand and reduce the need for shuttle operations. The project, as with all significant infrastructure projects at

the Jetport, has been developed over many years and was included in the prior two Jetport master plans issued in 2008 and 2018. Commercial service airports are required by the FAA to prepare or update master plans roughly every 10 years to ensure safe, operationally efficient facilities that meet FAA standards, and provide development guidance to meet forecast demand.

This appropriation provides $8.6 million to commence construction on a proposed surface parking lot that is reduced in size from that previously proposed. The surface parking lot project provides for the redevelopment and upgrade of the gravel 300-space valet parking lot acquired from Toye Airport Park LLC in 2021 and the existing 102-space cell phone lot. These two redeveloped parking lots are combined with approximately 2.1 acres of land also previously owned and partly cleared by Toye Airport Park LLC to form a new surface parking lot as outlined below.



Additionally, the appropriation will provide $1.5 million for the Jetport to commence design on the Phase 3 Parking Garage project that will be needed in the short-term (within 5 years). The Phase 3 Parking Garage concept and location was outlined in the Jetport's 2018 Master Plan.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

The Portland International Jetport provides a robust connection for the region to the national air transportation system and, in doing so, plays an important role in supporting the City Council's goal to strengthen the economic vitality of the City. This proposed appropriation will improve vehicular access to the Jetport and ensure the Jetport has the infrastructure needed to best connect the region and its economy to the national and international air transportation system.

V. FINANCIAL IMPACT

The $10.1 million appropriation for the surface lot and the Phase 3 Parking Garage design would be funded from the Jetport's unrestricted fund balance. City Council approval of this appropriation has no impact on the City of Portland's general fund or the tax rate.

VI. STAFF ANALYSIS AND BACKGROUND

The Jetport is the City of Portland's largest multimodal hub connecting many forms of ground transportation to the national air transportation system. This ground transportation includes buses, taxis, limos, charters, transportation network companies (Uber/Lyft), commercial shuttles, personal vehicles, rental cars, bicycles, pedestrians, and others. As a multimodal hub, the Jetport's goal is to efficiently support all these methods of transportation. This said, the reality is that our travelers come from a mostly rural geographical area covering Maine and eastern central New Hampshire. The primary and often only means of transportation for much of this large mostly rural area remains personal vehicles. This project allows the Jetport to bring existing surface parking areas up to current site plan standards and develops a single 2.1 acre lot previously owned and cleared by Toye Airport Park LLC to provide a consolidated new and efficient 537-space public parking lot. This project will correct current infrastructure deficits and provide needed parking spaces to meet immediate parking demand.

In order to meet longer-term parking demand, the Jetport is proposing to commence design on the Phase 3 Parking Garage as outlined in the 2018 Jetport Master Plan.

VII. RECOMMENDATION

This appropriation will allow the Jetport to make needed improvements to two existing surface parking lots and provide a modest but needed expansion of surface parking to meet immediate parking capacity demand. Additionally, this project will provide funding to commence design on the Phase 3 Parking Garage, which will be needed to meet short-term (less than five years) parking demand. Staff recommends approval of the $10.1 million appropriation from Jetport unrestricted funds to commence these needed parking projects.

VIII. LIST ATTACHMENTS

1. Order - Appropriating 10.1M from Jetport Unrestricted Funds for Parking
2. Jetport Master Plan Projects Exhibit 10 (revised 3.5.2026)

Prepared by:
Paul Bradbury, Jetport Director
Date: 03/04/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER APPROPRIATING 10.1 MILLION DOLLARS FROM JETPORT UNRESTRICTED FUNDS TO COMMENCE DESIGN ON THE PHASE 3 PARKING GARAGE AND IMPROVE AND EXPAND A PUBLIC SURFACE PARKING LOT AT THE PORTLAND INTERNATIONAL JETPORT

ORDERED, that $10.1 million in Jetport unrestricted funds is hereby appropriated to commence design on the Phase 3 Parking Garage and improve and expand a public surface parking lot at the Portland International Jetport; and

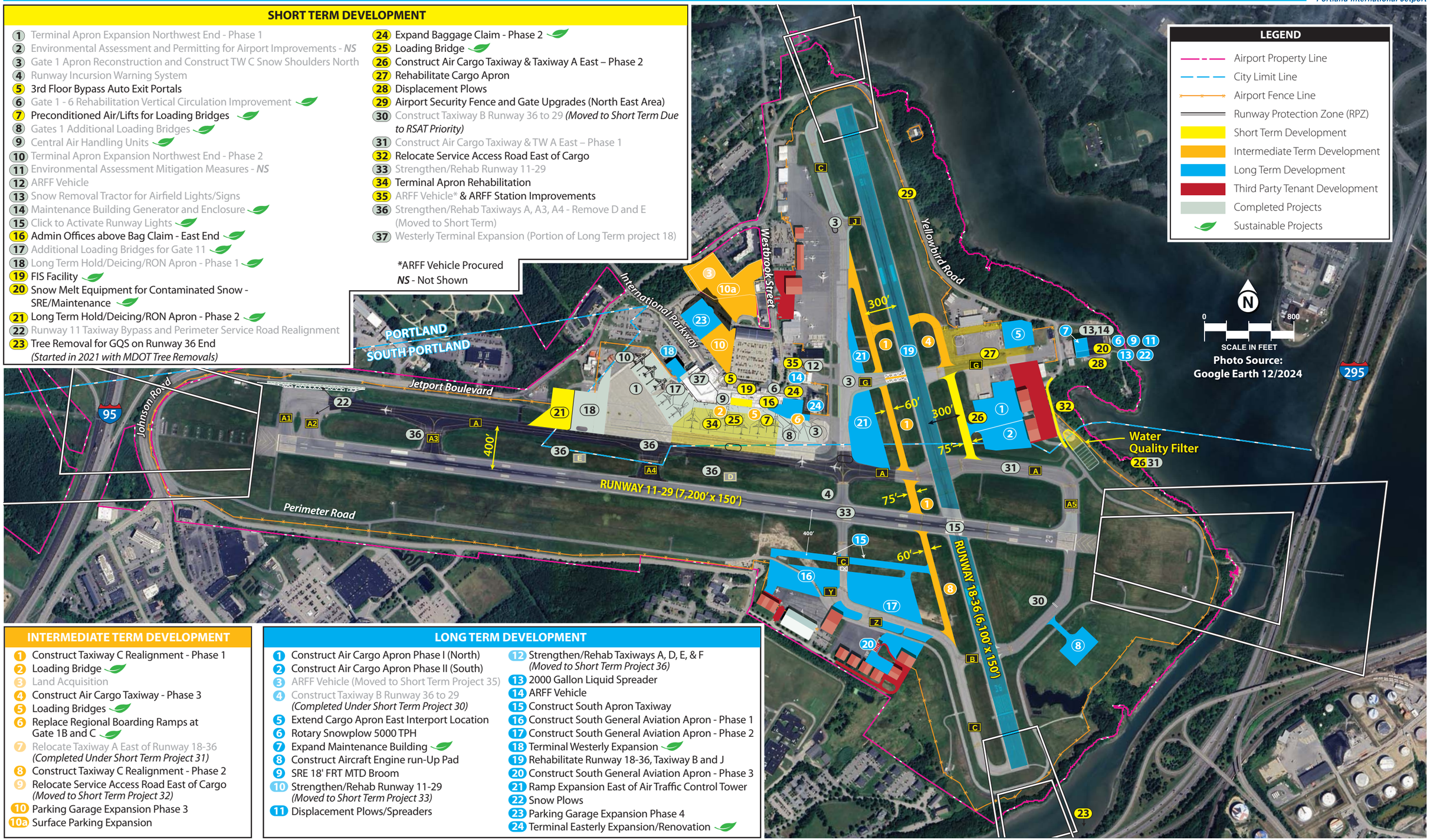
BE IT FURTHER ORDERED, that the City Council hereby authorizes the City Manager or designee to execute any related documents necessary or convenient to carry out the intent of this order.

PWM Portland International Jetport

SHORT TERM DEVELOPMENT

1. Terminal Apron Expansion Northwest End - Phase 1
2. Environmental Assessment and Permitting for Airport Improvements - ***NS***
3. Gate 1 Apron Reconstruction and Construct TW C Snow Shoulders North
4. Runway Incursion Warning System
5. 3rd Floor Bypass Auto Exit Portals
6. Gate 1 - 6 Rehabilitation Vertical Circulation Improvement
7. Preconditioned Air/Lifts for Loading Bridges
8. Gates 1 Additional Loading Bridges
9. Central Air Handling Units
10. Terminal Apron Expansion Northwest End - Phase 2
11. Environmental Assessment Mitigation Measures - ***NS***
12. ARFF Vehicle
13. Snow Removal Tractor for Airfield Lights/Signs
14. Maintenance Building Generator and Enclosure
15. Click to Activate Runway Lights
16. Admin Offices above Bag Claim - East End
17. Additional Loading Bridges for Gate 11
18. Long Term Hold/Deicing/RON Apron - Phase 1
19. FIS Facility
20. Snow Melt Equipment for Contaminated Snow - SRE/Maintenance
21. Long Term Hold/Deicing/RON Apron - Phase 2
22. Runway 11 Taxiway Bypass and Perimeter Service Road Realignment
23. Tree Removal for GQS on Runway 36 End *(Started in 2021 with MDOT Tree Removals)*
24. Expand Baggage Claim - Phase 2
25. Loading Bridge
26. Construct Air Cargo Taxiway & Taxiway A East – Phase 2
27. Rehabilitate Cargo Apron
28. Displacement Plows
29. Airport Security Fence and Gate Upgrades (North East Area)
30. Construct Taxiway B Runway 36 to 29 *(Moved to Short Term Due to RSAT Priority)*
31. Construct Air Cargo Taxiway & TW A East – Phase 1
32. Relocate Service Access Road East of Cargo
33. Strengthen/Rehab Runway 11-29
34. Terminal Apron Rehabilitation
35. ARFF Vehicle* & ARFF Station Improvements
36. Strengthen/Rehab Taxiways A, A3, A4 - Remove D and E (Moved to Short Term)
37. Westerly Terminal Expansion (Portion of Long Term project 18)

*ARFF Vehicle Procured
NS - Not Shown



INTERMEDIATE TERM DEVELOPMENT

1. Construct Taxiway C Realignment - Phase 1
2. Loading Bridge
3. Land Acquisition
4. Construct Air Cargo Taxiway - Phase 3
5. Loading Bridges
6. Replace Regional Boarding Ramps at Gate 1B and C
7. Relocate Taxiway A East of Runway 18-36 *(Completed Under Short Term Project 31)*
8. Construct Taxiway C Realignment - Phase 2
9. Relocate Service Access Road East of Cargo *(Moved to Short Term Project 32)*
10. Parking Garage Expansion Phase 3

10a. Surface Parking Expansion

LONG TERM DEVELOPMENT

1. Construct Air Cargo Apron Phase I (North)
2. Construct Air Cargo Apron Phase II (South)
3. ARFF Vehicle (Moved to Short Term Project 35)
4. Construct Taxiway B Runway 36 to 29 *(Completed Under Short Term Project 30)*
5. Extend Cargo Apron East Interport Location
6. Rotary Snowplow 5000 TPH
7. Expand Maintenance Building
8. Construct Aircraft Engine run-Up Pad
9. SRE 18' FRT MTD Broom
10. Strengthen/Rehab Runway 11-29 *(Moved to Short Term Project 33)*
11. Displacement Plows/Spreaders
12. Strengthen/Rehab Taxiways A, D, E, & F *(Moved to Short Term Project 36)*
13. 2000 Gallon Liquid Spreader
14. ARFF Vehicle
15. Construct South Apron Taxiway
16. Construct South General Aviation Apron - Phase 1
17. Construct South General Aviation Apron - Phase 2
18. Terminal Westerly Expansion
19. Rehabilitate Runway 18-36, Taxiway B and J
20. Construct South General Aviation Apron - Phase 3
21. Ramp Expansion East of Air Traffic Control Tower
22. Snow Plows
23. Parking Garage Expansion Phase 4
24. Terminal Easterly Expansion/Renovation

Exhibit 10

DEVELOPMENT STAGING

Updated 3/5/2026

MEMORANDUM
City Council Agenda Item

FROM:

DATE: April 3, 2026

SUBJECT: Order 180-25/26 Amendment to Portland City Code Chapter 2 RE: Immigration Enforcement - Sponsored by Councilors Pious Ali & Regina Phillips

SPONSOR:
(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:
1st Reading **Final Action**

Can action be taken at a later date: No

Does this item involve a new contract with the City: No

PRESENTATION:

I. SUMMARY

II. AGENDA DESCRIPTION

This order amends Chapter 2 of the Portland City Code to clarify that City employees and officials are generally prohibited from assisting federal agencies in immigration enforcement operations, subject to exceptions when such assistance is required by law. This order also amends, but leaves in place, current provisions in Chapter 2 that prohibit employees from making inquiries into a person's citizenship or immigration status, except when required by law or when such inquiry is required in order to direct them to services related to their immigration status.

This item must be read on two separate days. This is its first reading.

III. BACKGROUND

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

VI. STAFF ANALYSIS AND BACKGROUND

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. Amendment - Ch2 re Immigration Enforcement
2. Sykes Amendment - Ch2 re Immigration Enforcement

Prepared by:
Date: 04/03/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

AMENDMENT TO PORTLAND CITY CODE
CHAPTER 2 RE: IMMIGRATION ENFORCEMENT

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORTLAND, MAINE IN CITY COUNCIL ASSEMBLED AS FOLLOWS:

1. *That Sections 2-21 through 2-27 of the Portland City Code Chapter 2 are hereby amended to read as follows:*

Chapter 2 ADMINISTRATION*

***

Art. I. In General, §§ 2-1 –- 2-15
Art. II. Officers, §§ 2-16--2-30
Div. 1. Generally, §§2-16—2-20
Div. 2. Prohibition on Immigration Status Checks and Immigration Enforcement §§2-21—2-30
Art. III. Boards, Commissions, Committees, etc., §§ 2-31--2-40
Art. III-A. Portland Land Bank Commission; Fund, §§ 2-41—2-45
Art. IV. Civil Service, §§ 2-46--2-75
Div. 1. Generally, §§ 2-46
Div. 2. Civil Service Employment Commission, §§ 2-47--2-57
Div. 3. Fire and Police Department Employment, §§ 2-58—2-75
Art. IV-A. Civilian Police Review Board, §§ 2-76—2-90
Art. V. Employee Benefits, §§ 2-91--2-200
Div. 1. Generally, §§ 2-91--2-100
Div. 2. Retirement, §§ 2-101--2-200
Art. VI. Funds Due to City, §§ 2-201--2-300
Div. 1. Generally, §§ 2-201--2-220
Div. 2. Provisional Payments, §§ 2-221--2-229
Div. 3. Interest, §§ 2-230--2-300
Art. VII. Procurement and Contracting Procedures, §§ 2-301--2-400
Div. 1. Generally, § 2-301
Div. 2. Competitive Process for Contracts, §§ 2-302-2-312
Div. 3. Sale or Disposal of Real or Personal Property §§ 2-313-2-400

Art. VIII. Emergency Management, §§ 2-401--2-415
Art. IX. Ethics Commission §§ 2-430--2-435
Art. X. Exemption from Vehicle Excise Tax for Certain Military Personnel, §§ 2-436--2-450
Art. XI. Portland Senior Tax Equity Program, §§ 2-451--2-459
Art. XII. Climate Action Fund, §§ 2-460--2-465

***

ARTICLE II. OFFICERS

***

DIVISION 2. PROHIBITION ON IMMIGRATION STATUS CHECKS AND IMMIGRATION ENFORCEMENT

Sec. 2-21. Definitions.

For purposes of this Division, the following terms shall have the following meanings, unless the context otherwise indicates:

(a) *Citizenship or immigration status* means an individual's citizenship or immigration status, as such status is defined in federal law.

(b) *City board* means the City Council and every commission, committee, board, task force, or other body established by charter, ordinance, or City Council order.

(c) *City employee* means any person employed by the City or any elected or appointed member of a City board.

(d) *Contact information* means home address, work address, telephone number, electronic mail address, social media contact information, or any other means of contacting an individual.

(e) *Federal agency* means the United States Immigration and Customs Enforcement (ICE) agency, the United States Customs and Border Protection (CBP) agency and any other federal agency engaged in immigrant enforcement operations, including any successor agency charged with the enforcement of federal immigration laws.

(f) *Immigration enforcement operation* means any operation that has as its main objective the identification or apprehension of a person or persons: 1) in order to subject them to civil immigration detention, removal or deportation proceedings, and/or removal or deportation from the United States; or 2) to criminally prosecute a person or persons for offenses related to immigration status, including but not limited to violations of Sections 1253, 1301 et seq, 1304(e), 1306(a) and (b), 1325, or 1326 of Title 8 of the United States Code, or violations of Sections 1028A or 1546 of Title 18 of the United States Code.

(g) *Immigration enforcement* means any effort to investigate, enforce or assist in the investigation or enforcement of any federal civil immigration law and includes any effort to investigate, enforce or assist in the investigation or enforcement of any violations of Title 8 of the United States Code.

Sec. 2-22. Immigration enforcement operations – No participation.

No person acting in their capacity as a City employee shall assist or cooperate with, or allow any municipal monies or resources to be used to assist, cooperate with, or facilitate any federal agency in any immigration enforcement operation, except where required to do so by state or federal law, court order, or judicial warrant. This includes but is not limited to:

(a) No City employee shall grant any federal agency access to any non-public portion of any City-owned facility for an immigration enforcement operation; provided, however, that no employee will be disciplined for violating this subsection (a) if they grant such access as a result of intimidation or coercion by federal agents or if presented with an administrative warrant or other document that appears to authorize such access.

(b) No City board or employee shall support or assist any federal agency in immigration enforcement operations, including requests to (1) provide information (including contact information, custody status, home address, or work address) for the purpose of an immigration enforcement operation except as required by Maine's Freedom of Access Act ("FOAA") or as provided under section 2-22(e) of this division, (2) investigate or interrogate persons for the purpose of an immigration

enforcement operation, or (3) otherwise be present to assist or support an immigration enforcement operation. Nothing in this section 2-22 shall be deemed or is intended to prevent law enforcement from responding to the scene of an immigration enforcement operation for the purpose of maintaining public safety and order.

(c) No City board or employee may enter into any contract, agreement or arrangement that would:

(1) Require any City board or employee to assist or cooperate in any federal immigration enforcement operations, including but not limited to agreements created under 8 U.S.C. § 1357(g); or

(2) Authorize the custodial transfer or detention of a person in removal proceedings or for other immigration enforcement operation purposes, including but not limited to Intergovernmental Service Agreements, Intergovernmental Agreements, and ICE riders to Intergovernmental Agreements.

(d) No City employee will stop, arrest, detain or continue to detain a person for immigration enforcement or immigration enforcement operation purposes, including pursuant to an immigration detainer; an administrative immigration warrant; any other administrative immigration enforcement document; or information or suspicion that the person is not present legally in the United States, or that the person has committed an immigration violation.

(e) Unless presented with a valid and properly issued judicial warrant or as part of the Portland Police Department's investigation of a serious crime including, but not limited to homicide, human trafficking, sex trafficking, drug trafficking, or firearms trafficking, no City board or employee shall:

(1) Permit ICE or CBP agents to access a person being detained by, or in the custody of, the Portland Police Department;

(2) Transfer any person into ICE or CBP custody;

(3) Permit ICE or CBP agents to use City facilities, information (except as provided under FOAA or this subsection (e)), or equipment, including any electronic databases, for investigative interviews,

other investigative purposes, or for purposes of supporting or executing an immigration enforcement operation; or

(4) Expend time to respond to immigration-related ICE or CBP inquiries or communicate with ICE or CBP regarding a person's custody status, home address, work address, or other information (except as required by FOAA or as provided under Section 2-24 of this division).

Sec. 2-23. Requesting information prohibited. ~~**Inquiries into immigration status.**~~

~~(a) Unless otherwise required by law or by court order, no city police officer or employee shall inquire into the immigration status of any person, or engage in activities for the purpose of ascertaining the immigration status of any person.~~

~~(b)~~ No City board or employee shall request information from a person about their citizenship or immigration status or engage in activities for the purpose of ascertaining their citizenship or immigration status, unless such inquiry or investigation is required by ordinance, court order, or state or federal law. City ~~police officers and~~ employees are exempted from the limitations imposed by this ~~sub~~section 2-23 ~~(a) above~~ with respect to a person whom the ~~officer or~~ employee has reasonable suspicion to believe:

1. has previously been deported from the United States; and

2. is again present in the United States; and

3. is committing or has committed a felony (Class A, B or C) criminal law violation.

City employees are also exempted from the limitations imposed by this section 2-23 to the extent that they request information from a person about their citizenship or immigration status in order to direct them to benefits or services related to such citizenship or immigration status, provided that the City employee is clear that the person's provision of such information is voluntary.

Sec. 2-242. ~~Detention for purposes of national security~~Information regarding citizenship or immigration status.

~~If an officer has reasonable suspicion to believe that a person poses a credible threat to national security, the officer shall detain the individual for identification purposes and inform the FBI of the threat, regardless of the immigration status of the suspect.~~ Nothing in this Division shall be construed to prohibit or restrict any City board or employee from sending to, or receiving from, federal immigration authorities, information regarding the citizenship or immigration status, lawful or unlawful, of an individual, or from requesting from federal immigration authorities immigration status information, lawful or unlawful, of any individual, or maintaining or exchanging that information with any other federal, state, or local government entity, pursuant to applications of Sections 1373 and 1644 of Title 8 of the United States Code not in violation of the Tenth Amendment of the U.S. Constitution.

Sec. 2-25. Enforcement of state and local criminal law; participation in joint task forces.

Nothing in this ordinance shall be construed to limit any City employee from (1) enforcing state and local criminal law, even if such enforcement takes place at the scene of a federal immigration enforcement operation, or (2) participating in joint task forces with other local, state, or federal law enforcement agencies related to the enforcement of criminal laws other than immigration enforcement operations.

Sec. 2-263. City Manager reports to Council.

The City Manager shall report to the City Council annually as to the implementation and enforcement of this division, which report shall be put on a Council agenda as a communication.

~~**Sec. 2-24. Required cooperation not prohibited.**~~

~~Nothing in this amendment shall be construed to prohibit any city officer or employee from cooperating with federal immigration authorities as required by law.~~

Sec. 2-275. No liability.

Nothing in this ~~chapter~~ division is intended, nor shall it

be deemed, to create or form the basis for liability on the part of the city, or its officers, employees or agents. The exclusive remedy for violation of this division shall be through the City's disciplinary procedures for officers and employees.

~~**Sec. 2-26. Reserved.**~~
~~**Sec. 2-27. Reserved.**~~
Sec. 2-28. ~~Reserved.~~ Preemption by State Law.

Nothing in this ordinance shall be construed to limit the applicability of 5 MRSA c. 337-E to the city.

Sec 2-29. Reserved.
Sec. 2-30. Reserved.

ARTICLE III. BOARDS, COMMISSIONS, COMMITTEES, ETC.*

***

AMENDMENT 1 TO ORDER 180-25/26
PREPARED BY CORPORATION COUNSEL
FOR COUNCILOR SYKES
RE: APPLICATION OF IMMIGRATION ENFORCEMENT ORDINANCE TO ELECTED AND APPOINTED OFFICIALS

****

DIVISION 2. PROHIBITION ON IMMIGRATION STATUS CHECKS AND IMMIGRATION ENFORCEMENT

Sec. 2-21. Definitions.

For purposes of this Division, the following terms shall have the following meanings, unless the context otherwise indicates:

(a) *Citizenship or immigration status* means an individual's citizenship or immigration status, as such status is defined in federal law.

(b) *City board* means the City Council and every commission, committee, board, task force, or other body established by charter, ordinance, or City Council order.

(c) *City employee* means any person employed by the City, but does not include ~~or~~ any elected or appointed member of a City board.

* * *

Sec. 2-22. Immigration enforcement operations – No participation.

* * *

(b) No City ~~board or~~ employee shall support or assist any federal agency in immigration enforcement operations, including requests to (1) provide information (including contact information, custody status, home address, or work address) for the purpose of an immigration enforcement operation except as

required by Maine's Freedom of Access Act ("FOAA") or as provided under section 2-22(e) of this division, (2) investigate or interrogate persons for the purpose of an immigration enforcement operation, or (3) otherwise be present to assist or support an immigration enforcement operation. Nothing in this section 2-22 shall be deemed or is intended to prevent law enforcement from responding to the scene of an immigration enforcement operation for the purpose of maintaining public safety and order.

(c) No City ~~board or~~ employee may enter into any contract, agreement or arrangement that would:

(1) Require any City ~~board or~~ employee to assist or cooperate in any federal immigration enforcement operations, including but not limited to agreements created under 8 U.S.C. § 1357(g); or

* * *

(e) Unless presented with a valid and properly issued judicial warrant or as part of the Portland Police Department's investigation of a serious crime including, but not limited to homicide, human trafficking, sex trafficking, drug trafficking, or firearms trafficking, no City ~~board or~~ employee shall:

* * *

Sec. 2-23. Requesting information prohibited.

No City ~~board or~~ employee shall request information from a person about their citizenship or immigration status or engage in activities for the purpose of ascertaining their citizenship or immigration status, unless such inquiry or investigation is required by ordinance, court order, or state or federal law. City employees are exempted from the limitations imposed by this section 2-23 with respect to a person whom the employee has reasonable suspicion to believe:

* * *

Sec. 2-24.Information regarding citizenship or immigration status.

Nothing in this Division shall be construed to prohibit or restrict any City ~~board or~~ employee from sending to, or receiving from, federal immigration authorities, information

regarding the citizenship or immigration status, lawful or unlawful, of an individual, or from requesting from federal immigration authorities immigration status information, lawful or unlawful, of any individual, or maintaining or exchanging that information with any other federal, state, or local government entity, pursuant to applications of Sections 1373 and 1644 of Title 8 of the United States Code not in violation of the Tenth Amendment of the U.S. Constitution.

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 23, 2026

SUBJECT: Order 181-25/26 Amendment to Portland City Code Chapter 14 RE: Definition of Main Entrance for Entertainment Businesses in B-3 and WCZ Zones - Sponsored by Portland Planning Board, Joseph Zamboni, Chair

SPONSOR: Joseph Zamboni, Chair, Portland Planning Board

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading 4/13/2026 **Final Action 4/27/2026**

Can action be taken at a later date: Yes If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: Not applicable

PRESENTATION: Joseph Zamboni, Planning Board Chair, Kevin Kraft, Planning & Urban Development Director (combined 5 to 10 minutes)

I. SUMMARY

On March 24, 2026, the Planning Board voted unanimously (5–0, with Din recused, Silk absent) to find that the proposed text amendment to Article 6 (Uses), Section 6.8.14.C (Entertainment businesses in the B-3 and WCZ zones) clarifying the definition of "main entrance(s)" as shown in Attachment AA is consistent with the City of Portland's Comprehensive Plan and, therefore, recommends adoption by the City Council.

II. AGENDA DESCRIPTION

On March 24, 2026, the Planning Board voted unanimously (5–0, with Din recused, Silk absent) to find that the proposed text amendment to Article 6 (Uses), Section 6.8.14.C (Entertainment businesses in the B-3 and WCZ zones) clarifying the definition of "main entrance(s)" as shown in Attachment AA is consistent with the City of Portland's Comprehensive Plan and, therefore, recommends adoption by the City Council. The purpose of the amendment is to clarify how "main entrance(s)" are defined for the purposes of regulation and enforcement.

This item must be read on two separate days. This is its first reading.

III. BACKGROUND

This is a companion item to the order above.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

See City Council report associated with companion item.

V. FINANCIAL IMPACT

The proposed amendment has no anticipated financial impact on the City.

VI. STAFF ANALYSIS AND BACKGROUND

This is a companion item to the order above.

The purpose of the amendment is to clarify how "main entrance(s)" are defined for the purposes of regulation

and enforcement of the City's existing entertainment buffer requirements, which require a 100-foot buffer between businesses with entertainment licenses.

VII. RECOMMENDATION

On March 24, 2026, the Planning Board voted unanimously (5–0, with Din recused, Silk absent) to find that the proposed text amendment to Article 6 (Uses), Section 6.8.14.C (Entertainment businesses in the B-3 and WCZ zones) clarifying the definition of "main entrance(s)" as shown in Attachment AA is consistent with the City of Portland's Comprehensive Plan and, therefore, recommends adoption by the City Council.

VIII. LIST ATTACHMENTS

1. Amendment - Ch14 re Section 6.8.14.C
2. Attachment 1 - City Council Report
3. Attachment AA - Redline Text Amendment Section 6.8.14.C

Prepared by:
Date: 03/23/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

AMENDMENT TO PORTLAND CITY CODE
CHAPTER 14 RE: DEFINITION OF MAIN ENTRANCE FOR ENTERTAINMENT BUSINESSES IN B-3 and WCZ ZONES

WHEREAS, based on the findings, conclusions, recommendations, and other information provided in the Planning Board Report to City Council incorporated herein by reference, as well as the testimony, public comment, and other information submitted to the City Council, at the public hearing held on April 27, 2026, the City Council adopts the findings and conclusions in the Planning Board Report and finds that the below referenced amendments to Chapter 14 of the City's Code of Ordinances is pursuant to and consistent with the City's Comprehensive Plan;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORTLAND, MAINE IN CITY COUNCIL ASSEMBLED AS FOLLOWS:

That Chapter 14, Article 6, is hereby amended to read as follows, on the following pages:

C. Where food processing is permitted, all food processing waste shall be stored within a completely enclosed structure. If not refrigerated, such waste shall be removed from the site in an enclosed container within 48 hours of its generation. All enclosed and exterior food processing waste storage areas shall be cleaned and sanitized on a regular basis.

6.8.13 Vibration

A. In any mixed-use zone and the O zone, vibration inherently and recurrently generated shall be imperceptible without instruments at lot boundaries. This shall not apply to vibration resulting from activities aboard a vessel or from railroad vehicle activities, or from activities on a pile-supported pier.

B. In all industrial zones, any use creating earthshaking vibrations, with the exception of airports, shall be controlled in such a manner as to prevent transmission beyond lot lines of vibrations causing a displacement of .003 or greater on one inch, as measured by a vibrograph or similar instrument at the property boundaries.

6.8.14 Entertainment businesses in the B-3 and WCZ zones

C. In the B-3 and WCZ zones, a business with an entertainment license as required or authorized by Chapter 4, Section 4-51(a) of the City of Portland Code of Ordinance shall be considered an entertainment business for the purposes of this section., and may not be located within 100 feet of another entertainment business, as measured along and/or perpendicularly across public ways from the main entrance or entrances of each. The main entrance is defined as one or more public entrances intended to provide primary access for patrons to areas designed for public use, such as lobbies, vestibules, concourses, seating areas, or similar spaces. This definition does not include secondary entrances used primarily for staff, production, limited public or ADA access, or performers. This dispersal requirement shall not apply to entertainment businesses that do not allow amplified entertainment.

D. Any entertainment business located in the B-3 or WCZ zones on or before 3, 2006 shall not be required to comply with this dispersal requirement. If located within 100 feet of another entertainment business, such business shall be considered a lawfully nonconforming use subject to the standards of Article 4 of this Code. Any such business shall continue to be considered an entertainment business for the purpose of administering this dispersal requirement for a new or relocating entertainment business in the B-3 and WCZ zones.

E. Where two or more entertainment businesses operate on one site, and where each business entity requires or has a separate business license, or displays in a manner visible from public property separate business trademarks, logos, service marks, or other mutually identifying names or symbols, each business entity shall be counted as a separate entertainment business for the purposes of this section.

F. Following a hearing held pursuant to Chapter 15, Section 15-10 of the City of Portland Code

of Ordinances, the Building Authority may impose conditions on the food service license of any entertainment business in the B-3 and WCZ zones that operates between 1:00 a.m. and 4:00 a.m. to maintain or improve public safety. Such conditions may be imposed following a written recommendation from the Portland Police Department that such conditions are necessary. The Building Authority's decision may be appealed to the City Manager pursuant to Chapter 15, Section 15-9 of the City of Portland Code of Ordinances. Nothing in this section shall be construed to limit the Building Authority's authority in Chapter 15 to deny, suspend, or revoke any license pursuant to the standards and process in that chapter.

Planning Board Report to City Council
Portland, ME
Land Use Code Text Amendments Articles 3 & 6

Submitted to: Mayor Dion & City Councilors **Council Public Hearing**: April 27, 2026 **Council 1st Read**: April 13, 2026	**Prepared by**: Kevin Kraft, Director Matt Grooms, Deputy Director

I. INTRODUCTION

The City Council will be asked to vote on two orders amending the text of Articles 3 & 6 of the Land Use Code.

The first amendment is sponsored by Councilor Pelletier, co-sponsored by Councilor Ali, and was referred to the Planning Board by the HEDC on February 3, 2026, for review and recommendation to the City Council. The amendments would revise Article 3 (Definitions) by modifying the existing "Theater or Performance Hall" use to create two categories: "Theater or Performance Hall (Small)" and "Theater or Performance Hall (Large)," with the latter defined as having a capacity of 1,000 or more. The amendments would also revise Article 6 (Uses) and establish a new Section 6.4.42, "Theaters and Performance Halls (Large) in the B-3 and WCZ Zones," which sets a minimum 750-foot separation requirement between the primary entrances of large theaters or performance halls, measured along public ways (i.e., following streets and sidewalks), as shown in Attachment A.

The second amendment would revise Section 6.8.14.C (Entertainment Businesses in the B-3 and WCZ zones), which requires a minimum 100-foot buffer between businesses with an entertainment license, to clarify the definition of "main entrance(s)," as shown in Attachment AA. The purpose of the amendment is to provide clear guidance on how "main entrance(s)" are defined for regulatory and enforcement purposes.

The proposed amendments are more fully described in Section 4 of this report and redlines of the amendments can be seen in attachment A and attachment AA.

II. PLANNING BOARD RECOMMENDATION

The Planning Board's role is to review the proposed amendments for consistency with the Comprehensive Plan and to provide a recommendation to the City Council to adopt, adopt with recommended amendments, or reject the amendments. The City Council has the final authority to review and either approve or reject any proposed changes to the Land Use Code.

The Planning Board held a workshop open to the public on March 10, 2026. The meeting was conducted in a hybrid format, allowing both in-person and virtual public comment. The Planning Board's packet materials, including staff memo, associated attachments, and a video recording of the meeting are available on the City's Agenda Center. The Planning Board held a public hearing open to the public on March 24, 2026. The meeting was conducted in a hybrid format allowing both in-person and virtual public comment. The Planning Board's packet materials, including staff memo, associated attachments, and a video recording of the meeting are available on the City's Agenda Center.

Amendment to Establish a 750' Buffer for Large Theaters or Performance Halls

Based on the material provided in the staff report dated March 18, 2026, as well as public testimony and other information provided during the Planning Board's workshop on March 10, 2026 and at the March 24, 2026, public hearing, the Planning Board voted unanimously (5–0, with Din recused and Silk absent) to find that the proposed zoning text amendments to modify the definition of theaters or performances halls and establish a 750 foot buffer are not consistent with the Comprehensive Plan and the Board does not recommend their adoption to the City Council.

The Planning Board's deliberation and findings included the following points:

1. The proposed amendment to establish a 750-foot buffer between large theaters and performance halls is not consistent with the City's Comprehensive Plan, which intentionally promotes less auto-centric design, more efficient use and management of existing parking, and policies that have guided regulatory changes such as the removal of minimum parking requirements.
2. Adopted City policies emphasize encouraging mode-share and alternative travel options beyond single-occupancy vehicles, including walking, biking, and public transit, while managing the existing parking supply. They also support development and growth downtown, particularly in ways that advance arts and cultural activities as well as downtown vibrancy.
3. Existing regulatory processes, including the Site Plan Ordinance, Traffic Movement Permits, and other relevant regulations, are sufficient and are the appropriate regulatory mechanisms to review projects and mitigate potential impacts related to transportation, access, circulation, loading, design, and life safety on a site-by-site basis.
4. A spatial ordinance requirement would be overly prescriptive and unnecessary given the existing regulatory framework.
5. The rationale and supporting data for establishing a 750-foot buffer and defining large theaters as 1,000-capacity venues are unclear. The moratorium referenced venues of 2,000 or more and the City Council's large entertainment ordinance defines "large" at 2,000 or greater.
6. Best practices in urban planning and downtown development generally encourage theaters and performance halls to be located downtown, often sited in close proximity or in clusters.

Amendment to Section 6.8.14.C: Definition of "Main Entrance"

On March 24, 2026, the Planning Board voted unanimously (5–0, with Din recused, Silk absent) to find that the proposed text amendment to Article 6 (Uses), Section 6.8.14.C (Entertainment businesses in the B-3 and WCZ zones) clarifying the definition of "main entrance(s)" as shown in Attachment AA is consistent with the City of Portland's Comprehensive Plan and, therefore, recommends adoption by the City Council. The purpose of the amendment is to clarify how "main entrance(s)" are defined for the purposes of regulation and enforcement.

III. BACKGROUND

In response to community concerns raised during review of a Major Site Plan application for a proposed 3,300-capacity Portland Music Hall at 244 Cumberland Avenue, the City Council voted 6–3 on August 11, 2025 (Councilors Ali, Phillips, and Mayor Dion opposed) to enact a 180-day moratorium on theaters and performance halls with capacities exceeding 2,000. The moratorium was made retroactive to applications received on or after December 1, 2024 (Order 9-25/26). On February 23, 2026, the City Council voted to extend the moratorium.

In response to the moratorium, on November 18, 2025, the Housing & Economic Development Committee (HEDC) reviewed and discussed a proposed text amendment to the Land Use Code, introduced by Councilor Pelletier and Councilor Ali. The amendment proposed to eliminate the existing 100-foot buffer for businesses holding an entertainment license and replace it with a 750-foot buffer for large entertainment businesses, which the amendment defined as venues with seating capacities of 1,000 or more within the B-3 and Waterfront Central zones.

On February 3, 2026, the HEDC reviewed and discussed a refined text amendment co-sponsored by Councilors Pelletier and Ali. The amendment would modify the existing Theater or Performance Hall use by creating two categories: Theater or Performance Hall (Small) and Theater or Performance Hall (Large). It would also prohibit Large Theaters or Performance Halls from being located within 750 feet of another Large Theater or Performance Hall within the B-3 and Waterfront Central zones.

During deliberations Councilor Michniewicz raised a 250-foot buffer, noting concerns that entrances to large venues located near one another could create pedestrian conflicts when multiple venues are emptying simultaneously, and recommended that this buffer be considered to provide additional space for crowd dispersal. Ultimately, the committee voted 4-0 to refer the proposed amendments to the Planning Board for review and a recommendation to City Council.

Adoption of Entertainment Sector Benefits for Large Venues

Since the enactment of the moratorium in August 2025, the HEDC reviewed a separate proposal on October 21, 2025, to amend Chapter 4 of the City Code (Amusements) by establishing an Entertainment Sector Benefits Agreement requirement for large venues. On November 18, 2025, the HEDC voted 4–0 to recommend City Council approval of the amendment. On January 5, 2026, the City Council voted 8-0 (Councilor Ali absent) to pass Order 107-25/26, creating a new Large Capacity Entertainment License for venues with capacities of 2,000 or more, and requiring licensees to enter into an Entertainment Sector Benefits Agreement, providing financial or in-kind contributions equal to 1.0%–2.0% of the base ticket price to support Portland's local entertainment ecosystem. This ordinance became effective on February 5, 2026.

Existing 100-foot Entertainment License Buffer

In April 2007, the City Council, guided by the Mayor's Old Port Task Force and the Public Safety Committee, adopted the *Downtown Entertainment Overlay Zone*. This ordinance regulates the location and density of establishments with liquor licenses that also permit entertainment, requiring new establishments to be located at least 100 feet from similar establishments. The *Downtown Entertainment Overlay Zone* amended and superseded an earlier *Old Port Overlay Zone*, which capped the number of liqueur licenses in the Old Port district and required a minimum separation of 100 feet. The purpose of both overlay zones has been to limit and disperse the negative impacts of late-night rowdiness on downtown streets. This 100-foot dispersal requirement is codified in Section 6.8.4 of the Land Use Code and is applicable to businesses with entertainment and liquor licenses in the B-3 and Waterfront Central Zones and remains in effect.

IV. PROPOSED TEXT AMENDMENTS

As outlined in Councilor Pelletier's January 30, 2026 memo to the HEDC Committee (Attachment C), the goal of the proposed amendments is to address concerns regarding the spacing of large entertainment venues in downtown Portland. Establishing a buffer is intended to mitigate traffic impacts associated with patrons arriving at and departing from multiple venues simultaneously.

The proposed amendments (Attachment A), would modify the existing Theater or Performance Hall use by creating two use categories, Theater or Performance Hall (Small) and Theater or Performance Hall (Large), that would be defined in Article 3 Definitions:

- **Theater or Performance Hall (Small):** An establishment with a total occupancy of fewer than 1,000 persons devoted to showing motion pictures or hosting dramatic, musical, or live performances.

- **Theater or Performance Hall (Large):** An establishment with a total occupancy of 1,000 or more persons devoted to showing motion pictures or hosting dramatic, musical, or live performances.

Theaters and Performance Halls would continue to be permitted in the B-3 and Waterfront Central Zones (WCZ), as outlined in Table 6-C. However, Large Theaters and Performance Halls would be subject to new supplemental use standards in Section 6.4.42, which would prohibit such venues from locating within 750 feet of the primary entrance(s) of another Large Theater or Performance Hall as measured along public ways (following streets and sidewalks).

Under this approach, the 750-foot buffer would apply only between Large Theaters and Performance Halls. It would not restrict proximity between small theaters and performance halls.

250 Foot Buffer Proposal
During the February 3, 2026 HEDC meeting, Councilor Michniewicz requested that staff explore a 250-foot buffer. The intent of establishing a 250-foot separation would be to address concerns about two primary entrances being located in close proximity and to mitigate impacts associated with pedestrians and patrons exiting venues and entering the sidewalk/street network simultaneously.

Amendment to Section 6.8.14.C: Definition of "Main Entrance"
The proposed text amendment to Article 6 (Uses), Section 6.8.14.C (Entertainment Businesses in the B-3 and WCZ zones) would clarify the definition of "main entrance(s)" by adding the following language to the existing regulation:

The main entrance is defined as one or more public entrances intended to provide primary access for patrons to areas designed for public use, such as lobbies, vestibules, concourses, seating areas, or similar spaces. This definition does not include secondary entrances used primarily for staff, production, limited public or ADA access, or performers.

A redlined version of this amendment is provided in Attachment AA. This amendment does not change existing policy or interpretation; rather, it is intended to clarify the regulation for future enforcement and eliminate confusion.

IV. COMPREHENSIVE PLAN, POLICY, & DATA ANALYSIS

The following section provides an analysis of the Comprehensive Plan and related policy guidance, regulatory standards, and best practices in land use planning, along with data on parking conditions, the economic activity of the arts and cultural sector, and regulations from other cities.

Policy and Regulatory Background

Portland's adopted comprehensive policy framework, including Portland's Comprehensive Plan, *Portland's Plan 2030*, *One Climate Future*, the *Downtown Vision Plan*, and the *Portland Peninsula Transit Study*, works in concert with established regulatory tools such as the Land Use Code, Site Plan Ordinance, Traffic Movement Permit (TMP) requirements, and impact fees that are intended to regulate and manage land use, design, environmental, transportation, site access, and parking impacts of individual development proposals. Together, these policies and regulations provide oversight to evaluate individual proposals on a case-by case basis while intended to support the advancement of the City's long-standing policy goals and objectives.

Over the past decade, City policymakers have deliberately pursued policies that reflect a modern, 21st-century approach to growth and sustainability. Long-range transportation planning has focused on creating a more integrated, multimodal network through public transit enhancements, sidewalk and streetscape improvements, bikeway planning, and targeted investments in the underlying street network. At the same time, the City has worked to ensure that its land use framework is closely aligned with transportation planning. The consistent direction of City policymaking over several decades demonstrates a shared commitment to guiding Portland's growth in a sustainable manner, prioritizing a transportation system that serves all users, not solely automobiles and single-occupancy vehicles, and ensuring density, mixed-use development, and key destinations are aligned with the public transit network. This commitment is increasingly reflected in Portland's built environment today.

In 1991 the City adopted the ***Downtown Vision Plan***. As Maine's largest city and Northern New England's primary urban center, Portland's Downtown serves as a vital hub for commerce, culture, and civic life. In regards to transportation planning, the *Downtown Vision Plan* emphasized the need to reduce reliance on single-occupancy vehicles and minimize on-site parking. It advocated for a more pedestrian-oriented downtown, supported by transit, shuttle lots, carpools, biking, and walking. While acknowledging that reversing decades of car-centric development would take time, the plan called for a transitional approach, warning that continued auto-dependence could result in increased congestion, pollution, and diminished urban livability. Key transportation strategies outlined in the plan included:

- Limiting private on-site parking
- Encouraging employer participation in transit programs, and
- Enhancing the role of public transit within a walkable, vibrant downtown core.

This early policy direction laid the foundation for the City's ongoing efforts to create a more sustainable, accessible, and multimodal transportation system, and to support land use regulation that encourages a shift away from car-centric development. This approach was further reinforced in 2020 when the City Council introduced and adopted an amendment exempting developments within ¼ mile of a public transit route from parking requirements citywide, and again in 2024 when the Council moved from parking minimums to parking maximums. Related excerpts from the *Downtown Vision Plan* include:

> *"To maintain and enhance the Downtown's prominence as the regional center for commerce, human services, historic resources, and culture and the arts."*

"To manage traffic and parking to diminish and decentralize the concentration of private automobiles in the heart of the Downtown through a creative combination of on-street, on-site, central garage, and peripheral parking, and alternative transportation mode solutions."

"Revitalize Congress Street, Portland's Main Street, by establishing and promoting the Congress Street Cultural Corridor with additional cultural facilities and related retail uses."

The Role of Arts and Culture in the Downtown (pages 33 – 34)

"Popular entertainment arts" are promoted as a component of a Downtown arts and culture industry. "Music clubs" are specifically listed as components of this industry.

"Support the cultural community by retaining and expanding performance and exhibition space, housing, studio space, and office/support space for artists, institutions, and organizations."

"Promote the Downtown as the local, statewide and northern New England center for arts and culture."

In 2009, the City approved the ***Portland Peninsula Transit Study,*** a study intended to advance transportation strategies supporting the livability and sustainability of the Portland Peninsula, recognized as one of the most vibrant and walkable small urban areas in the nation and the heart of the region. Building on prior policy direction, the study emphasized the need to integrate land use, infrastructure, and transportation planning to strengthen walking, biking, and transit options. The study acknowledged that while investments in pedestrian, bicycle, and transit infrastructure are critical, meaningful reductions in single-occupancy vehicle trips would also require addressing the financial incentives and convenience that favor driving. It highlighted that many cities have chosen to accept some loss in auto-oriented conveniences in order to improve safety, reduce emissions, and prioritize multimodal transportation. The plan reinforced the City's long-standing commitment to sustainable transportation and again set forth goals including reducing single-occupancy vehicle trips, shifting away from auto-oriented infrastructure toward support for alternative modes, and managing, rather than expanding, the existing parking supply.

Key policy recommendations included:

- *Traffic Policy:*
    - *Shift from an auto-oriented infrastructure to promotion of other modes;*
    - *Shift investment strategy from support for new lanes of asphalt to transit;*
    - *No longer designing streets solely to accommodate peak-hour traffic;*
    - *Accepting traffic delays as normal in an urban environment*
- *Transit Policy:*
    - *Encourage development of transit to reduce the growth of traffic to and within the peninsula;*
    - *Provide convenient, frequent, attractive, reliable, and safe transit options;*
    - *Invest in transit over new vehicular travel lanes of asphalt*
- *Parking Policy:*

    - *Encourage new initiatives to decrease the growth of traffic volumes;*
    - *Manage the parking supply rather than continue to expand it;*
    - *Use parking impact fees to support transit;*
    - *Develop shared parking*
- *Pedestrian & Bike Policy:*
    - *Encourage walking and biking, along with transit "share the street"*

In 2017, the City adopted ***Portland's Plan 2030,*** the Comprehensive Plan for the City of Portland. As a foundational policy document, it establishes the framework that guides zoning, the Land Use Code, and other adopted regulations. The Plan outlines goals and strategies aimed at reducing reliance on automobiles through compact, walkable, and multimodal development, strategically managed parking, and reinforcement of the city center. It also recognizes Downtown Portland as the region's cultural, civic, and economic hub, a role reflected today by the presence of numerous successful current and former venues, including the State Theatre, Merrill Auditorium, Cross Insurance Arena, Blue, Portland House of Music, and Port City Music Hall (now closed).

Its transportation and land use policies emphasize that by managing growth in automobile traffic, the City can expand transportation choices and foster a more accessible and sustainable urban environment.
Additionally, the Comprehensive Plan's economic policy framework acknowledges that Portland hosts an increasingly diverse economy, including the financial and service sectors, a thriving local food scene, a port engaged in international trade, a regional healthcare hub, and a flourishing arts and culture community. The Plan outlines the following goals relevant when considering the proposed amendments:

- *Promote an economic climate that increases job opportunities and overall economic well-being* (*State Goal*).
- *Create economic prosperity by growing Portland's tax and employment base* (*Local Goal*).
- *Value innovation and creativity as cornerstones of the local economy and central to Portland's uniqueness and diversity* (*Local Goal*).
- *Support sustainable growth in educational, medical, and cultural institutions* (*Local Goal*).
- *Target areas for job growth by ensuring new employment can be accommodated in priority growth areas across the city and by evaluating zoning and infrastructure conditions in downtown, neighborhood nodes, and along transit corridors to support employment and housing growth.*
- *Emphasize arts and culture by leveraging them as defining elements of Portland's quality of place, supporting cultural institutions and arts spaces, and ensuring access to arts and culture for all residents.*

The Plan's, Future Land Use Framework further emphasizes areas most critical to the City's continued growth and highlights the goal to "Reinforce the Center." The Plan affirms that Downtown Portland remains central to the region's arts and cultural, economic, and civic vitality and embraces the principle that downtown should continue to serve as a primary locus of activity for the broader region. Downtown is therefore identified as a priority growth node for continued enhancement and investment.

Portland's Plan 2030 laid the foundation for further studies and policy development, including *One Climate Future*, approved in 2021. ***One Climate Future*** continued to move the City toward the goal of sustainable growth. This adopted policy document included specific goals and strategies to support implementation of the higher-level direction in *Portland's Plan 2030*. These goals and strategies again focused on mode shift, aiming to decrease private vehicle use and focused on expanding public transportation systems, biking

accessibility, complete streets, and transit-oriented development (TOD) in an effort to make it easier to travel between destinations without a car and to reduce greenhouse gas emissions.

A key action item identified in *One Climate Future* was to shift away from policies that promote increased parking demand and supply, and instead advance strategies that strengthen multimodal transportation options. To achieve this, the plan called for eliminating parking minimums in commercial areas and along designated transit corridors, and for establishing parking maximums. Furthermore, by encouraging lower-density, car-oriented development, excessive parking also undermines public transit efficiency and creates streetscapes that discourage walking and biking. This reinforces car dependency, increases greenhouse gas emissions, and perpetuates demand for more parking, directly conflicting with the goals of *One Climate Future*.

In recent years, the City and region have continued to advance their multimodal transportation goals. In 2023, the ***Gorham-****Westbrook-Portland Bus Rapid Transit (BRT) Study* was completed to assess the feasibility and potential benefits of a rapid transit connection linking the three communities. The study identified a preferred alignment, running along Main Street, Brighton Avenue, and Congress Street through downtown Portland, as the most direct and effective corridor. This route would connect major destinations, including USM Gorham, Gorham Village, Downtown Westbrook, Rock Row, USM Portland, Maine Medical Center, Downtown Portland, and the Eastern Waterfront, with high-frequency bus service at both the local and regional levels.

On April 14, 2025, the City Council adopted the Greater Portland Council of Governments' (GPCOG) *Regional Vision Zero Action Plan.* By doing so, the City formally endorsed the initiative's core objective: eliminating all traffic-related fatalities and serious injuries by 2045. The GPCOG Vision Zero plan emphasizes reducing reliance on single-occupancy vehicles and promoting greater use of public transit as a critical step toward safer, more equitable mobility. Directly aligned with advancing Vision Zero, the City Council in 2025 adopted an update to the City's 2012 *Complete Streets Policy* to ensure it continues to reflect the community's vision for a safer, more multimodal city that serves all users, regardless of age or ability.

Parking Capacity & Utilization

In 2017 the City commissioned a study covering much of the downtown and nearby waterfront areas, which found that there are enough parking spaces to accommodate roughly one space for every four residents of Portland. The study showed that peak utilization typically occurs on weekday afternoons in the summer, when businesses and offices are open, with demand tapering off by early afternoon and continuing into the evening. More recent studies and analyses have yielded similar findings.

Parking Study for Downtown, the Old Port, and the Eastern Waterfront (2017)

In 2017, the City commissioned a parking study covering the downtown, central waterfront, eastern waterfront, and a ¼-mile buffer surrounding these areas (Attachment D). The primary objectives were to collect data on parking supply and demand during both weekdays and weekends and to identify any areas of deficiency.



Figure 1: 2017 Parking Study – Study Area Map

The study identified a total supply of nearly 16,000 parking spaces (on-street, surface lot, structured parking) within the study area, or roughly one space for every four residents of the City of Portland (~25% of Portland's entire population). Of these, over 11,000 spaces were located within the core downtown area. The analysis found that peak parking demand occurs on weekday afternoons during the summer, when office and businesses are open and visitors are abundant, and demand exceeds the system's effective capacity[1], though not its total capacity (Figure 2). On these peak weekdays, utilization begins to decline starting around 2:30 PM and continues to remain low, below the system's effective capacity, into the evening hours. In contrast, weekend peak demand during the summer season was significantly lower in general, reaching only 71% of effective capacity (Figure 3).

The study documented a strong preference for on-street parking, which was at or above effective capacity during weekday and Saturday evenings, despite the fact that substantial capacity remained in nearby surface lots and parking garages during those same periods. While the study identified a general preference for on-street parking, a sample of streets, including Casco Street, Exchange Street, Spring Street, Middle Street, and Commercial Street, showed variation in occupancy. High-demand streets, such as Commercial Street, Middle Street, and Exchange Street, exhibited higher occupancy rates than the overall average within the study area.

The 2017 study also included a land-use-based analysis of parking demand. Using ITE parking generation factors, which are based on generalized national data and are often characterized as conservative in urban contexts, the study concluded that evening and weekend events at a sold-out Cross Insurance Arena, with a

[1] Effective Capacity: The effective capacity is a concept in parking analysis that refers to the occupancy level at which parking users begin to have difficulty finding open spaces and vehicle circulation to access parking begins to exhibit signs of congestion including queuing. The effective capacity is also thought of as the threshold when a parking supply begins to be perceived by users to be full.

seating capacity of approximately 6,700, appeared to be adequately supported by existing parking in Downtown Portland. The study indicated approximately 5,000 spaces would be available during the peak period of a sold-out weekday event (Figure 4) and approximately 2,000 spaces would be available during the peak period of a sold-out Saturday event (Figure 5).

Rather than recommending the construction of additional parking facilities, the study concluded that the City should focus on more efficient management of the existing supply. Recommendations included encouraging greater use of underutilized surface lots and structured parking facilities, particularly during peak demand periods.

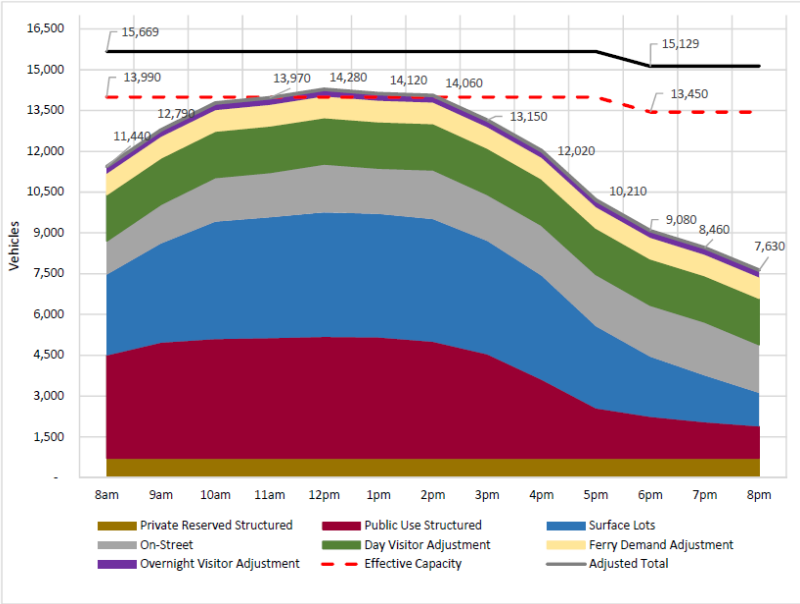


Figure 2: 2017 Parking Study – Estimated Peak Season Weekday Parking Demand by Time of Day

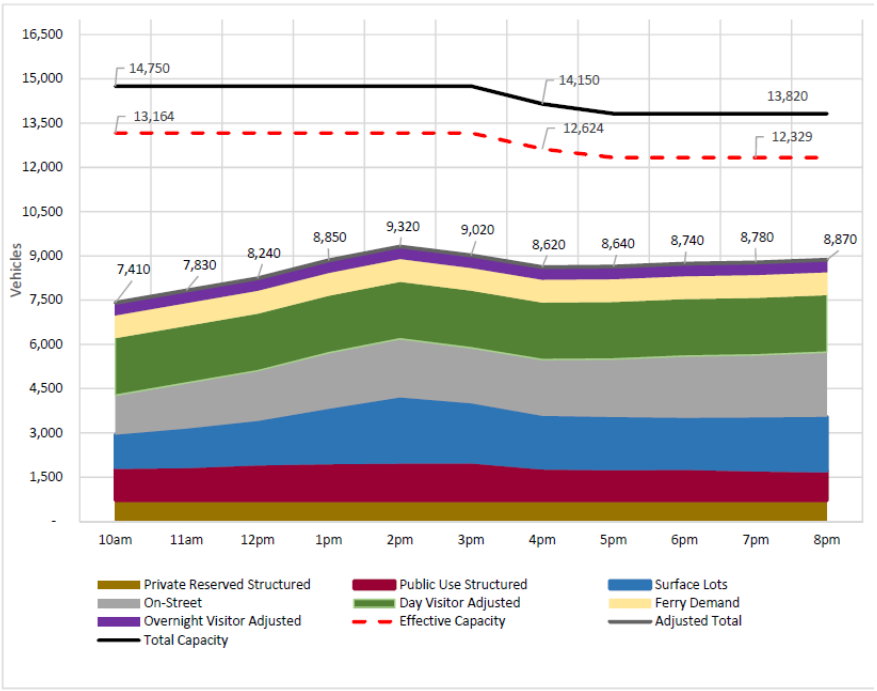


Figure 3: 2017 Parking Study – Estimated Peak Season Saturday Parking Demand by Time of Day

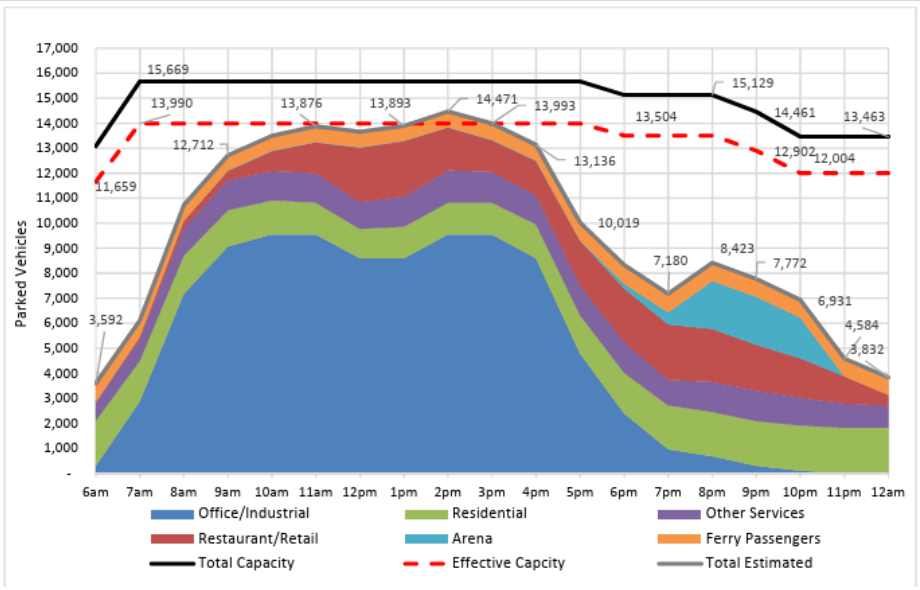


Figure 4: 2017 Parking Study – Weekday Peak Demand by Land-Use

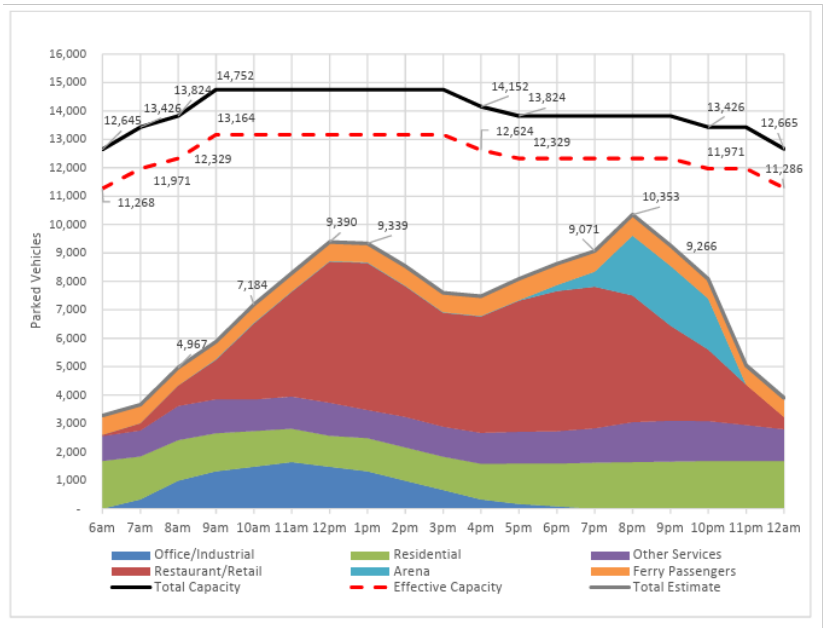


Figure 5: 2017 Parking Study – Saturday Peak Demand by Land-Use

Current parking occupancy data

As of today, parking capacity in the area remains similar to past levels. The City of Portland Parking Division conducted a parking lot occupancy assessment of parking lots and garages open to the general public within both a ¼ mile of the proposed Portland Music Hall, and ½ mile of the proposed venue on a Thursday, Friday, and Saturday in May of 2025. Each lot was counted at least twice, and in some cases, up to four times, over the three-day period with all counts occurring after 5:00 PM.

The results showed that of the approximately 2,700 parking spaces within a ¼-mile radius of the proposed Portland Music Hall, the average utilization rate between 5:30 PM and 8:00 PM was 19% (Table 1). For parking spaces located between ¼ and ½ mile from the venue, utilization after 5:00 PM averaged 18% (Table 2). These findings suggest that approximately 80% of the parking supply remained available during those times, indicating sufficient existing capacity to support the proposed venue and other uses. These findings are consistent with the 2017 study and reflect a broader trend of reduced parking demand, particularly during evening hours. With utilization below 20% and available capacity at approximately 80%, these numbers indicate that parking capacity remains within the existing supply, aligning with the recommendations of both the 2009 *Portland Peninsula Study* and the 2017 study, which advised the City to focus on managing the existing parking supply rather than expanding it.

Table 1
Off-Street Parking Utilization: 0 to 1/4 Mile Occupancy (5:30 PM-8:00 PM)(May 2025)

Total Spaces	Available Spaces	% Utilized	% Available
3,380	2,715	19.66%	80.4%

Table 2 Off-Street Parking Utilization: 1/4 to 1/2 Mile Occupancy (5:30 PM-8:00 PM)(May 2025)			
Total Spaces	Available Spaces	% Utilized	% Available
2,969	2,412	18.75%	81.25%

February 27, 2026 – Parking Observations

More recently, on Friday, February 27, 2026, the University of Maine men's hockey team played Northeastern University at Cross Insurance Arena, with an official attendance of 5,621. That same evening, the State Theatre hosted a sold-out concert by Pigeons Playing Ping Pong.

According to the City of Portland Parking Division, the Elm Street parking garage was approximately 10% occupied in the early evening, while the Spring Street garage was about 80% occupied, with some spaces reserved in advance for an event via a parking pre-sale. Data from the Top of the Old Port parking lot indicated that after 6:00 p.m., the lot was approximately 80% vacant, noting that there were no performances at Merrill Auditorium that night.

Portland Music Hall Traffic Movement Permit (TMP) Parking Analysis

The proposed Portland Music Hall project triggered a State Traffic Movement Permit (TMP), which included an analysis of existing parking to understand trip distribution within the surrounding area. The applicant provided a map of available off-street parking facilities, including garages and lots, identifying the total number of spaces within four-tenths of a mile of the site (Figure 6). These facilities were documented in the *March 2025 City of Portland Parking Division's Annual Parking Survey*. Based on distance to the venue, current hours of operation, and capacity, the applicant identified five lots and garages as the most likely parking destinations for music hall patrons (Figure 7). Those five facilities alone account for approximately 2,800 total parking spaces.

Additionally, as part of the Portland Music Hall Major Site Plan Application, the applicant's Transportation Demand Management (TDM) Plan highlights the venue's central Downtown location and centers its strategies on access to and from the site on modal split and vehicle occupancy. The TDM materials estimate a total of 1,385 one-way vehicle trips, including both attendees and employees. The projected mode share is 82% vehicles, 2% transit, and 16% walking or biking. The applicant's TDM submission also sets a target to reduce personal vehicle use by 10%, aiming for a modal split of 72% vehicles instead of 82%, which would further decrease parking demand and to achieve these mode splits the applicant was proposing as a condition of approval an annual contribution to Metro to support expanded public transit service. In summary, when comparing the estimated parking demand to the effective parking capacity downtown, there is sufficient parking available to accommodate demand, even under the more conservative 82% vehicle mode share.

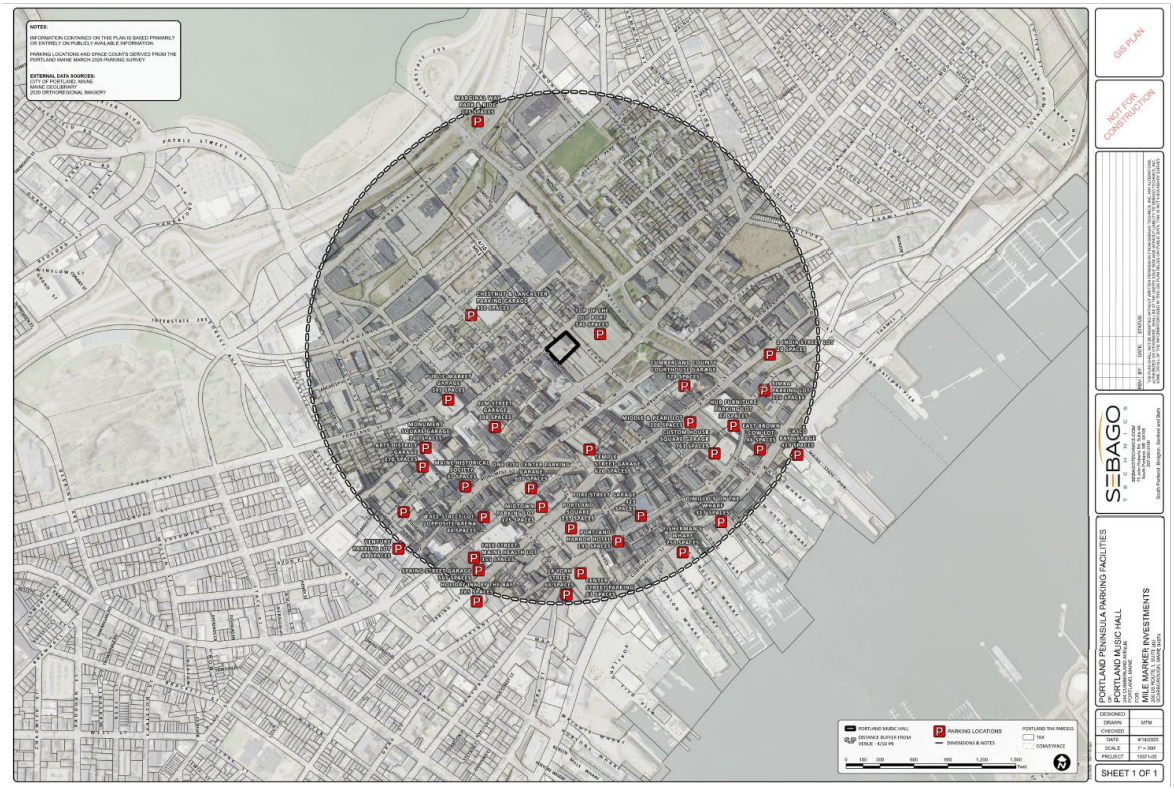


Figure 6: Garages and Lots Within 4/10 Mile of Proposed Portland Music Hall (outlined in black) – Traffic Movement Permit (April 21, 2025), Source: Sebago Technics

Parking Facility	# of Spaces	Hour of Operation	Walking Distance from Site
Top of the Old Port Surface Lot	540	Open 24hrs	0.1 Miles
Temple Street Parking Garage*	620	Closes 12AM	0.2 Miles
Cumberland County Parking Garage	328	Open 24hrs	0.3 Miles
Custom House Parking Garage*	761	Closes 12AM	0.4 Miles
One City Center Parking Garage	600	Open 24hrs	0.4 Miles

**Preliminary parking agreements between event operator and parking facility.*

Figure 7: Traffic Movement Permit – Portland Music Hall (April 21, 2025) Nearby Parking Facilities, Source: Sebago Technics

Creative Economy (Theaters & Performance Halls Downtown)

As outlined in Creative Portland's *Local Economy Report for FY2025* (July 1, 2024–June 30, 2025), sustaining the arts community and promoting Portland's cultural life are central economic development priorities. Portland is home to more than 150 arts and cultural organizations that contribute significantly to the City's vibrancy and creative identity. The report emphasizes that the arts function as a key economic driver, powering the creative economy and playing an important role in workforce recruitment and retention.

These findings are reinforced by the October 2023 *Arts & Economic Prosperity* study, which concluded that Portland's nonprofit arts and culture industry generated $86 million in economic activity in 2022. This

included $58.2 million in spending by nonprofit arts and cultural organizations and $27.8 million in event-related spending by audiences. Collectively, this activity supported 1,872 jobs and generated $20.7 million in local, state, and federal government revenue.

Within Portland, many venues operate on the peninsula, defined as east of I-295. The B-3 zone, which encompasses downtown and the Arts District, is home to many of the City's theaters and performance halls with varying capacities. Existing zoning regulations allow theater and performance hall uses by right, a framework that has enabled Portland's creative economy to grow organically. For example, the 800-person capacity music venue *Live at Madrid* recently opened in March 2026 on Portland's Eastern Waterfront. This flexibility has supported the continued evolution of Portland's arts and culture sector and fostered a diverse and dynamic venue landscape (Table 3). Furthermore, many of these venues operate without dedicated on-site parking, loading areas, or designated on-site tour bus parking.

When on-street space or street closure is needed for buses or tour buses, venue operators apply for a Street Occupancy Permit, which is reviewed and issued by the Department of Public Works (DPW). For larger events, whether sporting events or performances at theaters and other venues, venue operators are responsible for securing and funding any required police details to support with crowd control and management. Requests are submitted through the Police Department's website, which facilitates the coordination of services such as traffic control and pedestrian crossings before and after events.

Table 3 Venues

Venue Name	Address	Capacity (Approximate)	Zone	On-Site Parking
Merrill Auditorium	20 Myrtle Street	1,900	B-3	No
State Theatre	609 Congress Street	1,870	B-3	No
Aura	121 Center Street	1,100	B-3	No
Port City Music Hall (Closed)	504 Congress Street	400	B-3	No
Portland House of Music	25 Temple Street	300	B-3	No
Portland Stage	25A Forest Avenue	300	B-3	No
One Longfellow Square	181 State Street	200	B-3	No
Geno's Rock Club	625 Congress Street	190	B-3	No
SPACE Gallery	543-538 Congress Street	130	B-3	No
Blue	650 Congress Street	110	B-3	No
The Apohadion Theater	107 Hanover Street	50	B-3	No
Thompson's Point (Seasonal)	207 Thompson's Point Road	6,000	B-5	Yes
Live at Madrid's	144 Fore Street	800	B-6	No
Sun Tiki	375 Forest Avenue	220	B-2b	No
Mayo Street Arts	10 Mayo Street	110	B-2b	No

From a professional sports perspective, Portland was named the #1 Minor League Sports Market in the country in 2024 by *Sports Business Journal*. The city is home to several teams that draw visitors from Portland and across the region and beyond. The Portland Sea Dogs, the Double-A affiliate of the Boston Red Sox, welcomed 366,442 fans during the 2025 season, including 25 sold-out games. The Maine Celtics, the NBA G League affiliate of the Boston Celtics, recorded total regular-season attendance of 54,052 during the 2024–2025 season. The Maine Mariners, affiliated with the Boston Bruins (NHL), averaged 4,521 fans per game over the same period. In 2025, the Maine Hearts of Pine launched their inaugural United Soccer

League (USL) season, drawing sold-out crowds at Fitzpatrick Stadium. The team set a USL single-game attendance record of 6,440 and averaged 5,811 fans across 14 home matches. Additionally, for the 2026 season, the Hearts of Pine have already sold out both season tickets and single-game tickets for all home games.

Table 4 – Sporting Venues

Stadium/Arena Name	Address	Capacity (Approximate)	Zone
Cross Insurance Arena	1 Civic Center Square	6,000 – 9,500	B-3
Hadlock Field	271 Hadlock Field	6,868	OS-R
Fitzpatrick Stadium	140 Deering Avenue	6,000	OS-R
Portland Expo	239 Park Avenue	3,000	OS-R
Troubh Ice Arena	225 Park Avenue	650	OS-R

National Case Studies

To inform discussion of potential amendments related to theaters and performance halls, staff reviewed a range of jurisdictions to understand how other communities regulate and permit theaters, live performance venues, and similar assembly uses. The selected jurisdictions reflect a mix of regional comparators and cities with active cultural and entertainment environments, including nearby New England communities, mid-sized cities with vibrant downtowns, and larger cities with established entertainment economies and more complex development and urban street patterns.

- **Regional and Comparable New England Cities:** Worcester, MA (pop. ~206,000); Burlington, VT (pop. ~44,700); Portsmouth, NH (pop. ~21,900); Providence, RI (pop. ~190,900).
- **Mid-Sized Cities with Active Downtown Cultural Scenes:** Cleveland, OH (pop. ~372,600); Buffalo, NY (pop. ~278,300); Asheville, NC (pop. ~94,500); Provo, UT (pop. ~115,100); Madison, WI (pop. ~269,800); Greenville, SC (pop. ~70,700).
- **Larger Cities with Established Entertainment Economies:** New York, NY (pop. ~8.5 million); Austin, TX (pop. ~961,800); Boston, MA (pop. ~675,600); Portland, OR (pop. ~635,000); Nashville, TN (pop. ~689,400); Seattle, WA (pop. ~737,000).

In addition to the original analysis of zoning in other communities, the Planning Board requested that staff provide examples of communities that have used strategies in entertainment districts to encourage theaters to cluster. Staff provided the following:

Brooklyn Cultural District. The core centers on a four-block area shaped by a coordinated effort among government officials and local arts organizations to revive Brooklyn's cultural and entertainment sector, using the arts as an anchor to encourage reinvestment.

Arts and culture have long been central to Downtown Brooklyn, building on the area's rich institutional history. The City and State have invested more than $100 million to support world-class cultural venues, public spaces, and streetscape improvements. These institutions reflect a wide range of artistic and cultural expression, including the Brooklyn Academy of Music (BAM), BAM Harvey Theater, BAM Fisher, and the BRIC Arts Media Center, as well as the Irondale Center, Theatre for a New Audience, and ISSUE Project Room. Larger venues include the 19,000-seat Barclays Center and the recently reopened historic Brooklyn Paramount (approximately 2,600–3,000 seats), which was renovated and reopened in 2024.

A summary of Chicago's downtown theater district along with a summary of the other communities has been included in Attachment B.

V. ATTACHMENTS

A. Attachment A – Redline Text Amendment Articles 3 & 6
B. Attachment AA – Redline Text Amendment Section 6.8.14.C
C. Attachment B – National Case Studies
D. Attachment C – Councilor Pelletier HEDC Memo
E. Attachment D – Portland Parking Study Sept 2017
F. Attachment E – 750 Buffer Map
G. Attachment F – Venue Buffer Map (100', 250', 750')
H. Attachment G – 2007 Planning Board Recommendation

C. Where food processing is permitted, all food processing waste shall be stored within a completely enclosed structure. If not refrigerated, such waste shall be removed from the site in an enclosed container within 48 hours of its generation. All enclosed and exterior food processing waste storage areas shall be cleaned and sanitized on a regular basis.

6.8.13 Vibration

A. In any mixed-use zone and the O zone, vibration inherently and recurrently generated shall be imperceptible without instruments at lot boundaries. This shall not apply to vibration resulting from activities aboard a vessel or from railroad vehicle activities, or from activities on a pile-supported pier.

B. In all industrial zones, any use creating earthshaking vibrations, with the exception of airports, shall be controlled in such a manner as to prevent transmission beyond lot lines of vibrations causing a displacement of .003 or greater on one inch, as measured by a vibrograph or similar instrument at the property boundaries.

6.8.14 Entertainment businesses in the B-3 and WCZ zones

C. In the B-3 and WCZ zones, a business with an entertainment license as required or authorized by Chapter 4, Section 4-51(a) of the City of Portland Code of Ordinance shall be considered an entertainment business for the purposes of this section., and may not be located within 100 feet of another entertainment business, as measured along or across public ways from the main entrance or entrances of each. The main entrance is defined as one or more public entrances intended to provide primary access for patrons to areas designed for public use, such as lobbies, vestibules, concourses, seating areas, or similar spaces. This definition does not include secondary entrances used primarily for staff, production, limited public or ADA access, or performers. This dispersal requirement shall not apply to entertainment businesses that do not allow amplified entertainment.

D. Any entertainment business located in the B-3 or WCZ zones on or before 3, 2006 shall not be required to comply with this dispersal requirement. If located within 100 feet of another entertainment business, such business shall be considered a lawfully nonconforming use subject to the standards of Article 4 of this Code. Any such business shall continue to be considered an entertainment business for the purpose of administering this dispersal requirement for a new or relocating entertainment business in the B-3 and WCZ zones.

E. Where two or more entertainment businesses operate on one site, and where each business entity requires or has a separate business license, or displays in a manner visible from public property separate business trademarks, logos, service marks, or other mutually identifying names or symbols, each business entity shall be counted as a separate entertainment business for the purposes of this section.

F. Following a hearing held pursuant to Chapter 15, Section 15-10 of the City of Portland Code of Ordinances, the Building Authority may impose conditions on the food service license of any

entertainment business in the B-3 and WCZ zones that operates between 1:00 a.m. and 4:00 a.m. to maintain or improve public safety. Such conditions may be imposed following a written recommendation from the Portland Police Department that such conditions are necessary. The Building Authority's decision may be appealed to the City Manager pursuant to Chapter 15, Section 15-9 of the City of Portland Code of Ordinances. Nothing in this section shall be construed to limit the Building Authority's authority in Chapter 15 to deny, suspend, or revoke any license pursuant to the standards and process in that chapter.

MEMORANDUM
City Council Agenda Item

FROM:

DATE: March 23, 2026

SUBJECT: Order 182-25/26 Amendment to Portland City Code Chapter 14 RE: Large Theater and Performance Hall Dispersal Requirements - Sponsored by Portland Planning Board, Joseph Zamboni, Chair

SPONSOR: Joseph Zamboni, Chair, Portland Planning Board

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading 4/13/2026 **Final Action 4/27/2026**

Can action be taken at a later date: Yes If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: Not applicable

PRESENTATION: Joseph Zamboni, Planning Board Chair, Kevin Kraft, Planning & Urban Development Director (combined 5 to 10 minutes)

I. SUMMARY

On March 24, 2026, the Planning Board voted unanimously (5–0, with Din recused and Silk absent) to find that the proposed text amendments to Article 3 (Definitions) and Article 6 (Uses), Section 6.4.42 (Theaters and Performance Halls (large) in the B-3 and WCZ zones) are not consistent with the City of Portland's Comprehensive Plan and, therefore, does not recommend their adoption by the City Council.

II. AGENDA DESCRIPTION

On March 24, 2026, the Planning Board voted unanimously (5–0, with Din recused and Silk absent) to find that the proposed text amendments to Article 3 (Definitions) and Article 6 (Uses), Section 6.4.42 (Theaters and Performance Halls (large) in the B-3 and WCZ zones), which modify the definition of theaters or performance halls and establish a minimum 750-foot separation requirement between large theaters or performance halls, as shown in Attachment A, are not consistent with the City of Portland's Comprehensive Plan and, therefore, does not recommend their adoption by the City Council. The amendments were referred to the Planning Board by the Housing & Economic Development Committee on February 3, 2026, for review and recommendation.

The proposed amendments are intended to mitigate impacts associated with a concentration of large theaters and performance halls. Specifically, they would modify the existing "Theater or Performance Hall" use by creating two categories: "Theater or Performance Hall (Small)" and "Theater or Performance Hall (Large)." The amendments would also establish supplemental use standards for large theater or performance halls in the B-3 and WCZ zones, prohibiting such venues from locating within 750 feet of the primary entrance(s) of another large theater or performance hall, as measured along public ways (i.e., following streets and sidewalks).

This item must be read on two separate days. This is its first reading.

III. BACKGROUND

In response to community concerns raised during review of a Major Site Plan application for a proposed 3,300-capacity Portland Music Hall at 244 Cumberland Avenue, the City Council voted 6–3 on August 11, 2025

(Councilors Ali, Phillips, and Mayor Dion opposed) to enact a 180-day moratorium on theaters and performance halls with capacities exceeding 2,000. The moratorium was made retroactive to applications received on or after December 1, 2024 (Order 9-25/26). On February 23, 2026, the City Council voted to extend the moratorium.

In response to the moratorium, on November 18, 2025, the Housing & Economic Development Committee (HEDC) reviewed and discussed a proposed text amendment to the Land Use Code, introduced by Councilor Pelletier and Councilor Ali. The amendment proposed to eliminate the existing 100-foot buffer for businesses holding an entertainment license and replace it with a 750-foot buffer for large entertainment businesses, which the amendment defined as venues with seating capacities of 1,000 or more within the B-3 and Waterfront Central zones.

On February 3, 2026, the HEDC reviewed and discussed a refined text amendment co-sponsored by Councilors Pelletier and Ali. The amendment would modify the existing Theater or Performance Hall use by creating two categories: Theater or Performance Hall (Small) and Theater or Performance Hall (Large). It would also prohibit Large Theaters or Performance Halls from being located within 750 feet of another Large Theater or Performance Hall within the B-3 and Waterfront Central zones. During deliberations on the proposal, Councilor Michniewicz suggested considering a 250-foot buffer. Ultimately, the committee voted 4-0 to refer the proposed amendments to the Planning Board for review and a recommendation to City Council.

Since the enactment of the moratorium in August 2025, the HEDC reviewed a separate proposal on October 21, 2025, to amend Chapter 4 of the City Code (Amusements) by establishing an Entertainment Sector Benefits Agreement requirement for large venues. On November 18, 2025, the HEDC voted 4–0 to recommend City Council approval of the amendment. On January 5, 2026, the City Council voted 8-0 (Councilor Ali absent) to pass Order 107-25/26, creating a new Large Capacity Entertainment License for venues with capacities of 2,000 or more, and requiring licensees to enter into an Entertainment Sector Benefits Agreement, providing financial or in-kind contributions equal to 1.0%–2.0% of the base ticket price to support Portland's local entertainment ecosystem. This ordinance became effective on February 5, 2026.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

See attached report.

V. FINANCIAL IMPACT

The proposal would restrict the siting of large theaters or performance halls within downtown Portland if located within 750 feet of an existing large venue, thereby limiting where such uses can be established. While these venues would remain permitted in other areas of the city or outside the separation radius, the proposal could reduce opportunities for new large-scale entertainment venues in the downtown. In addition, in September 2025, the City Council adopted a "Vacant Commercial Properties" ordinance (Chapter 6 of the City Code) as part of broader efforts to discourage long-term vacancies and activate downtown Portland. The ordinance is intended to promote public welfare, economic development, and vibrancy by encouraging occupancy of street-level commercial spaces. The proposed restriction would add further limitations on a currently permitted use within the B-3 Downtown Business Zone, potentially reducing future tenants or development in the downtown.

In January 2026, the City Council established a Large Capacity Entertainment License for venues with capacities of 2,000 or more, requiring licensees to enter into an Entertainment Sector Benefits Agreement. This agreement provides financial or in-kind contributions equal to 1.0%–2.0% of the base ticket price to support Portland's local entertainment ecosystem. By further constraining where these venues can locate, the proposal may reduce potential revenue generated through this program.

In addition, new development projects that trigger Major Site Plan review and a Traffic Movement Permit (TMP) are required to identify and mitigate project-related impacts, often through developer-funded infrastructure improvements on and off-site as well as provide financial contributions toward transportation enhancements, such as expanded public transit service. To the extent the proposal limits new large-scale venue development, it may also reduce the amount of private investment directed toward such infrastructure and transit improvements as part of project approvals.

VI. STAFF ANALYSIS AND BACKGROUND

Proposed zoning amendments must be found to be consistent with the City's adopted Comprehensive Plan, *Portland's Plan 2030*. See the attached report, which provides a thorough analysis of the Comprehensive Plan and related policy guidance, the role of regulatory standards in reviewing theaters and performance halls, a summary of regulations in other cities, and relevant parking data, including the 2017 Peninsula Parking Study as well as more recent parking studies and observations.

Overall, Portland's policies have encouraged dense, mixed-use development within Downtown, which is identified as the area most critical to the City's continued growth, with an emphasis on reinforcing the center. The Comprehensive Plan affirms that Downtown Portland should remain the state of Maine and region's arts, cultural, and economic hub, and continue to serve as a primary center of activity for the broader region. As Maine's most walkable and transit-accessible area, policies also support a shift away from auto-oriented infrastructure and single-occupancy vehicle use toward alternative modes of transportation, while emphasizing management of the existing parking supply rather than continued expansion.

Downtown Portland presents the greatest opportunity to shift mode share from single-occupancy vehicles to other transportation options. While cars will continue to play a role locally and statewide, available data and observations indicate that downtown has sufficient capacity to accommodate parking demand. Parking demand studies were conducted in 2017 and updated in 2025 as part of the Portland Music Hall applicant's Traffic Movement Permit (TMP), which required preparation of a parking analysis. In addition, the City of Portland Parking Division conducted an occupancy assessment of publicly accessible parking lots and garages within both a ¼-mile and ½-mile radius of the proposed Portland Music Hall. This assessment took place over a Thursday, Friday, and Saturday in May 2025, with each facility counted at least twice, and in some cases up to four times, during the three-day period, with all observations occurring after 5:00 PM.

The results indicated that average utilization rates between 5:30 PM and 8:00 PM were approximately 19% for parking within the ¼-mile study area. Overall utilization after 5:00 PM averaged 18% within the ¼-mile and ½ mile area, meaning that roughly 80% of the parking supply remained available during peak evening hours. Additional data collected on Friday, February 27, 2026 further supports these findings. On that evening, the University of Maine hosted an ice hockey game at Cross Insurance Arena with over 5,600 attendees, alongside a sold-out concert at the State Theatre. Despite these concurrent events, the Spring Street Garage reached approximately 80% occupancy, while the Elm Street Garage was only 10% occupied and the Top of the Old Port facility approximately 20% occupied, indicating parking capacity remained available even during high-demand conditions.

Moreover, if a new venue were located in the B-3 or WCZ zones beyond the 750-foot buffer, increasing that distance would not meaningfully alter parking patterns, as visitors would continue to rely on the same downtown garages and lots that currently exist. Additionally, separation requirements could instead encourage new venues to locate in less accessible or less contextually appropriate areas of the city or in other communities altogether, thereby reducing the City's ability to encourage and capture shifts in visitors' mode share (i.e. car travel, walking, biking, public transit). This could also increase competition for Portland's existing venues but without delivering corresponding economic, tax, clustering, or sustainability benefits to the city.

Finally, restricting new venues in Portland's most accessible areas, may limit the development potential of larger venues within the city that would otherwise trigger compliance with the City Council's recently adopted Entertainment Sector Benefits Agreement. This requirement applies to venues with capacities of 2,000 or more and is intended to support funding for Portland's local entertainment ecosystem.

Overall, Portland's Site Plan Ordinance requires review of transportation, environmental, design, and life-safety considerations. A team of peer reviewers, including representatives from the City's Fire and Police Departments, DPW staff, third-party transportation and stormwater professionals evaluate individual site plans to ensure projects comply with applicable standards and create a safe environment. In addition, the State's Traffic Movement Permit applies to projects expected to generate significant trips. It requires analysis of potential impacts, with mitigation measures imposed as conditions of approval, including construction or funding of improvements and ongoing monitoring. Together, these processes have proven to be effective and sufficient in mitigating potential impacts associated with new development projects.

VII. RECOMMENDATION

On March 24, 2026, the Planning Board voted unanimously (5–0, with Din recused and Silk absent) to find that the proposed text amendments to Article 3 (Definitions) and Article 6 (Uses), Section 6.4.42 (Theaters and Performance Halls (large) in the B-3 and WCZ zones), which modify the definition of theaters or performance halls and establish a minimum 750-foot separation requirement between large theaters or performance halls, as shown in Attachment A, are not consistent with the City of Portland's Comprehensive Plan and, therefore, does not recommend their adoption by the City Council. The amendments were referred to the Planning Board by the Housing & Economic Development Committee on February 3, 2026, for review and recommendation.

VIII. LIST ATTACHMENTS

1. Amendment - Ch14 Article 3 and 6
2. Attachment 1 - City Council Report
3. Attachment A - Redline Text Amendment Articles 3 & 6
4. Attachment B - National Case Studies
5. Attachment C - Councilor Pelletier HEDC Memo
6. Attachment D - Portland Parking Study Sept2017
7. Attachment E - 750' Buffer - Theater & Performance Halls
8. Attachment E.1 - 750' Buffer - Theater & Performance Halls - METRO
9. Attachment F - Venue Buffer Map (100', 250', 750')
10. Attachment F1. - Venue Buffer Map (100', 250', 750') - METRO
11. Attachment G - 2007 Planning Board Recommendation

Prepared by:
Date: 03/23/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

AMENDMENT TO PORTLAND CITY CODE CHAPTER 14 RE: LARGE THEATER AND PERFORMANCE HALL DISPERSAL REQUIREMENTS

WHEREAS, on August 11, 2025, by Order 9-25/25, the City Council voted to adopt a 180-day moratorium on theaters and performance halls with capacities exceeding 2,000 people, and in that Order the Council directed the Housing and Economic Development Committee to review the City Code, including Chapter 14, and develop amendments for consideration by the Planning Board and City Council; and

WHEREAS, on February 3, 2026, the Housing and Economic Development Committee referred proposed amendments to Articles 3 and 6 of Chapter 14 of the City Code related to the dispersal requirement for theater and performance halls with an occupancy of 1,000 or more persons; and

WHEREAS, on February 23, 3026, by Order 131-25/25, the City Council voted to extend the moratorium; and

WHEREAS, after a public hearing on March 24, 2026, the Planning Board voted not to recommend the proposed amendments to Articles 3 and 6 of Chapter 14 to the City Council; and

WHEREAS, the City Council held a public hearing on the proposed amendments to Articles 3 and 6 of Chapter 14 on April 27, 2026; and

WHEREAS, the City Council considered all the oral testimony, public comment, written materials, reports and other information submitted at the hearing; and

WHEREAS, based on all of the information provided, the City Council finds that dispersing theater and performance halls with an occupancy of 1,000 or more persons by 750 feet will prevent the overburdening of public infrastructure and city services and help ensure safe road conditions for pedestrians, bicycles, and vehicles; and

WHEREAS, the City Council further finds that the 750-foot dispersal requirement for large theaters and performance halls will also help avoid public harm to the creative economy, character, and vitality of the City's downtown region and ensure existing venues are not displaced, jobs at those venues are not lost, and the unique character of Portland's arts community and its accessibility for all residents is not eroded; and

WHEREAS, based on the foregoing, although the City Council respects the work done by the City's Planning Board, the City Council's findings lead to a different result in this matter, and the City Council concludes that the proposed amendments to Chapter 14, Articles 3, and 6, are consistent with the Comprehensive Plan; and

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORTLAND, MAINE IN CITY COUNCIL ASSEMBLED AS FOLLOWS:

That Chapter 14, Articles 3, and 6, are hereby amended to read as follows, on the following pages:

3 DEFINITIONS

* * *

Tenant. Any occupant in lawful possession of a rental unit, whether by lease, sublease, or otherwise.

Theater or performance hall (small). Any establishment with a total occupancy of fewer than 1,000 persons, devoted to showing motion pictures, or for dramatic, musical, or live performances.

Theater or performance hall (large). Any establishment with a total occupancy of 1,000 or more persons, devoted to showing motion pictures, or for dramatic, musical, or live performances.

Tidal waters. All waters affected by tidal action during the highest annual tide.

* * *

6 USE STANDARDS

6.1 APPLICABILITY

6.1.1.In general

A. The use of buildings, structures, private property, and City-owned property are governed by this article, except when superseded by other applicable laws or ordinances. It is the intent that, when in doubt, this article should be interpreted to accommodate the goals of the City's Comprehensive Plan and other plans.

B. All uses shall comply with any applicable federal and state requirements, and any additional applicable federal, state, county, and/or city ordinances.

C. All uses shall comply with any supplemental use standards in Section 6.4 as applicable. Use standards address specific impacts, design or siting standards, and/or additional regulations outside of this Code.

6.2 DETERMINATION OF USE

6.2.1 Use tables

A. Tables 6-A to 6-G shall determine if a use is permitted (●), conditional (◐), or not permitted ( ) as a principal use within a zone. Where a use is listed as both permitted and conditional (●/◐), determination shall be based on the nature of such use as described in the use standards of Section 6.4. Unless otherwise noted, where a use is listed in terms of square footage, square footage figures shall correspond to the total square footage of the use as indicated.

B. Certain uses within Tables 6-A to 6-G shall meet required use standards listed in Section 6.4. A reference is provided in the "Use Standards" column the tables. In the case of conflict of required standards (i.e., a cross reference is missing from the table, the numbering of standards has changed but not updated in the Table, etc.), the use standards in Section 6.4 control.

6.2.2 Unlisted uses

A. Uses not expressly listed as permitted or conditional in Tables 6-A to 6-G are prohibited as principal uses except that a use may be permitted subject to meeting the following performance-based standards:

1. The proposed use is consistent with the purposes of the zone.
2. The proposed use is closely related to a permitted or conditional use in terms of character, scale, and external impacts.
3. The buildings and structures associated with the proposed use are designed and operated so that it will prevent undue adverse environmental impacts, substantial diminution of the value or utility of neighboring structures, or significant hazards to the health or safety of neighboring residents by controlling noise levels, emissions, traffic, lighting, odor, and any other potential negative impacts.

B. The review authority shall determine whether the uses not listed as permitted or conditional uses meet the above standards. If it is determined that the use does not meet the above criteria, it shall not be permitted.

C. The review authority may impose reasonable conditions of approval on the proposed use to ensure that it is similar in character and impact to a permitted or conditional use.

6.2.3 Multiple uses

A. A lot may contain more than one principal use, providing each use is allowed within the zone. Each principal use shall be permitted separately. In certain cases, uses are defined in Article 3 to include accessory uses that provide necessary support or are functionally integrated into the principal use.

B. Notwithstanding the above, and unless otherwise specifically permitted by this Code, lots containing a single family, two-family, three-family, or four-family dwelling may contain more than one principal use only so long as the total number of dwelling units on the lot does not exceed four, or three on the islands, not including accessory dwelling units.

6.2.4 Uses operated in an enclosed structure

A. In all mixed-use, office, and industrial zones, uses shall be operated within a completely enclosed structure, except for those customarily operated in open air.

B. In the mixed-use zones, open air activities shall be those licensed by the City.

6.2.5 Uses in zones not listed

A. Use permissions for certain zones within this Code are not included in Tables 6-A to 6-G, but are addressed separately as follows:

1. Use permissions for overlay zones are found in Article 8.
2. Use permissions for the India Street Form-Based Code (IS-FBC) zone are found in Article 9.
3. Use permissions for the waterfront zones are found in Article 10.

6.3 CHANGE OF USE

A change of use from one use in Tables 6-A to 6-G to another is governed by the requirements of the new use. The use of any part of any building, structure, or property shall not be changed to any other use, whether principal or accessory and whether alterations in the building, structure, or property are involved or not, until a permit and certificate of occupancy authorizing such change of use has first been secured from the Building Authority in accordance with Chapter 6 of the City of Portland Code of Ordinances.

TABLE 6-A: PERMITTED AND CONDITIONAL USES IN RESIDENTIAL NEIGHBORHOOD ZONES

		RN-1	RN-2	RN-3	RN-4	RN-5	RN-6	Use Standards
Residential	Single-family dwellings	●	●	●	●			
	Two-family dwellings	●	●	●	●			
	Three-family dwellings	●	●	●	●			
	Four-family dwellings	●	●	●	●			
	Multi-family dwellings	◐	●	◐	●	●	●	6.4.12
	Townhouse dwellings		●		●		●	6.4.13
	Group homes	◐	◐	◐	◐	◐	◐	6.4.17
	Lodging houses			◐	◐	●	●	6.4.21
Institutional	Child care centers + small child care facilities	◐	◐	◐	◐	◐	◐	6.4.9
	Elementary, middle, and secondary schools	◐	◐	◐	◐	◐	◐	
	Governmental uses	●	●	●	●	●	●	
	Places of assembly	◐	◐	◐	◐	◐	◐	6.4.30
	Post-secondary schools			◐	◐	◐	◐	6.4.31
	Residential care facilities (small)	◐	◐	◐	◐	◐	◐	6.4.35
	Residential care facilities (large)	◐	◐	◐	◐	◐	◐	
Comm.	Bed and breakfasts				●/◐	●/◐	●/◐	6.4.7
	Hostels				●/◐	●/◐	●/◐	6.4.18
	Market gardens	◐	◐	◐	◐	◐	◐	6.4.25
	Neighborhood nonresidential reuse	◐	◐	◐	◐	◐	◐	6.4.26
Other	Cemeteries	●	●	●	●	●	●	
	Parks and open spaces	●	●	●	●	●	●	
	Solar energy systems (minor)	●	●	●	●	●	●	6.4.38
	Utility substations	◐	◐	◐	◐	◐	◐	6.4.39

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

TABLE 6-B: PERMITTED AND CONDITIONAL USES IN ISLAND ZONES

		IR-1	IR-2	I-B	Use Standards
Residential	Single-family dwellings	●	●	●	
	Two-family dwellings	●	●	●	
	Three-family dwellings			●	
	Four-family dwellings			●	
	Multi-family dwellings			◐	6.4.12
	Live/work dwellings			●	
	Lodging houses		◐	●	6.4.21
Institutional	Child care centers + small child care facilities	◐	◐	●	6.4.9
	Cultural facilities			●	
	Elementary, middle, and secondary schools	◐	◐	◐	
	Governmental uses	●	●	●	
	Places of assembly	◐	◐	●	6.4.30
Commercial / Service	Auto service stations			◐	6.4.5
	Bed and breakfasts			●	6.4.7
	General offices			●	6.4.15
	General services			●	
	Greenhouses/nurseries (retail)			◐	6.4.16
	Hotels			◐	6.4.19
	Market gardens	◐	◐	●	6.4.25
	Neighborhood nonresidential reuse	◐	◐		6.4.26
	Restaurants			●	6.4.34
	Retail			●	6.4.36
	Specialty food service			●	
Other	Agriculture	●			6.4.3
	Boathouses and storehouses for fishing equipment	●	●	●	
	Campgrounds	◐			6.4.8
	Cemeteries	◐	◐		
	Low-impact industrial			●	
	Marinas			●	
	Parks and open spaces	●	●	●	
	Solar energy systems (minor)	●	●	●	6.4.38
	Studios for artists and craftspeople	●	●	●	
	Utility substations	◐	◐	◐	6.4.39
	Wharves, piers, docks, and landing ramps	●	●	●	

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

TABLE 6-C: PERMITTED AND CONDITIONAL USES IN MIXED-USE ZONES

		B-1	B-2	B-2b	B-3[1]	B-4	B-5	B-6	Use Standards
Residential	Two-family dwellings	●	●	●	●	●	●	●	
	Three-family dwellings	●	●	●	●	●	●	●	
	Four-family dwellings	●	●	●	●	●	●	●	
	Townhouse dwellings	●	●	●	●	●	●	●	6.4.13
	Multi-family dwellings	●	●	●	●	●	●	●	6.4.12
	Live/work dwellings	●	●	●	●	●	●	●	
	Lodging houses	●	●	●	●	●	●		6.4.21
Institutional	Child care centers + small child care facilities	●	●	●	●	●	●	●	6.4.9
	Clinics	●	●	●	●	●	●		
	Cultural facilities	●	●	●	●	●	●	●	
	Elementary, middle, and secondary schools	●	●	●	●		●	●	
	Emergency shelters				◐	◐	◐		6.4.14
	Governmental uses	●	●	●	●	●	●		
	Places of assembly	●	●	●	●	●	●	●	6.4.30
	Post-secondary schools		●	●	●	●	●	●	6.4.31
	Residential care facilities (small)	●	●	●	●	●	●	●	6.4.35
	Residential care facilities (large)		●	●	●	●	●	●	
Commercial / Service	Adult business establishments				●				6.4.2
	Auto, boat, and related dealerships		◐			●			6.4.5
	Auto service stations		◐	◐		●			
	Bars		●	●	●	●	●	●	6.4.6
	Bed and breakfasts	●	●	●	●				6.4.7, 6.4.10
	Exhibition, meeting, and convention halls				●	●	●	◐	
	Funeral homes		●	●		●			
	General offices	●	●	●	●	●	●	●	6.4.15, 6.4.10
	General services	●	●	●	●	●	●	●	
	Greenhouses/nurseries (retail)		◐	◐		◐			
	Hostels	●			●		●		6.4.18, 6.4.10
	Hotels		●		●	●	●	●	6.4.19
	Intermodal transportation facilities		●	●	●	●	●	●	
	Marijuana retail stores		●		●	●			6.4.23
	Market gardens	●	●	●	●	●	●	●	6.4.25, 6.4.10
	Recreation and amusement centers		●	●		●	●		

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

TABLE 6-C (CONT.): PERMITTED AND CONDITIONAL USES IN MIXED-USE ZONES

		B-1	B-2	B-2b	B-3[1]	B-4	B-5	B-6	Use Standards
Commercial/Service	Registered marijuana dispensaries		●		●	●			6.4.23
	Restaurants	●	●	●	●	●	●	●	6.4.34, 6.4.10
	Retail	●	●	●	●	●	●	●	6.4.36, 6.4.10
	Small-scale marijuana caregivers		●	●	●	●			6.4.23
	Specialty food service	●	●	●	●	●	●	●	6.4.10
	Theaters and performance halls (small)		●	●	●	●	●	●	
	Theaters and performance halls (large)		●	●	●	●	●	●	6.4.42
	Veterinary services		●	●		●			
Industrial	Animal-related services					●			
	Communication studios		●	●	●	●	●	●	
	Dairies		●	●		●			6.4.11
	Impound lots					●			6.4.20
	Laboratory and research facilities		◐	◐	◐	●	◐	◐	
	Low-impact industrial	●	●	●	●	●	●	●	6.4.22
	Marijuana manufacturing facilities					●			6.4.23
	Marijuana testing facilities					●			
	Printing and publishing				●	●	●	●	6.4.32
	Self-storage facilities					●			6.4.37
	Studios for artists and craftspeople	●	●	●	●	●	●	●	
	Warehousing and distribution facilities					●			6.4.40
Other	Marine uses						●	●	6.4.24
	Off-street parking				●/◐		●	◐	6.4.27
	Parks and open spaces	●	●	●	●	●	●	●	
	Social service centers		◐	◐	◐	◐	◐	◐	
	Solar energy systems (minor)	●	●	●	●	●	●	●	6.4.38
	Solar energy systems (major)					◐			
	Utility substations	●	●	●	●	●	●	●	6.4.39
	Wind energy systems (minor)		◐	◐	◐	◐	◐	◐	6.4.41

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

[1] Uses within the B-3 zone may be subject to the standards of the Pedestrian Activities District (PAD) Overlay found in Section 8.5 of this Code.

TABLE 6-D: PERMITTED AND CONDITIONAL USES IN TRANSIT-ORIENTED DEVELOPMENT ZONES

		TOD-1	TOD-2	Use Standards
Residential	Townhouse dwellings	●	●	6.4.13
	Multi-family dwellings	●	●	6.4.12
	Live/work dwellings	●	●	
	Lodging houses	●	●	6.4.21
Institutional	Child care centers + small child care facilities	●	●	6.4.9
	Clinics	●	●	
	Cultural facilities	●	●	
	Elementary, middle, and secondary schools	●	●	
	Governmental uses	●	●	
	Places of assembly	●	●	6.4.30
	Post-secondary schools		●	6.4.31
	Residential care facilities (small)	●	●	6.4.35
	Residential care facilities (large)	●	●	
Commercial / Service	Bars	●	●	6.4.6
	Exhibition, meeting, and convention halls		●	
	General offices	●	●	
	General services	●	●	
	Hostels		●	6.4.18
	Hotels		●	
	Intermodal transportation facilities	●	●	
	Recreation and amusement centers		●	
	Restaurants	●	●	
	Retail	●	●	
	Specialty food service	●	●	
	Theaters and performance halls (small)	●	●	
	Theaters and performance halls (large)	●	●	6.4.42
	Veterinary services	●	●	
Industrial	Communication studios	●	●	
	Low impact industrial	●	●	6.4.22
	Studios for artists and craftspeople	●	●	
Other	Parks and open spaces	●	●	
	Solar energy systems (minor)	●	●	6.4.38
	Utility substations	●	●	6.4.39

		TOD-1	TOD-2	Use Standards
	Wind energy systems (minor)	◐	◐	6.4.41

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

TABLE 6-E: PERMITTED AND CONDITIONAL USES IN OFFICE ZONES

		O	Use Standards
Inst.	Child care centers + small child care facilities	●	6.4.9
	Governmental uses	●	
Com	General offices	●	
	Office parks	●	6.4.28
Ind.	Laboratory and research facilities	●	
	Printing and publishing	●	6.4.32
Other	Parks and open space	●	
	Solar energy systems (minor)	●	6.4.38
	Utility substations		
	Wind energy systems (minor)	◐	6.4.41

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

TABLE 6-F: PERMITTED AND CONDITIONAL USES IN INDUSTRIAL & AIRPORT ZONES

		I-L/I-Lb	I-M/I-Mb	I-H	A-B[1]	Use Standards
	Live/work dwellings	●				
Institutional	Airports				●	
	Child care centers + small child care facilities	●	●		●	6.4.9
	Emergency shelters	◐	◐	◐		6.4.14
	Places of assembly	●				6.4.30
Commercial / Service	Bars				●	6.4.6
	General offices	●	●			6.4.15
	General services				●	
	Hotels				●	
	Intermodal transportation facilities	●	●			
	Market gardens	●				6.4.25
	Recreation and amusement centers	●	●			
	Restaurants				●	
	Self-storage facilities		●	●		6.4.37
	Specialty food service	●	●			
	Veterinary services	●	●	●		
Industrial	Animal-related services	●	●	●		6.4.4
	Auto service stations	●	●	●	●	6.4.5
	Construction & engineering services	●	●	●		
	Dairies	●	●	●		
	Food & seafood processing, packing, and distribution		●	●		
	High-impact industrial uses			●		
	Impound lots		●	●		6.4.20
	Laboratory and research facilities	●	●	●		
	Low-impact industrial	●	●	●		6.4.22
	Lumber yards	●	●	●		
	Marijuana cultivation facilities	●	●	●		
	Marijuana manufacturing facilities	●	●	●		6.4.23
	Marijuana testing facilities	●	●	●		
	Printing and publishing	●	●	●		

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

TABLE 6-F (CONT.): PERMITTED AND CONDITIONAL USES IN INDUSTRIAL & AIRPORT ZONES

		I-L/I-Lb	I-M/I-Mb	I-H	A-B[1]	Use Standards
Industrial	Recycling facilities		●	●		6.4.33
	Solid waste disposal facilities		●	●		6.4.33
	Studios for artists and craftspeople	●	●			
	Warehousing and distribution facilities	●	●	●		6.4.40
Other	Off-street parking				●	
	Social service centers	◐	◐	◐		
	Solar energy systems (minor)	●	●	●	●	6.4.38
	Solar energy systems (major)		●	●	◐	
	Telecommunication towers (ground-mounted)		●	●		
	Utility substations	●	●	●		6.4.39
	Wind energy systems (minor)	◐	●	●	●	6.4.41
	Wind energy systems (major)		●	●	◐	

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

[1] Permitted uses on lots within airport restricted access areas shall be limited to those which do not require or encourage access or visits by the public and which provide technical administrative or other support to airport operations.

TABLE 6-G: PERMITTED AND CONDITIONAL USES IN OPEN SPACE ZONES

	OS-R[1]	OS-P	Use Standards
Cemeteries	●		
Cultural facilities	◐		
Marinas	●		
Parks and open space	●	●	6.4.29
Solar energy systems (minor)	◐		6.4.38, 6.5.6
Solar energy systems (major)	◐		
Stadiums	◐		6.5.6
Utility substations	●/◐		6.4.39, 6.5.6
Wharves, piers, docks, and landing ramps	●	◐	
Wind energy systems (minor)	◐		6.4.41, 6.5.6

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

[1] Accessory uses within structures of 2,500 SF or more shall be treated as a conditional use under subsection 6.5.6.

6.4 SUPPLEMENTAL USE STANDARDS

These standards shall apply to the following uses as indicated in Tables 6-A to 6-G, whether permitted or conditional. Where a use is allowed as conditional, these standards apply in addition to the general conditional use standards in Section 6.5.

* * *

6.4.42 Theaters and Performance Halls (large) in the B-3 and WCZ zones

A. A large theater and performance hall may not be located within 750 feet of another large theater and performance hall, as measured along and/or perpendicularly across public ways from the main entrance of each. The main entrance is defined as one or more public entrances intended to provide primary access for patrons to areas designed for public use, such as lobbies, vestibules, concourses, seating areas, or similar spaces. This definition does not include secondary entrances used primarily for staff, production, limited public or ADA access, or performers.

B. Any large theater and performance hall located in the B-3 or WCZ zones on or before December 1, 2024 shall not be required to comply with this dispersal requirement. If located within 750 feet of another large theater and performance hall, such business shall be considered a lawfully nonconforming use subject to the standards of Article 4 of this Code.

C. Where two or more large theater and performance halls operate on one site, and where each entity requires or has a separate business license, or displays in a manner visible from public property separate business trademarks, logos, service marks, or other mutually identifying names or symbols, each entity shall be counted as a separate large

theater and performance hall for the purposes of this section.

6.5 CONDITIONAL USES

* * *

Planning Board Report to City Council
Portland, ME
Land Use Code Text Amendments Articles 3 & 6

Submitted to: Mayor Dion & City Councilors **Council Public Hearing**: April 27, 2026 **Council 1st Read**: April 13, 2026	**Prepared by**: Kevin Kraft, Director Matt Grooms, Deputy Director

I. INTRODUCTION

The City Council will be asked to vote on two orders amending the text of Articles 3 & 6 of the Land Use Code.

The first amendment is sponsored by Councilor Pelletier, co-sponsored by Councilor Ali, and was referred to the Planning Board by the HEDC on February 3, 2026, for review and recommendation to the City Council. The amendments would revise Article 3 (Definitions) by modifying the existing "Theater or Performance Hall" use to create two categories: "Theater or Performance Hall (Small)" and "Theater or Performance Hall (Large)," with the latter defined as having a capacity of 1,000 or more. The amendments would also revise Article 6 (Uses) and establish a new Section 6.4.42, "Theaters and Performance Halls (Large) in the B-3 and WCZ Zones," which sets a minimum 750-foot separation requirement between the primary entrances of large theaters or performance halls, measured along public ways (i.e., following streets and sidewalks), as shown in Attachment A.

The second amendment would revise Section 6.8.14.C (Entertainment Businesses in the B-3 and WCZ zones), which requires a minimum 100-foot buffer between businesses with an entertainment license, to clarify the definition of "main entrance(s)," as shown in Attachment AA. The purpose of the amendment is to provide clear guidance on how "main entrance(s)" are defined for regulatory and enforcement purposes.

The proposed amendments are more fully described in Section 4 of this report and redlines of the amendments can be seen in attachment A and attachment AA.

II. PLANNING BOARD RECOMMENDATION

The Planning Board's role is to review the proposed amendments for consistency with the Comprehensive Plan and to provide a recommendation to the City Council to adopt, adopt with recommended amendments, or reject the amendments. The City Council has the final authority to review and either approve or reject any proposed changes to the Land Use Code.

The Planning Board held a workshop open to the public on March 10, 2026. The meeting was conducted in a hybrid format, allowing both in-person and virtual public comment. The Planning Board's packet materials, including staff memo, associated attachments, and a video recording of the meeting are available on the City's Agenda Center. The Planning Board held a public hearing open to the public on March 24, 2026. The meeting was conducted in a hybrid format allowing both in-person and virtual public comment. The Planning Board's packet materials, including staff memo, associated attachments, and a video recording of the meeting are available on the City's Agenda Center.

Amendment to Establish a 750' Buffer for Large Theaters or Performance Halls

Based on the material provided in the staff report dated March 18, 2026, as well as public testimony and other information provided during the Planning Board's workshop on March 10, 2026 and at the March 24, 2026, public hearing, the Planning Board voted unanimously (5–0, with Din recused and Silk absent) to find that the proposed zoning text amendments to modify the definition of theaters or performances halls and establish a 750 foot buffer are not consistent with the Comprehensive Plan and the Board does not recommend their adoption to the City Council.

The Planning Board's deliberation and findings included the following points:

1. The proposed amendment to establish a 750-foot buffer between large theaters and performance halls is not consistent with the City's Comprehensive Plan, which intentionally promotes less auto-centric design, more efficient use and management of existing parking, and policies that have guided regulatory changes such as the removal of minimum parking requirements.
2. Adopted City policies emphasize encouraging mode-share and alternative travel options beyond single-occupancy vehicles, including walking, biking, and public transit, while managing the existing parking supply. They also support development and growth downtown, particularly in ways that advance arts and cultural activities as well as downtown vibrancy.
3. Existing regulatory processes, including the Site Plan Ordinance, Traffic Movement Permits, and other relevant regulations, are sufficient and are the appropriate regulatory mechanisms to review projects and mitigate potential impacts related to transportation, access, circulation, loading, design, and life safety on a site-by-site basis.
4. A spatial ordinance requirement would be overly prescriptive and unnecessary given the existing regulatory framework.
5. The rationale and supporting data for establishing a 750-foot buffer and defining large theaters as 1,000-capacity venues are unclear. The moratorium referenced venues of 2,000 or more and the City Council's large entertainment ordinance defines "large" at 2,000 or greater.
6. Best practices in urban planning and downtown development generally encourage theaters and performance halls to be located downtown, often sited in close proximity or in clusters.

Amendment to Section 6.8.14.C: Definition of "Main Entrance"

On March 24, 2026, the Planning Board voted unanimously (5–0, with Din recused, Silk absent) to find that the proposed text amendment to Article 6 (Uses), Section 6.8.14.C (Entertainment businesses in the B-3 and WCZ zones) clarifying the definition of "main entrance(s)" as shown in Attachment AA is consistent with the City of Portland's Comprehensive Plan and, therefore, recommends adoption by the City Council. The purpose of the amendment is to clarify how "main entrance(s)" are defined for the purposes of regulation and enforcement.

III. BACKGROUND

In response to community concerns raised during review of a Major Site Plan application for a proposed 3,300-capacity Portland Music Hall at 244 Cumberland Avenue, the City Council voted 6–3 on August 11, 2025 (Councilors Ali, Phillips, and Mayor Dion opposed) to enact a 180-day moratorium on theaters and performance halls with capacities exceeding 2,000. The moratorium was made retroactive to applications received on or after December 1, 2024 (Order 9-25/26). On February 23, 2026, the City Council voted to extend the moratorium.

In response to the moratorium, on November 18, 2025, the Housing & Economic Development Committee (HEDC) reviewed and discussed a proposed text amendment to the Land Use Code, introduced by Councilor Pelletier and Councilor Ali. The amendment proposed to eliminate the existing 100-foot buffer for businesses holding an entertainment license and replace it with a 750-foot buffer for large entertainment businesses, which the amendment defined as venues with seating capacities of 1,000 or more within the B-3 and Waterfront Central zones.

On February 3, 2026, the HEDC reviewed and discussed a refined text amendment co-sponsored by Councilors Pelletier and Ali. The amendment would modify the existing Theater or Performance Hall use by creating two categories: Theater or Performance Hall (Small) and Theater or Performance Hall (Large). It would also prohibit Large Theaters or Performance Halls from being located within 750 feet of another Large Theater or Performance Hall within the B-3 and Waterfront Central zones.

During deliberations Councilor Michniewicz raised a 250-foot buffer, noting concerns that entrances to large venues located near one another could create pedestrian conflicts when multiple venues are emptying simultaneously, and recommended that this buffer be considered to provide additional space for crowd dispersal. Ultimately, the committee voted 4-0 to refer the proposed amendments to the Planning Board for review and a recommendation to City Council.

Adoption of Entertainment Sector Benefits for Large Venues

Since the enactment of the moratorium in August 2025, the HEDC reviewed a separate proposal on October 21, 2025, to amend Chapter 4 of the City Code (Amusements) by establishing an Entertainment Sector Benefits Agreement requirement for large venues. On November 18, 2025, the HEDC voted 4–0 to recommend City Council approval of the amendment. On January 5, 2026, the City Council voted 8-0 (Councilor Ali absent) to pass Order 107-25/26, creating a new Large Capacity Entertainment License for venues with capacities of 2,000 or more, and requiring licensees to enter into an Entertainment Sector Benefits Agreement, providing financial or in-kind contributions equal to 1.0%–2.0% of the base ticket price to support Portland's local entertainment ecosystem. This ordinance became effective on February 5, 2026.

Existing 100-foot Entertainment License Buffer

In April 2007, the City Council, guided by the Mayor's Old Port Task Force and the Public Safety Committee, adopted the *Downtown Entertainment Overlay Zone*. This ordinance regulates the location and density of establishments with liquor licenses that also permit entertainment, requiring new establishments to be located at least 100 feet from similar establishments. The *Downtown Entertainment Overlay Zone* amended and superseded an earlier *Old Port Overlay Zone*, which capped the number of liqueur licenses in the Old Port district and required a minimum separation of 100 feet. The purpose of both overlay zones has been to limit and disperse the negative impacts of late-night rowdiness on downtown streets. This 100-foot dispersal requirement is codified in Section 6.8.4 of the Land Use Code and is applicable to businesses with entertainment and liquor licenses in the B-3 and Waterfront Central Zones and remains in effect.

IV. PROPOSED TEXT AMENDMENTS

As outlined in Councilor Pelletier's January 30, 2026 memo to the HEDC Committee (Attachment C), the goal of the proposed amendments is to address concerns regarding the spacing of large entertainment venues in downtown Portland. Establishing a buffer is intended to mitigate traffic impacts associated with patrons arriving at and departing from multiple venues simultaneously.

The proposed amendments (Attachment A), would modify the existing Theater or Performance Hall use by creating two use categories, Theater or Performance Hall (Small) and Theater or Performance Hall (Large), that would be defined in Article 3 Definitions:

- **Theater or Performance Hall (Small):** An establishment with a total occupancy of fewer than 1,000 persons devoted to showing motion pictures or hosting dramatic, musical, or live performances.

- **Theater or Performance Hall (Large):** An establishment with a total occupancy of 1,000 or more persons devoted to showing motion pictures or hosting dramatic, musical, or live performances.

Theaters and Performance Halls would continue to be permitted in the B-3 and Waterfront Central Zones (WCZ), as outlined in Table 6-C. However, Large Theaters and Performance Halls would be subject to new supplemental use standards in Section 6.4.42, which would prohibit such venues from locating within 750 feet of the primary entrance(s) of another Large Theater or Performance Hall as measured along public ways (following streets and sidewalks).

Under this approach, the 750-foot buffer would apply only between Large Theaters and Performance Halls. It would not restrict proximity between small theaters and performance halls.

250 Foot Buffer Proposal
During the February 3, 2026 HEDC meeting, Councilor Michniewicz requested that staff explore a 250-foot buffer. The intent of establishing a 250-foot separation would be to address concerns about two primary entrances being located in close proximity and to mitigate impacts associated with pedestrians and patrons exiting venues and entering the sidewalk/street network simultaneously.

Amendment to Section 6.8.14.C: Definition of "Main Entrance"
The proposed text amendment to Article 6 (Uses), Section 6.8.14.C (Entertainment Businesses in the B-3 and WCZ zones) would clarify the definition of "main entrance(s)" by adding the following language to the existing regulation:

The main entrance is defined as one or more public entrances intended to provide primary access for patrons to areas designed for public use, such as lobbies, vestibules, concourses, seating areas, or similar spaces. This definition does not include secondary entrances used primarily for staff, production, limited public or ADA access, or performers.

A redlined version of this amendment is provided in Attachment AA. This amendment does not change existing policy or interpretation; rather, it is intended to clarify the regulation for future enforcement and eliminate confusion.

IV. COMPREHENSIVE PLAN, POLICY, & DATA ANALYSIS

The following section provides an analysis of the Comprehensive Plan and related policy guidance, regulatory standards, and best practices in land use planning, along with data on parking conditions, the economic activity of the arts and cultural sector, and regulations from other cities.

Policy and Regulatory Background

Portland's adopted comprehensive policy framework, including Portland's Comprehensive Plan, *Portland's Plan 2030*, *One Climate Future*, the *Downtown Vision Plan*, and the *Portland Peninsula Transit Study*, works in concert with established regulatory tools such as the Land Use Code, Site Plan Ordinance, Traffic Movement Permit (TMP) requirements, and impact fees that are intended to regulate and manage land use, design, environmental, transportation, site access, and parking impacts of individual development proposals. Together, these policies and regulations provide oversight to evaluate individual proposals on a case-by case basis while intended to support the advancement of the City's long-standing policy goals and objectives.

Over the past decade, City policymakers have deliberately pursued policies that reflect a modern, 21st-century approach to growth and sustainability. Long-range transportation planning has focused on creating a more integrated, multimodal network through public transit enhancements, sidewalk and streetscape improvements, bikeway planning, and targeted investments in the underlying street network. At the same time, the City has worked to ensure that its land use framework is closely aligned with transportation planning. The consistent direction of City policymaking over several decades demonstrates a shared commitment to guiding Portland's growth in a sustainable manner, prioritizing a transportation system that serves all users, not solely automobiles and single-occupancy vehicles, and ensuring density, mixed-use development, and key destinations are aligned with the public transit network. This commitment is increasingly reflected in Portland's built environment today.

In 1991 the City adopted the ***Downtown Vision Plan***. As Maine's largest city and Northern New England's primary urban center, Portland's Downtown serves as a vital hub for commerce, culture, and civic life. In regards to transportation planning, the *Downtown Vision Plan* emphasized the need to reduce reliance on single-occupancy vehicles and minimize on-site parking. It advocated for a more pedestrian-oriented downtown, supported by transit, shuttle lots, carpools, biking, and walking. While acknowledging that reversing decades of car-centric development would take time, the plan called for a transitional approach, warning that continued auto-dependence could result in increased congestion, pollution, and diminished urban livability. Key transportation strategies outlined in the plan included:

- Limiting private on-site parking
- Encouraging employer participation in transit programs, and
- Enhancing the role of public transit within a walkable, vibrant downtown core.

This early policy direction laid the foundation for the City's ongoing efforts to create a more sustainable, accessible, and multimodal transportation system, and to support land use regulation that encourages a shift away from car-centric development. This approach was further reinforced in 2020 when the City Council introduced and adopted an amendment exempting developments within ¼ mile of a public transit route from parking requirements citywide, and again in 2024 when the Council moved from parking minimums to parking maximums. Related excerpts from the *Downtown Vision Plan* include:

> *"To maintain and enhance the Downtown's prominence as the regional center for commerce, human services, historic resources, and culture and the arts."*

"To manage traffic and parking to diminish and decentralize the concentration of private automobiles in the heart of the Downtown through a creative combination of on-street, on-site, central garage, and peripheral parking, and alternative transportation mode solutions."

"Revitalize Congress Street, Portland's Main Street, by establishing and promoting the Congress Street Cultural Corridor with additional cultural facilities and related retail uses."

The Role of Arts and Culture in the Downtown (pages 33 – 34)

"Popular entertainment arts" are promoted as a component of a Downtown arts and culture industry. "Music clubs" are specifically listed as components of this industry.

"Support the cultural community by retaining and expanding performance and exhibition space, housing, studio space, and office/support space for artists, institutions, and organizations."

"Promote the Downtown as the local, statewide and northern New England center for arts and culture."

In 2009, the City approved the ***Portland Peninsula Transit Study,*** a study intended to advance transportation strategies supporting the livability and sustainability of the Portland Peninsula, recognized as one of the most vibrant and walkable small urban areas in the nation and the heart of the region. Building on prior policy direction, the study emphasized the need to integrate land use, infrastructure, and transportation planning to strengthen walking, biking, and transit options. The study acknowledged that while investments in pedestrian, bicycle, and transit infrastructure are critical, meaningful reductions in single-occupancy vehicle trips would also require addressing the financial incentives and convenience that favor driving. It highlighted that many cities have chosen to accept some loss in auto-oriented conveniences in order to improve safety, reduce emissions, and prioritize multimodal transportation. The plan reinforced the City's long-standing commitment to sustainable transportation and again set forth goals including reducing single-occupancy vehicle trips, shifting away from auto-oriented infrastructure toward support for alternative modes, and managing, rather than expanding, the existing parking supply.

Key policy recommendations included:

- *Traffic Policy:*
    - *Shift from an auto-oriented infrastructure to promotion of other modes;*
    - *Shift investment strategy from support for new lanes of asphalt to transit;*
    - *No longer designing streets solely to accommodate peak-hour traffic;*
    - *Accepting traffic delays as normal in an urban environment*
- *Transit Policy:*
    - *Encourage development of transit to reduce the growth of traffic to and within the peninsula;*
    - *Provide convenient, frequent, attractive, reliable, and safe transit options;*
    - *Invest in transit over new vehicular travel lanes of asphalt*
- *Parking Policy:*

    - *Encourage new initiatives to decrease the growth of traffic volumes;*
    - *Manage the parking supply rather than continue to expand it;*
    - *Use parking impact fees to support transit;*
    - *Develop shared parking*
- *Pedestrian & Bike Policy:*
    - *Encourage walking and biking, along with transit "share the street"*

In 2017, the City adopted ***Portland's Plan 2030,*** the Comprehensive Plan for the City of Portland. As a foundational policy document, it establishes the framework that guides zoning, the Land Use Code, and other adopted regulations. The Plan outlines goals and strategies aimed at reducing reliance on automobiles through compact, walkable, and multimodal development, strategically managed parking, and reinforcement of the city center. It also recognizes Downtown Portland as the region's cultural, civic, and economic hub, a role reflected today by the presence of numerous successful current and former venues, including the State Theatre, Merrill Auditorium, Cross Insurance Arena, Blue, Portland House of Music, and Port City Music Hall (now closed).

Its transportation and land use policies emphasize that by managing growth in automobile traffic, the City can expand transportation choices and foster a more accessible and sustainable urban environment.
Additionally, the Comprehensive Plan's economic policy framework acknowledges that Portland hosts an increasingly diverse economy, including the financial and service sectors, a thriving local food scene, a port engaged in international trade, a regional healthcare hub, and a flourishing arts and culture community. The Plan outlines the following goals relevant when considering the proposed amendments:

- *Promote an economic climate that increases job opportunities and overall economic well-being* (*State Goal*).
- *Create economic prosperity by growing Portland's tax and employment base* (*Local Goal*).
- *Value innovation and creativity as cornerstones of the local economy and central to Portland's uniqueness and diversity* (*Local Goal*).
- *Support sustainable growth in educational, medical, and cultural institutions* (*Local Goal*).
- *Target areas for job growth by ensuring new employment can be accommodated in priority growth areas across the city and by evaluating zoning and infrastructure conditions in downtown, neighborhood nodes, and along transit corridors to support employment and housing growth.*
- *Emphasize arts and culture by leveraging them as defining elements of Portland's quality of place, supporting cultural institutions and arts spaces, and ensuring access to arts and culture for all residents.*

The Plan's, Future Land Use Framework further emphasizes areas most critical to the City's continued growth and highlights the goal to "Reinforce the Center." The Plan affirms that Downtown Portland remains central to the region's arts and cultural, economic, and civic vitality and embraces the principle that downtown should continue to serve as a primary locus of activity for the broader region. Downtown is therefore identified as a priority growth node for continued enhancement and investment.

Portland's Plan 2030 laid the foundation for further studies and policy development, including *One Climate Future*, approved in 2021. ***One Climate Future*** continued to move the City toward the goal of sustainable growth. This adopted policy document included specific goals and strategies to support implementation of the higher-level direction in *Portland's Plan 2030*. These goals and strategies again focused on mode shift, aiming to decrease private vehicle use and focused on expanding public transportation systems, biking

accessibility, complete streets, and transit-oriented development (TOD) in an effort to make it easier to travel between destinations without a car and to reduce greenhouse gas emissions.

A key action item identified in *One Climate Future* was to shift away from policies that promote increased parking demand and supply, and instead advance strategies that strengthen multimodal transportation options. To achieve this, the plan called for eliminating parking minimums in commercial areas and along designated transit corridors, and for establishing parking maximums. Furthermore, by encouraging lower-density, car-oriented development, excessive parking also undermines public transit efficiency and creates streetscapes that discourage walking and biking. This reinforces car dependency, increases greenhouse gas emissions, and perpetuates demand for more parking, directly conflicting with the goals of *One Climate Future*.

In recent years, the City and region have continued to advance their multimodal transportation goals. In 2023, the ***Gorham-****Westbrook-Portland Bus Rapid Transit (BRT) Study* was completed to assess the feasibility and potential benefits of a rapid transit connection linking the three communities. The study identified a preferred alignment, running along Main Street, Brighton Avenue, and Congress Street through downtown Portland, as the most direct and effective corridor. This route would connect major destinations, including USM Gorham, Gorham Village, Downtown Westbrook, Rock Row, USM Portland, Maine Medical Center, Downtown Portland, and the Eastern Waterfront, with high-frequency bus service at both the local and regional levels.

On April 14, 2025, the City Council adopted the Greater Portland Council of Governments' (GPCOG) *Regional Vision Zero Action Plan.* By doing so, the City formally endorsed the initiative's core objective: eliminating all traffic-related fatalities and serious injuries by 2045. The GPCOG Vision Zero plan emphasizes reducing reliance on single-occupancy vehicles and promoting greater use of public transit as a critical step toward safer, more equitable mobility. Directly aligned with advancing Vision Zero, the City Council in 2025 adopted an update to the City's 2012 *Complete Streets Policy* to ensure it continues to reflect the community's vision for a safer, more multimodal city that serves all users, regardless of age or ability.

Parking Capacity & Utilization

In 2017 the City commissioned a study covering much of the downtown and nearby waterfront areas, which found that there are enough parking spaces to accommodate roughly one space for every four residents of Portland. The study showed that peak utilization typically occurs on weekday afternoons in the summer, when businesses and offices are open, with demand tapering off by early afternoon and continuing into the evening. More recent studies and analyses have yielded similar findings.

Parking Study for Downtown, the Old Port, and the Eastern Waterfront (2017)

In 2017, the City commissioned a parking study covering the downtown, central waterfront, eastern waterfront, and a ¼-mile buffer surrounding these areas (Attachment D). The primary objectives were to collect data on parking supply and demand during both weekdays and weekends and to identify any areas of deficiency.



Figure 1: 2017 Parking Study – Study Area Map

The study identified a total supply of nearly 16,000 parking spaces (on-street, surface lot, structured parking) within the study area, or roughly one space for every four residents of the City of Portland (~25% of Portland's entire population). Of these, over 11,000 spaces were located within the core downtown area. The analysis found that peak parking demand occurs on weekday afternoons during the summer, when office and businesses are open and visitors are abundant, and demand exceeds the system's effective capacity[1], though not its total capacity (Figure 2). On these peak weekdays, utilization begins to decline starting around 2:30 PM and continues to remain low, below the system's effective capacity, into the evening hours. In contrast, weekend peak demand during the summer season was significantly lower in general, reaching only 71% of effective capacity (Figure 3).

The study documented a strong preference for on-street parking, which was at or above effective capacity during weekday and Saturday evenings, despite the fact that substantial capacity remained in nearby surface lots and parking garages during those same periods. While the study identified a general preference for on-street parking, a sample of streets, including Casco Street, Exchange Street, Spring Street, Middle Street, and Commercial Street, showed variation in occupancy. High-demand streets, such as Commercial Street, Middle Street, and Exchange Street, exhibited higher occupancy rates than the overall average within the study area.

The 2017 study also included a land-use-based analysis of parking demand. Using ITE parking generation factors, which are based on generalized national data and are often characterized as conservative in urban contexts, the study concluded that evening and weekend events at a sold-out Cross Insurance Arena, with a

[1] Effective Capacity: The effective capacity is a concept in parking analysis that refers to the occupancy level at which parking users begin to have difficulty finding open spaces and vehicle circulation to access parking begins to exhibit signs of congestion including queuing. The effective capacity is also thought of as the threshold when a parking supply begins to be perceived by users to be full.

seating capacity of approximately 6,700, appeared to be adequately supported by existing parking in Downtown Portland. The study indicated approximately 5,000 spaces would be available during the peak period of a sold-out weekday event (Figure 4) and approximately 2,000 spaces would be available during the peak period of a sold-out Saturday event (Figure 5).

Rather than recommending the construction of additional parking facilities, the study concluded that the City should focus on more efficient management of the existing supply. Recommendations included encouraging greater use of underutilized surface lots and structured parking facilities, particularly during peak demand periods.

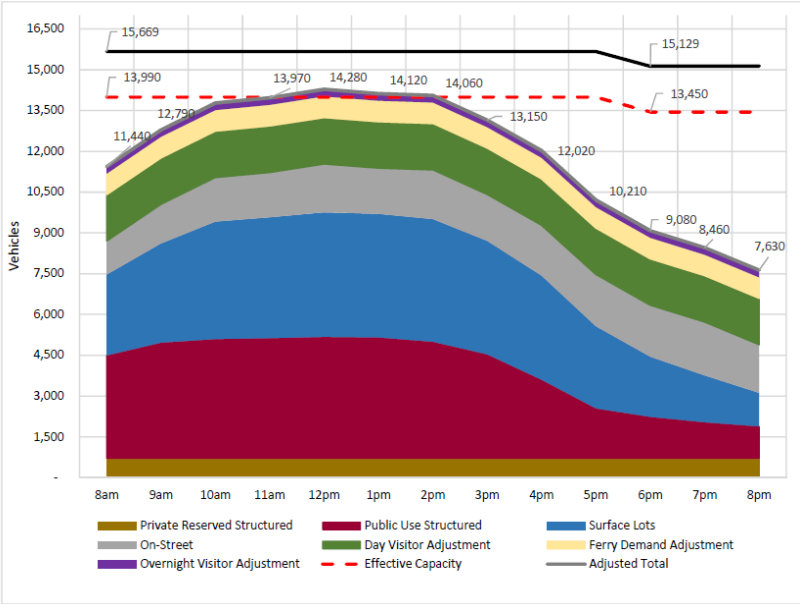


Figure 2: 2017 Parking Study – Estimated Peak Season Weekday Parking Demand by Time of Day

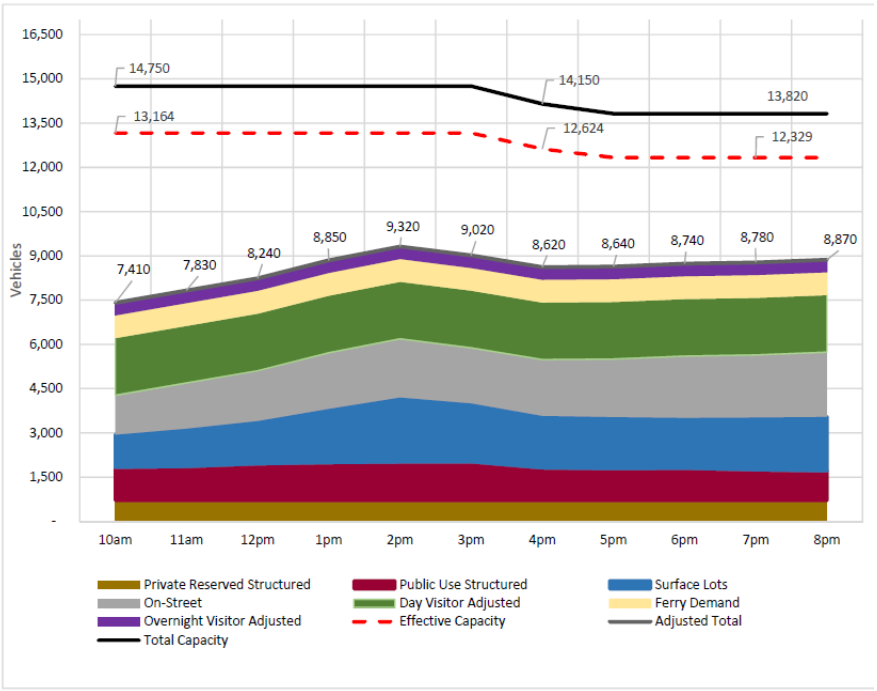


Figure 3: 2017 Parking Study – Estimated Peak Season Saturday Parking Demand by Time of Day

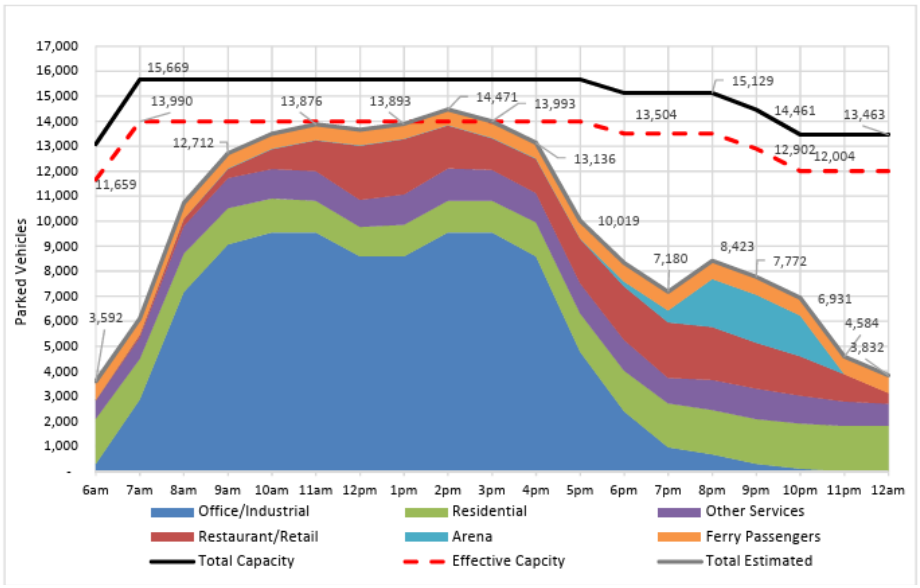


Figure 4: 2017 Parking Study – Weekday Peak Demand by Land-Use

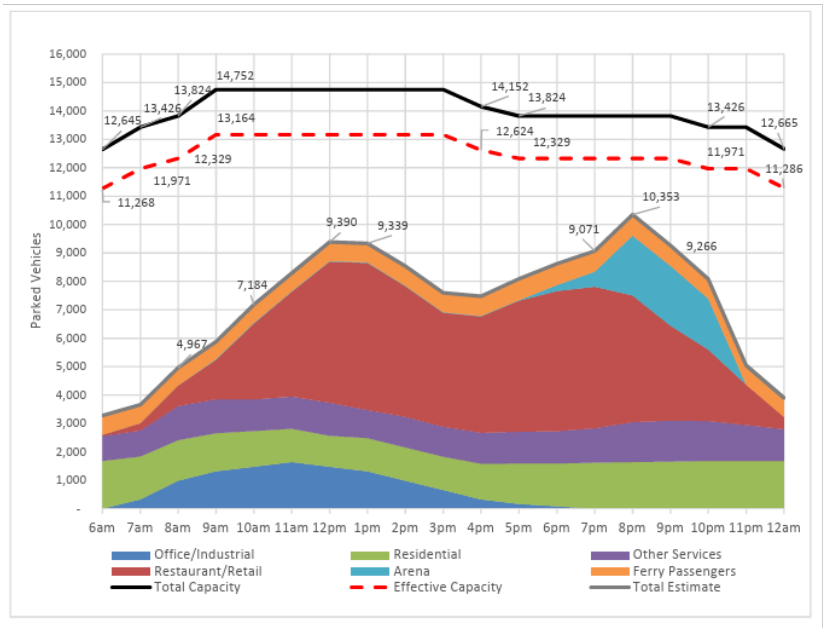


Figure 5: 2017 Parking Study – Saturday Peak Demand by Land-Use

Current parking occupancy data

As of today, parking capacity in the area remains similar to past levels. The City of Portland Parking Division conducted a parking lot occupancy assessment of parking lots and garages open to the general public within both a ¼ mile of the proposed Portland Music Hall, and ½ mile of the proposed venue on a Thursday, Friday, and Saturday in May of 2025. Each lot was counted at least twice, and in some cases, up to four times, over the three-day period with all counts occurring after 5:00 PM.

The results showed that of the approximately 2,700 parking spaces within a ¼-mile radius of the proposed Portland Music Hall, the average utilization rate between 5:30 PM and 8:00 PM was 19% (Table 1). For parking spaces located between ¼ and ½ mile from the venue, utilization after 5:00 PM averaged 18% (Table 2). These findings suggest that approximately 80% of the parking supply remained available during those times, indicating sufficient existing capacity to support the proposed venue and other uses. These findings are consistent with the 2017 study and reflect a broader trend of reduced parking demand, particularly during evening hours. With utilization below 20% and available capacity at approximately 80%, these numbers indicate that parking capacity remains within the existing supply, aligning with the recommendations of both the 2009 *Portland Peninsula Study* and the 2017 study, which advised the City to focus on managing the existing parking supply rather than expanding it.

Table 1
Off-Street Parking Utilization: 0 to 1/4 Mile Occupancy (5:30 PM-8:00 PM)(May 2025)

Total Spaces	Available Spaces	% Utilized	% Available
3,380	2,715	19.66%	80.4%

Table 2 Off-Street Parking Utilization: 1/4 to 1/2 Mile Occupancy (5:30 PM-8:00 PM)(May 2025)			
Total Spaces	Available Spaces	% Utilized	% Available
2,969	2,412	18.75%	81.25%

February 27, 2026 – Parking Observations

More recently, on Friday, February 27, 2026, the University of Maine men's hockey team played Northeastern University at Cross Insurance Arena, with an official attendance of 5,621. That same evening, the State Theatre hosted a sold-out concert by Pigeons Playing Ping Pong.

According to the City of Portland Parking Division, the Elm Street parking garage was approximately 10% occupied in the early evening, while the Spring Street garage was about 80% occupied, with some spaces reserved in advance for an event via a parking pre-sale. Data from the Top of the Old Port parking lot indicated that after 6:00 p.m., the lot was approximately 80% vacant, noting that there were no performances at Merrill Auditorium that night.

Portland Music Hall Traffic Movement Permit (TMP) Parking Analysis

The proposed Portland Music Hall project triggered a State Traffic Movement Permit (TMP), which included an analysis of existing parking to understand trip distribution within the surrounding area. The applicant provided a map of available off-street parking facilities, including garages and lots, identifying the total number of spaces within four-tenths of a mile of the site (Figure 6). These facilities were documented in the *March 2025 City of Portland Parking Division's Annual Parking Survey*. Based on distance to the venue, current hours of operation, and capacity, the applicant identified five lots and garages as the most likely parking destinations for music hall patrons (Figure 7). Those five facilities alone account for approximately 2,800 total parking spaces.

Additionally, as part of the Portland Music Hall Major Site Plan Application, the applicant's Transportation Demand Management (TDM) Plan highlights the venue's central Downtown location and centers its strategies on access to and from the site on modal split and vehicle occupancy. The TDM materials estimate a total of 1,385 one-way vehicle trips, including both attendees and employees. The projected mode share is 82% vehicles, 2% transit, and 16% walking or biking. The applicant's TDM submission also sets a target to reduce personal vehicle use by 10%, aiming for a modal split of 72% vehicles instead of 82%, which would further decrease parking demand and to achieve these mode splits the applicant was proposing as a condition of approval an annual contribution to Metro to support expanded public transit service. In summary, when comparing the estimated parking demand to the effective parking capacity downtown, there is sufficient parking available to accommodate demand, even under the more conservative 82% vehicle mode share.

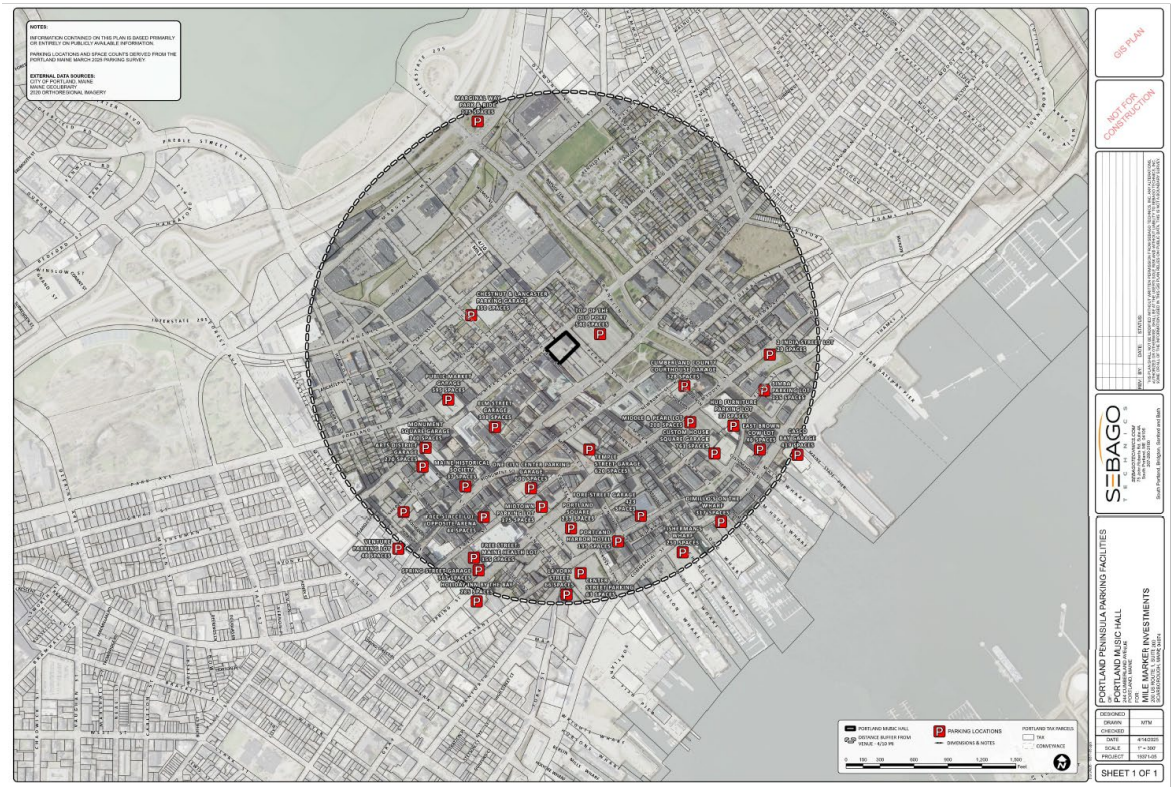


Figure 6: Garages and Lots Within 4/10 Mile of Proposed Portland Music Hall (outlined in black) – Traffic Movement Permit (April 21, 2025), Source: Sebago Technics

Parking Facility	# of Spaces	Hour of Operation	Walking Distance from Site
Top of the Old Port Surface Lot	540	Open 24hrs	0.1 Miles
Temple Street Parking Garage*	620	Closes 12AM	0.2 Miles
Cumberland County Parking Garage	328	Open 24hrs	0.3 Miles
Custom House Parking Garage*	761	Closes 12AM	0.4 Miles
One City Center Parking Garage	600	Open 24hrs	0.4 Miles

**Preliminary parking agreements between event operator and parking facility.*

Figure 7: Traffic Movement Permit – Portland Music Hall (April 21, 2025) Nearby Parking Facilities, Source: Sebago Technics

Creative Economy (Theaters & Performance Halls Downtown)

As outlined in Creative Portland's *Local Economy Report for FY2025* (July 1, 2024–June 30, 2025), sustaining the arts community and promoting Portland's cultural life are central economic development priorities. Portland is home to more than 150 arts and cultural organizations that contribute significantly to the City's vibrancy and creative identity. The report emphasizes that the arts function as a key economic driver, powering the creative economy and playing an important role in workforce recruitment and retention.

These findings are reinforced by the October 2023 *Arts & Economic Prosperity* study, which concluded that Portland's nonprofit arts and culture industry generated $86 million in economic activity in 2022. This

included $58.2 million in spending by nonprofit arts and cultural organizations and $27.8 million in event-related spending by audiences. Collectively, this activity supported 1,872 jobs and generated $20.7 million in local, state, and federal government revenue.

Within Portland, many venues operate on the peninsula, defined as east of I-295. The B-3 zone, which encompasses downtown and the Arts District, is home to many of the City's theaters and performance halls with varying capacities. Existing zoning regulations allow theater and performance hall uses by right, a framework that has enabled Portland's creative economy to grow organically. For example, the 800-person capacity music venue *Live at Madrid* recently opened in March 2026 on Portland's Eastern Waterfront. This flexibility has supported the continued evolution of Portland's arts and culture sector and fostered a diverse and dynamic venue landscape (Table 3). Furthermore, many of these venues operate without dedicated on-site parking, loading areas, or designated on-site tour bus parking.

When on-street space or street closure is needed for buses or tour buses, venue operators apply for a Street Occupancy Permit, which is reviewed and issued by the Department of Public Works (DPW). For larger events, whether sporting events or performances at theaters and other venues, venue operators are responsible for securing and funding any required police details to support with crowd control and management. Requests are submitted through the Police Department's website, which facilitates the coordination of services such as traffic control and pedestrian crossings before and after events.

Table 3 Venues

Venue Name	Address	Capacity (Approximate)	Zone	On-Site Parking
Merrill Auditorium	20 Myrtle Street	1,900	B-3	No
State Theatre	609 Congress Street	1,870	B-3	No
Aura	121 Center Street	1,100	B-3	No
Port City Music Hall (Closed)	504 Congress Street	400	B-3	No
Portland House of Music	25 Temple Street	300	B-3	No
Portland Stage	25A Forest Avenue	300	B-3	No
One Longfellow Square	181 State Street	200	B-3	No
Geno's Rock Club	625 Congress Street	190	B-3	No
SPACE Gallery	543-538 Congress Street	130	B-3	No
Blue	650 Congress Street	110	B-3	No
The Apohadion Theater	107 Hanover Street	50	B-3	No
Thompson's Point (Seasonal)	207 Thompson's Point Road	6,000	B-5	Yes
Live at Madrid's	144 Fore Street	800	B-6	No
Sun Tiki	375 Forest Avenue	220	B-2b	No
Mayo Street Arts	10 Mayo Street	110	B-2b	No

From a professional sports perspective, Portland was named the #1 Minor League Sports Market in the country in 2024 by *Sports Business Journal*. The city is home to several teams that draw visitors from Portland and across the region and beyond. The Portland Sea Dogs, the Double-A affiliate of the Boston Red Sox, welcomed 366,442 fans during the 2025 season, including 25 sold-out games. The Maine Celtics, the NBA G League affiliate of the Boston Celtics, recorded total regular-season attendance of 54,052 during the 2024–2025 season. The Maine Mariners, affiliated with the Boston Bruins (NHL), averaged 4,521 fans per game over the same period. In 2025, the Maine Hearts of Pine launched their inaugural United Soccer

League (USL) season, drawing sold-out crowds at Fitzpatrick Stadium. The team set a USL single-game attendance record of 6,440 and averaged 5,811 fans across 14 home matches. Additionally, for the 2026 season, the Hearts of Pine have already sold out both season tickets and single-game tickets for all home games.

Table 4 – Sporting Venues

Stadium/Arena Name	Address	Capacity (Approximate)	Zone
Cross Insurance Arena	1 Civic Center Square	6,000 – 9,500	B-3
Hadlock Field	271 Hadlock Field	6,868	OS-R
Fitzpatrick Stadium	140 Deering Avenue	6,000	OS-R
Portland Expo	239 Park Avenue	3,000	OS-R
Troubh Ice Arena	225 Park Avenue	650	OS-R

National Case Studies

To inform discussion of potential amendments related to theaters and performance halls, staff reviewed a range of jurisdictions to understand how other communities regulate and permit theaters, live performance venues, and similar assembly uses. The selected jurisdictions reflect a mix of regional comparators and cities with active cultural and entertainment environments, including nearby New England communities, mid-sized cities with vibrant downtowns, and larger cities with established entertainment economies and more complex development and urban street patterns.

- **Regional and Comparable New England Cities:** Worcester, MA (pop. ~206,000); Burlington, VT (pop. ~44,700); Portsmouth, NH (pop. ~21,900); Providence, RI (pop. ~190,900).
- **Mid-Sized Cities with Active Downtown Cultural Scenes:** Cleveland, OH (pop. ~372,600); Buffalo, NY (pop. ~278,300); Asheville, NC (pop. ~94,500); Provo, UT (pop. ~115,100); Madison, WI (pop. ~269,800); Greenville, SC (pop. ~70,700).
- **Larger Cities with Established Entertainment Economies:** New York, NY (pop. ~8.5 million); Austin, TX (pop. ~961,800); Boston, MA (pop. ~675,600); Portland, OR (pop. ~635,000); Nashville, TN (pop. ~689,400); Seattle, WA (pop. ~737,000).

In addition to the original analysis of zoning in other communities, the Planning Board requested that staff provide examples of communities that have used strategies in entertainment districts to encourage theaters to cluster. Staff provided the following:

Brooklyn Cultural District. The core centers on a four-block area shaped by a coordinated effort among government officials and local arts organizations to revive Brooklyn's cultural and entertainment sector, using the arts as an anchor to encourage reinvestment.

Arts and culture have long been central to Downtown Brooklyn, building on the area's rich institutional history. The City and State have invested more than $100 million to support world-class cultural venues, public spaces, and streetscape improvements. These institutions reflect a wide range of artistic and cultural expression, including the Brooklyn Academy of Music (BAM), BAM Harvey Theater, BAM Fisher, and the BRIC Arts Media Center, as well as the Irondale Center, Theatre for a New Audience, and ISSUE Project Room. Larger venues include the 19,000-seat Barclays Center and the recently reopened historic Brooklyn Paramount (approximately 2,600–3,000 seats), which was renovated and reopened in 2024.

A summary of Chicago's downtown theater district along with a summary of the other communities has been included in Attachment B.

V. ATTACHMENTS

A. Attachment A – Redline Text Amendment Articles 3 & 6
B. Attachment AA – Redline Text Amendment Section 6.8.14.C
C. Attachment B – National Case Studies
D. Attachment C – Councilor Pelletier HEDC Memo
E. Attachment D – Portland Parking Study Sept 2017
F. Attachment E – 750 Buffer Map
G. Attachment F – Venue Buffer Map (100', 250', 750')
H. Attachment G – 2007 Planning Board Recommendation



3 DEFINITIONS

Adjacent grade (within the floodplain). For the purposes of calculating floor elevation in areas of special flood hazard, the natural elevation of the ground surface prior to the construction next to the proposed wall of a structure.

Adult business establishment. Any business, including but not limited to any bookstore, newsstand, novelty store, nightclub, bar, cabaret, amusement arcade, or theater, which:

A. Keeps for public patronage or permits or allows the operation of any adult amusement device as defined in Chapter 4 of the City of Portland Code of Ordinances; or

B. Customarily, meaning more often than an average of one calendar week during any calendar month of operation, exhibits motion pictures or displays any other visual representation described or advertised as being "X rated" or "for adults only," or which customarily excludes persons from any portion of the premises by reason of immaturity of age by the use of such, or similar, phrases; or

C. Is adjudged to be in violation of 17 M.R.S. §§ 2911, 2912.

Affordable housing. Housing for which the percentage of income a household is charged in rent and other housing expenses (including utilities such as electric, heat, water, sewer, and/or trash that the household pays separately from rent) or must pay in ownership cost (including but not limited to mortgage payments, condominium/HOA fees, mortgage insurance, other insurance, and real estate taxes), does not exceed 30% of a household's income, or other amount established in City regulations that does not vary significantly from this amount.

After-hours entertainment license. Any of the music, dancing, and special entertainment licenses required or authorized by Chapter 4, Article III of the City of Portland Code of Ordinances.

Agriculture. Land and associated structures used for the growing of crops and raising of domesticated animals to provide food and other products for sale, personal consumption, donation, and/or educational purposes. Agriculture includes single-family dwellings and any additional dwellings that are accessory to the principal use of agriculture. Agriculture also includes farmstands used to sell crops grown on the premises.

Airport. Land, water, or any human-made object or facility located thereon, which is used or intended to be used for landing and takeoff of aircraft, and any appurtenant areas that are used or intended to be used for airport buildings or other airport facilities or rights-of-way, together with all airport buildings and facilities located thereon. Airports may include airport administration, terminals, carrier operations, concessions, reservations and ticket sales, freight, repair and storage, fueling services, flying schools, car rental operations, and other associated uses.

Airport restricted access areas. Runways, taxiways, and other areas of an airport accessible to aircraft, whether access is restricted by the Federal Aviation Administration or not.

Alley. Any way designed primarily for vehicular and pedestrian or utility access to the back or side of

Temporary outdoor sales. Temporary uses, which may include temporary structures where goods are sold, such as but not limited to arts and crafts fairs, flea markets, rummage sales, consignment auctions, and holiday sales such as Christmas tree lots and pumpkin sales lots. Temporary outdoor sales does not include garage/yard sales, or outdoor sales related to a retail goods establishment where such goods are part of the establishment's regular items offered for purchase.

Temporary outdoor storage container. Temporary self-storage containers, delivered to a residence or business for the purpose of storing items, and subsequently picked up and stored at an off-site location until scheduled for retrieval.

Tenant. Any occupant in lawful possession of a rental unit, whether by lease, sublease, or otherwise.

Theater or performance hall (small). Any establishment with a total occupancy of fewer than 1,000 persons, devoted to showing motion pictures, or for dramatic, musical, or live performances.

Theater or performance hall (large). Any establishment with a total occupancy of 1,000 or more persons, devoted to showing motion pictures, or for dramatic, musical, or live performances.

Tidal waters. All waters affected by tidal action during the highest annual tide.

Transient guest. A person who occupies a facility offering accommodations on an overnight basis for compensation and whose actual occupancy is limited to no more than 15 days out of any 60-day period.

Tree. A woody perennial plant with a well-defined trunk(s) at least two inches in diameter at four and one half feet above the ground, with a more or less definite crown, and reaching a height of at least 10 feet at maturity.

Tree, feature mature. A tree that meets at least one of the following criteria:

A. Any tree that is on the Register of Big Trees promulgated by the Maine Department of Agriculture, Conservation & Forestry (the "Big Tree List")

B. Certain trees 24" in diameter or greater (diameter at breast height or DBH) as identified by the City Arborist

C. Ornamental trees 12" in diameter or greater (diameter at breast height or DBH) as identified by the City Arborist

D. Rare tree specimen to include either a tree species classified as rare or endangered at either the state or federal level, and/or stands of native trees that are rare or threatened as identified by the City Arborist.

Tree, hazard. A tree with a structural defect, combination of defects, or disease resulting in a structural defect that under the normal range of environmental conditions at the site exhibits a high probability of failure and loss of a major structural component of the tree in a manner that will strike a target. A normal range of environmental conditions does not include meteorological anomalies, such as, but not limited to: hurricanes; hurricane-force winds; tornados; microbursts; or significant ice storm events. Hazard trees also include those trees that pose a serious and imminent risk to bank stability. A target is the area where personal injury or property damage could occur if the tree or a

6 USE STANDARDS

6.1 APPLICABILITY

6.1.1. In general

A. The use of buildings, structures, private property, and City-owned property are governed by this article, except when superseded by other applicable laws or ordinances. It is the intent that, when in doubt, this article should be interpreted to accommodate the goals of the City's Comprehensive Plan and other plans.

B. All uses shall comply with any applicable federal and state requirements, and any additional applicable federal, state, county, and/or city ordinances.

C. All uses shall comply with any supplemental use standards in Section 6.4 as applicable. Use standards address specific impacts, design or siting standards, and/or additional regulations outside of this Code.

6.2 DETERMINATION OF USE

6.2.1 Use tables

A. Tables 6-A to 6-G shall determine if a use is permitted (●), conditional (◐), or not permitted ( ) as a principal use within a zone. Where a use is listed as both permitted and conditional (●/◐), determination shall be based on the nature of such use as described in the use standards of Section 6.4. Unless otherwise noted, where a use is listed in terms of square footage, square footage figures shall correspond to the total square footage of the use as indicated.

B. Certain uses within Tables 6-A to 6-G shall meet required use standards listed in Section 6.4. A reference is provided in the "Use Standards" column the tables. In the case of conflict of required standards (i.e., a cross reference is missing from the table, the numbering of standards has changed but not updated in the Table, etc.), the use standards in Section 6.4 control.

6.2.2 Unlisted uses

A. Uses not expressly listed as permitted or conditional in Tables 6-A to 6-G are prohibited as principal uses except that a use may be permitted subject to meeting the following performance-based standards:

1. The proposed use is consistent with the purposes of the zone.
2. The proposed use is closely related to a permitted or conditional use in terms of character, scale, and external impacts.
3. The buildings and structures associated with the proposed use are designed and operated so that it will prevent undue adverse environmental impacts, substantial diminution of the value or utility of neighboring structures, or significant hazards to the health or safety of neighboring residents by controlling noise levels, emissions, traffic, lighting, odor, and any other potential negative impacts.

B. The review authority shall determine whether the uses not listed as permitted or conditional uses meet the above standards. If it is determined that the use does not meet the above criteria, it shall not be permitted.

C. The review authority may impose reasonable conditions of approval on the proposed use to ensure that it is similar in character and impact to a permitted or conditional use.

6.2.3 Multiple uses

A. A lot may contain more than one principal use, providing each use is allowed within the zone. Each principal use shall be permitted separately. In certain cases, uses are defined in Article 3 to include accessory uses that provide necessary support or are functionally integrated into the principal use.

B. Notwithstanding the above, and unless otherwise specifically permitted by this Code, lots containing a single family, two-family, three-family, or four-family dwelling may contain more than one principal use only so long as the total number of dwelling units on the lot does not exceed four, or three on the islands, not including accessory dwelling units.

6.2.4 Uses operated in an enclosed structure

A. In all mixed-use, office, and industrial zones, uses shall be operated within a completely enclosed structure, except for those customarily operated in open air.

B. In the mixed-use zones, open air activities shall be those licensed by the City.

6.2.5 Uses in zones not listed

A. Use permissions for certain zones within this Code are not included in Tables 6-A to 6-G, but are addressed separately as follows:

1. Use permissions for overlay zones are found in Article 8.
2. Use permissions for the India Street Form-Based Code (IS-FBC) zone are found in Article 9.
3. Use permissions for the waterfront zones are found in Article 10.

6.3 CHANGE OF USE

A change of use from one use in Tables 6-A to 6-G to another is governed by the requirements of the new use. The use of any part of any building, structure, or property shall not be changed to any other use, whether principal or accessory and whether alterations in the building, structure, or property are involved or not, until a permit and certificate of occupancy authorizing such change of use has first been secured from the Building Authority in accordance with Chapter 6 of the City of Portland Code of Ordinances.



TABLE 6-A: PERMITTED AND CONDITIONAL USES IN RESIDENTIAL NEIGHBORHOOD ZONES

		RN-1	RN-2	RN-3	RN-4	RN-5	RN-6	Use Standards
Residential	Single-family dwellings	●	●	●	●			
	Two-family dwellings	●	●	●	●			
	Three-family dwellings	●	●	●	●			
	Four-family dwellings	●	●	●	●			
	Multi-family dwellings	◐	●	◐	●	●	●	6.4.12
	Townhouse dwellings		●		●		●	6.4.13
	Group homes	◐	◐	◐	◐	◐	◐	6.4.17
	Lodging houses			◐	◐	●	●	6.4.21
Institutional	Child care centers + small child care facilities	◐	◐	◐	◐	◐	◐	6.4.9
	Elementary, middle, and secondary schools	◐	◐	◐	◐	◐	◐	
	Governmental uses	●	●	●	●	●	●	
	Places of assembly	◐	◐	◐	◐	◐	◐	6.4.30
	Post-secondary schools			◐	◐	◐	◐	6.4.31
	Residential care facilities (small)	◐	◐	◐	◐	◐	◐	6.4.35
	Residential care facilities (large)	◐	◐	◐	◐	◐	◐	
Comm.	Bed and breakfasts				●/◐	●/◐	●/◐	6.4.7
	Hostels				●/◐	●/◐	●/◐	6.4.18
	Market gardens	◐	◐	◐	◐	◐	◐	6.4.25
	Neighborhood nonresidential reuse	◐	◐	◐	◐	◐	◐	6.4.26
Other	Cemeteries	●	●	●	●	●	●	
	Parks and open spaces	●	●	●	●	●	●	
	Solar energy systems (minor)	●	●	●	●	●	●	6.4.38
	Utility substations	◐	◐	◐	◐	◐	◐	6.4.39

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

TABLE 6-B: PERMITTED AND CONDITIONAL USES IN ISLAND ZONES

		IR-1	IR-2	I-B	Use Standards
Residential	Single-family dwellings	●	●	●	
	Two-family dwellings	●	●	●	
	Three-family dwellings			●	
	Four-family dwellings			●	
	Multi-family dwellings			◐	6.4.12
	Live/work dwellings			●	
	Lodging houses		◐	●	6.4.21
Institutional	Child care centers + small child care facilities	◐	◐	●	6.4.9
	Cultural facilities			●	
	Elementary, middle, and secondary schools	◐	◐	◐	
	Governmental uses	●	●	●	
	Places of assembly	◐	◐	●	6.4.30
Commercial / Service	Auto service stations			◐	6.4.5
	Bed and breakfasts			●	6.4.7
	General offices			●	6.4.15
	General services			●	
	Greenhouses/nurseries (retail)			◐	6.4.16
	Hotels			◐	6.4.19
	Market gardens	◐	◐	●	6.4.25
	Neighborhood nonresidential reuse	◐	◐		6.4.26
	Restaurants			●	6.4.34
	Retail			●	6.4.36
	Specialty food service			●	
Other	Agriculture	●			6.4.3
	Boathouses and storehouses for fishing equipment	●	●	●	
	Campgrounds	◐			6.4.8
	Cemeteries	◐	◐		
	Low-impact industrial			●	
	Marinas			●	
	Parks and open spaces	●	●	●	
	Solar energy systems (minor)	●	●	●	6.4.38
	Studios for artists and craftspeople	●	●	●	
	Utility substations	◐	◐	◐	6.4.39
	Wharves, piers, docks, and landing ramps	●	●	●	

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

TABLE 6-C: PERMITTED AND CONDITIONAL USES IN MIXED-USE ZONES

		B-1	B-2	B-2b	B-3[1]	B-4	B-5	B-6	Use Standards
Residential	Two-family dwellings	●	●	●	●	●	●	●	
	Three-family dwellings	●	●	●	●	●	●	●	
	Four-family dwellings	●	●	●	●	●	●	●	
	Townhouse dwellings	●	●	●	●	●	●	●	6.4.13
	Multi-family dwellings	●	●	●	●	●	●	●	6.4.12
	Live/work dwellings	●	●	●	●	●	●	●	
	Lodging houses	●	●	●	●	●	●		6.4.21
Institutional	Child care centers + small child care facilities	●	●	●	●	●	●	●	6.4.9
	Clinics	●	●	●	●	●	●		
	Cultural facilities	●	●	●	●	●	●	●	
	Elementary, middle, and secondary schools	●	●	●	●		●	●	
	Emergency shelters				◐	◐	◐		6.4.14
	Governmental uses	●	●	●	●	●	●		
	Places of assembly	●	●	●	●	●	●	●	6.4.30
	Post-secondary schools		●	●	●	●	●	●	6.4.31
	Residential care facilities (small)	●	●	●	●	●	●	●	6.4.35
	Residential care facilities (large)		●	●	●	●	●	●	
Commercial / Service	Adult business establishments				●				6.4.2
	Auto, boat, and related dealerships		◐			●			6.4.5
	Auto service stations		◐	◐		●			
	Bars		●	●	●	●	●	●	6.4.6
	Bed and breakfasts	●	●	●	●				6.4.7, 6.4.10
	Exhibition, meeting, and convention halls				●	●	●	◐	
	Funeral homes		●	●		●			
	General offices	●	●	●	●	●	●	●	6.4.15, 6.4.10
	General services	●	●	●	●	●	●	●	
	Greenhouses/nurseries (retail)		◐	◐		◐			
	Hostels	●			●		●		6.4.18, 6.4.10
	Hotels		●		●	●	●	●	6.4.19
	Intermodal transportation facilities		●	●	●	●	●	●	
	Marijuana retail stores		●		●	●			6.4.23
	Market gardens	●	●	●	●	●	●	●	6.4.25, 6.4.10
	Recreation and amusement centers		●	●		●	●		

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

TABLE 6-C (CONT.): PERMITTED AND CONDITIONAL USES IN MIXED-USE ZONES

		B-1	B-2	B-2b	B-3[1]	B-4	B-5	B-6	Use Standards
Commercial/Service	Registered marijuana dispensaries		●		●	●			6.4.23
	Restaurants	●	●	●	●	●	●	●	6.4.34, 6.4.10
	Retail	●	●	●	●	●	●	●	6.4.36, 6.4.10
	Small-scale marijuana caregivers		●	●	●	●			6.4.23
	Specialty food service	●	●	●	●	●	●	●	6.4.10
	Theaters and performance halls (small)		●	●	●	●	●	●	
	Theaters and performance halls (large)		●	●	●	●	●	●	6.4.42
	Veterinary services		●	●		●			
Industrial	Animal-related services					●			
	Communication studios		●	●	●	●	●	●	
	Dairies		●	●		●			6.4.11
	Impound lots					●			6.4.20
	Laboratory and research facilities		◐	◐	◐	●	◐	◐	
	Low-impact industrial	●	●	●	●	●	●	●	6.4.22
	Marijuana manufacturing facilities					●			6.4.23
	Marijuana testing facilities					●			
	Printing and publishing				●	●	●	●	6.4.32
	Self-storage facilities					●			6.4.37
	Studios for artists and craftspeople	●	●	●	●	●	●	●	
	Warehousing and distribution facilities					●			6.4.40
Other	Marine uses						●	●	6.4.24
	Off-street parking				●/◐		●	◐	6.4.27
	Parks and open spaces	●	●	●	●	●	●	●	
	Social service centers		◐	◐	◐	◐	◐	◐	
	Solar energy systems (minor)	●	●	●	●	●	●	●	6.4.38
	Solar energy systems (major)					◐			
	Utility substations	●	●	●	●	●	●	●	6.4.39
	Wind energy systems (minor)		◐	◐	◐	◐	◐	◐	6.4.41

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

[1] Uses within the B-3 zone may be subject to the standards of the Pedestrian Activities District (PAD) Overlay found in Section 8.5 of this Code.

TABLE 6-D: PERMITTED AND CONDITIONAL USES IN TRANSIT-ORIENTED DEVELOPMENT ZONES

		TOD-1	TOD-2	Use Standards
Residential	Townhouse dwellings	●	●	6.4.13
	Multi-family dwellings	●	●	6.4.12
	Live/work dwellings	●	●	
	Lodging houses	●	●	6.4.21
Institutional	Child care centers + small child care facilities	●	●	6.4.9
	Clinics	●	●	
	Cultural facilities	●	●	
	Elementary, middle, and secondary schools	●	●	
	Governmental uses	●	●	
	Places of assembly	●	●	6.4.30
	Post-secondary schools		●	6.4.31
	Residential care facilities (small)	●	●	6.4.35
	Residential care facilities (large)	●	●	
Commercial / Service	Bars	●	●	6.4.6
	Exhibition, meeting, and convention halls		●	
	General offices	●	●	
	General services	●	●	
	Hostels		●	6.4.18
	Hotels		●	
	Intermodal transportation facilities	●	●	
	Recreation and amusement centers		●	
	Restaurants	●	●	
	Retail	●	●	
	Specialty food service	●	●	
	Theaters and performance halls (small)	●	●	
	Theaters and performance halls (large)	●	●	6.4.42
	Veterinary services	●	●	
Industrial	Communication studios	●	●	
	Low impact industrial	●	●	6.4.22
	Studios for artists and craftspeople	●	●	
Other	Parks and open spaces	●	●	
	Solar energy systems (minor)	●	●	6.4.38
	Utility substations	●	●	6.4.39

		TOD-1	TOD-2	Use Standards
	Wind energy systems (minor)	◐	◐	6.4.41

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

TABLE 6-E: PERMITTED AND CONDITIONAL USES IN OFFICE ZONES

		O	Use Standards
Inst.	Child care centers + small child care facilities	●	6.4.9
	Governmental uses	●	
Com	General offices	●	
	Office parks	●	6.4.28
Ind.	Laboratory and research facilities	●	
	Printing and publishing	●	6.4.32
Other	Parks and open space	●	
	Solar energy systems (minor)	●	6.4.38
	Utility substations		
	Wind energy systems (minor)	◐	6.4.41

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

TABLE 6-F: PERMITTED AND CONDITIONAL USES IN INDUSTRIAL & AIRPORT ZONES

		I-L/I-Lb	I-M/I-Mb	I-H	A-B[1]	Use Standards
	Live/work dwellings	●				
Institutional	Airports				●	
Institutional	Child care centers + small child care facilities	●	●		●	6.4.9
Institutional	Emergency shelters	◐	◐	◐		6.4.14
Institutional	Places of assembly	●				6.4.30
Commercial / Service	Bars				●	6.4.6
Commercial / Service	General offices	●	●			6.4.15
Commercial / Service	General services				●	
Commercial / Service	Hotels				●	
Commercial / Service	Intermodal transportation facilities	●	●			
Commercial / Service	Market gardens	●				6.4.25
Commercial / Service	Recreation and amusement centers	●	●			
Commercial / Service	Restaurants				●	
Commercial / Service	Self-storage facilities		●	●		6.4.37
Commercial / Service	Specialty food service	●	●			
Commercial / Service	Veterinary services	●	●	●		
Industrial	Animal-related services	●	●	●		6.4.4
Industrial	Auto service stations	●	●	●	●	6.4.5
Industrial	Construction & engineering services	●	●	●		
Industrial	Dairies	●	●	●		
Industrial	Food & seafood processing, packing, and distribution		●	●		
Industrial	High-impact industrial uses			●		
Industrial	Impound lots		●	●		6.4.20
Industrial	Laboratory and research facilities	●	●	●		
Industrial	Low-impact industrial	●	●	●		6.4.22
Industrial	Lumber yards	●	●	●		
Industrial	Marijuana cultivation facilities	●	●	●		6.4.23
Industrial	Marijuana manufacturing facilities	●	●	●		
Industrial	Marijuana testing facilities	●	●	●		
Industrial	Printing and publishing	●	●	●		

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

TABLE 6-F (CONT.): PERMITTED AND CONDITIONAL USES IN INDUSTRIAL & AIRPORT ZONES

		I-L/I-Lb	I-M/I-Mb	I-H	A-B[1]	Use Standards
Industrial	Recycling facilities		●	●		6.4.33
	Solid waste disposal facilities		●	●		6.4.33
	Studios for artists and craftspeople	●	●			
	Warehousing and distribution facilities	●	●	●		6.4.40
Other	Off-street parking				●	
	Social service centers	◐	◐	◐		
	Solar energy systems (minor)	●	●	●	●	6.4.38
	Solar energy systems (major)		●	●	◐	
	Telecommunication towers (ground-mounted)		●	●		
	Utility substations	●	●	●		6.4.39
	Wind energy systems (minor)	◐	●	●	●	6.4.41
	Wind energy systems (major)		●	●	◐	

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

[1] Permitted uses on lots within airport restricted access areas shall be limited to those which do not require or encourage access or visits by the public and which provide technical administrative or other support to airport operations.

TABLE 6-G: PERMITTED AND CONDITIONAL USES IN OPEN SPACE ZONES

	OS-R[1]	OS-P	Use Standards
Cemeteries	●		
Cultural facilities	◐		
Marinas	●		
Parks and open space	●	●	6.4.29
Solar energy systems (minor)	◐		6.4.38, 6.5.6
Solar energy systems (major)	◐		
Stadiums	◐		6.5.6
Utility substations	●/◐		6.4.39, 6.5.6
Wharves, piers, docks, and landing ramps	●	◐	
Wind energy systems (minor)	◐		6.4.41, 6.5.6

Key: ● = permitted | ◐ = conditional | Blank = not permitted | ●/◐ = permitted or conditional per use standards

[1] Accessory uses within structures of 2,500 SF or more shall be treated as a conditional use under subsection 6.5.6.

6.4 SUPPLEMENTAL USE STANDARDS

These standards shall apply to the following uses as indicated in Tables 6-A to 6-G, whether permitted or conditional. Where a use is allowed as conditional, these standards apply in addition to the general conditional use standards in Section 6.5.

6.4.1 In general

A. Street access. Unless specifically excepted under Section 7.4, a building or structure may only be constructed on or moved onto a lot, or a dwelling unit added to a lot, if one of the following conditions is met. These standards apply to all buildings and structures unless specifically exempted by this section.

1. *Existing, accepted streets.*

a. The lot has frontage on a paved and accepted City street with a minimum width of 10 feet on a one-way street and 20 feet on a two-way street, measured from curb to curb. In the absence of a curb, the minimum clear paved width shall be measured from the edge of the pavement, excluding sidewalks.

b. The lot has frontage on an accepted or continued street on an island in Casco Bay that meets a minimum width of 16 feet, measured from the edge of the pavement, or from the edge of the built surface if unpaved.

c. The required minimum width may be reduced, or the requirement waived on the islands only, if the Fire Chief and the Public Works Director or their designee(s) jointly determine that meeting the minimum width is impracticable and the City's ability to provide services will not be unreasonably impaired by a reduction in width.

2. *Streets to be improved in connection with development.* The owner or developer of a lot that is not located on an existing,

accepted (or in the case of the islands, continued) street that meets the minimum criteria established above shall improve the street in accordance with the following.

a. The street, between the lot and the nearest existing, accepted City street and including the frontage of the lot itself, shall be improved to meet the standards adopted elsewhere in this Code, including those adopted by the Public Works Authority and the Planning Authority. In the case of a corner lot, this shall apply to the frontage of the lot from which access is taken.

b. The street may be improved to an alternative standard if the Fire Chief and the Public Works Director or their designee(s) jointly determine that:

i. Meeting the standards adopted elsewhere in this Code is impracticable;

ii. There is limited potential for further development on the street or for further connections to the City's existing street network; and

iii. The City's ability to provide services will not be unreasonably impaired by a modification of the standards of this Code.

c. The owner or developer shall take all necessary steps under Chapter 25, Article III, of the City Code to dedicate the improved portion of the street to the City for acceptance. This shall include provision of a waiver of any claim for damages that may result from acceptance.

3. *Exceptions.* On lots with an existing, inhabited structure or structures on an unaccepted City street, the following buildings and structures are exempt from the requirements of this subsection.

a. Accessory buildings not intended for habitation.

b. The addition of one accessory dwelling unit within an existing single-family dwelling.

6.4.2 Adult business establishments

A. Adult business establishments shall be located at least 1,000 feet from any other adult business establishment, and at least 500 feet from any residential zone, as measured in a straight line from the nearest point of the lot line on the lot which the use is proposed to the nearest point of the lot line on the lot where the other use or zone is located, without regard to intervening structures or objects.

B. No sexually explicit materials, entertainment, or activity shall be visible from the exterior of the premises.

6.4.3 Agriculture

A. No animals shall be kept on any lot less than three acres or closer than 100 feet to any street or lot line, except domesticated chickens as regulated in Chapter 5 of the City of Portland Code of Ordinances.

B. Raising of domesticated animals as a component of any agricultural use shall not create any odor, noise, health, or safety hazards, or other nuisance to neighboring properties.

C. Raising of pigs or reptiles is not permitted.

6.4.4 Animal-related services

A. In the B-4, I-L and I-Lb zones, animal-related services may not include kennel or boarding facilities.

B. No animal-related service may include outdoor kennel facilities.

C. Any exterior training and exercise areas shall be located in a side or rear yard only, and shall be completely fenced.

D. Exterior training and exercise areas are not permitted within 200 feet of a residential zone.

6.4.5 Automobile, boat, and related dealerships and auto service stations

A. In the B-2b zone, auto service stations shall only be permitted as an expansion of an auto service station in existence as of 11/15/1999.

B. Signs shall not adversely affect visibility at intersections or access drives. Signs shall be constructed, installed, and maintained so as to ensure the safety of the public, and shall advertise only services or goods available on the premises.

C. No ingress and egress driveways shall be located within 30 feet from an intersection. No entrance or exit for vehicles shall be in such proximity to a playground, school, church, other place of public assembly, or any residential zone that the nearness poses a threat or potential danger to the safety of the public.

D. A landscaped buffer, no less than five feet wide, shall be located along street frontages (excluding driveways). The buffer shall consist of a variety of plantings in accordance with the City of Portland *Technical Manual.*

E. Car washes shall be designed to avoid the tracking of residual waters into the street.

6.4.6 Bars

A. In the B-6 zone, no bars located east of Waterville Street shall be permitted within 50 feet of Fore Street.

6.4.7 Bed and breakfasts

A. Bed and breakfasts in the RN-4, RN-5, and RN-6 zones are allowed only as conversions of residential structures existing as of 3/3/1997. Such uses are a permitted use if they contain four or fewer guest rooms, and a conditional use if they contain five to nine guest rooms.

B. In the RN-4, RN-5, and RN-6 zones, the minimum lot area for bed and breakfasts shall be 2,000 square feet for the first three guest rooms and 500 square feet for each additional guest room.

C. In the I-B zone, bed and breakfasts are permitted on Peaks Island only. The minimum lot area for bed and breakfasts shall be 5,000 square feet for the first three guest rooms and 5,000 square feet for each additional guest room. When not served by public water and sewer, a bed and breakfast in the I-B zone shall require 10,000 square feet of lot area per guest room.

6.4.8 Campgrounds

A. Campgrounds shall not include recreational vehicles.

B. No tent shall be located within 75 feet of the perimeter of site.

C. The land area of the campground shall not be less than the equivalent of 5,000 square feet of

land area per tent site exclusive of the roadway network.

6.4.9 Child care centers and small child care facilities

A. Outdoor play areas shall be screened and buffered from surrounding residences with landscaping and/or fencing.

B. Solid waste shall be stored in covered containers. Such containers shall be screened on all sides.

C. For child care centers in residential and island residential zones, the following additional standards apply:

1. Outdoor play areas shall be located in the side or rear yards only, and shall be screened from adjacent properties by a fence or wall at least 48 inches in height.
2. The minimum lot area shall be 10,000 square feet.

6.4.10 Commercial and service uses in the B-1 zone

A. Commercial and service uses in the B-1 zone shall be permitted provided that such uses generate less than 100 peak hour vehicle trips per 2,000 square feet of floor area and less than 100 peak hour vehicle trips in total.

B. No beverage container redemption centers shall be permitted.

6.4.11 Dairies

In the B-2 and B-2b zones, dairies are permitted only if an expansion of an existing dairy.

6.4.12 Dwellings, multi-family

A. Use limitations

1. In the RN-1 and RN-3 zones, multi-family dwellings are allowed only as conversions of existing nonresidential structures.
2. In the I-B zone, multi-family dwellings are allowed only as conversions of existing residential or nonresidential structures.

B. Conversion standards

1. No multi-family conversion is allowed in an existing structure with less than 1,500 square feet of habitable floor area.
2. Any new off-street parking provided for multi-family conversion of existing residential structures shall be located to the side or rear of the structure.

6.4.13 Dwellings, townhouse

A. For townhouse dwellings, interior side setback requirements do not apply to the interior side yard where the party wall for the structure is located. Such requirements only apply to end units without an attached party wall.

B. There shall be a minimum separation of 15 feet between exterior sidewalls of townhouse buildings. Where the front or rear wall of a townhouse faces the front or rear wall of another townhouse, the minimum required separation between such buildings shall be 30 feet. Driveways and parking areas may be located within this minimum separation area.

6.4.14 Emergency shelters

A. In the B-3 zone, no emergency shelters shall be permitted north of Oxford Street.

B. The facility shall provide adequate space for conducting security searches and other assessments.

C. The facility shall be designed with a centralized shelter operations office on each level providing sightlines to sleeping areas.

D. A management plan adequately outlining the following areas shall be provided: management responsibilities; process for resolving neighborhood concerns; staffing; access restrictions; on-site surveillance; safety measures; controls for resident behavior and noise levels; and monitoring reports.

E. Adequate access to and from fixed route transit service shall be provided. The facility shall be within a ¼ mile of fixed route transit service, or shall be within ½ mile of fixed route transit service and provide adequate indoor space to permit all shelter guests day shelter, as well as implement strategies to help residents utilize transit.

F. The facility shall provide on-site services to support residents, such as case management, life skills training, counseling, employment and educational services, housing assistance, or other programs.

G. Suitable laundry, kitchen, pantry, bicycle storage, and secure storage facilities for shelter stayers shall be provided on-site.

H. An outdoor area for guest use shall be provided on-site with adequate screening to protect privacy of guests.

6.4.15 General offices and general services

A. General office and general service uses in the I-B and B-1 zones are limited to a maximum of 5,000 square feet of gross floor area.

B. General office uses in the I-L and I-Lb zones shall be limited to those involving minimal public visitation and minimal direct service to the general public, primarily to provide support services to larger organizations such as educational institutions, social service agencies, or business headquarters.

6.4.16 Greenhouses/nurseries (retail)

In the I-B zone, the indoor display of retail goods and point of sale area shall be limited to a maximum of 1,000 square feet.

6.4.17 Group homes

A. Group homes shall be subject to the minimum lot area requirements for nonresidential uses.

B. A group home shall not be located within 500 feet of another, as measured along street lines to the respective property lines.

C. The Board of Appeals or Planning Board may impose conditions upon a conditional use permit concerning the creation or operation of a group home including but not limited to the following: site and building maintenance; lighting, fencing, and other appropriate security measures; screening and buffering of parking areas; compatibility of any additions or alterations with the existing residential structure; and compatibility of new structures with the architectural character of the surrounding area.

6.4.18 Hostels

A. An operations plan shall be submitted demonstrating that:

1. No unaccompanied minors under the age of 18 shall be permitted in the facility.
2. The length of stay for transient guests shall not exceed 15 days within any 60-day period.

B. In the RN-4, RN-5, and RN-6 zones, hostels are permitted if for no more than 10 overnight

transient guests, and conditional if for between 11 and 20 overnight transient guests. No more than 20 overnight transient guests shall be permitted.

C. In the B-1 zone, no more than 20 overnight transient guests shall be permitted.

6.4.19 Hotels

A. Hotels in the I-B zone are limited to a maximum of 50 guest rooms.

B. The minimum gross floor area for hotels in the I-B zone shall be 5,000 square feet for the first three guest rooms and 5,000 square feet for each additional guest room. When not served by public water and sewer, a hotel in the I-B zone shall require 10,000 square feet of lot area per guest room.

C. Hotels in the B-6 zone are limited to a maximum of 150 guest rooms.

6.4.20 Impound lots

Impound lots shall be at least 300 feet from any residential zone or lawfully conforming residential use.

6.4.21 Lodging houses

A. In the RN-3 and RN-4 zones, lodging houses are allowed only as conversions of existing two-family, three-family, four-family, or multi-family residential structures, provided that the lodging house shall not be located within 500 ft. of another as measured along street lines.

B. Lodging houses shall be subject to the minimum lot area requirements for nonresidential uses.

C. Individual rooming units in a lodging house shall be a minimum of 70 square feet in area.

D. Lodging houses shall provide a minimum of 200 square feet of combined rooming unit and common area per rooming unit.

E. Lodging houses, except for lodging houses located in the IR-2 and I-B zones, shall contain common areas for use by residents, including a kitchen. A kitchen need not be available as a part of the common areas where all meals are provided on a daily basis.

F. In the IR-2 and I-B zones, lodging houses are allowed with no more than nine rooming units. When not served by public water and sewer, lodging houses shall require 10,000 square feet of lot area per rooming unit.

6.4.22 Low-impact industrial

A. Low-impact industrial in the B-1, B-2b, B-3, and B-6 zones is limited to a maximum of 10,000 square feet in gross floor area.

B. In the B-6 zone, no brew pubs or microbreweries east of Waterville Street shall be permitted within 50 feet of Fore Street.

C. When a low-impact industrial use is located in any mixed-use zone, the following standards apply:

1. All circulation and maneuvering, including loading, unloading, and turnaround areas, must be located on site. No maneuvering, loading, or unloading may happen in the right-of-way.
2. Truck loading, unloading, and access shall be located in the rear or interior side yard where possible.
3. Shared infrastructure shall be utilized to the extent practicable, including but not limited to service alleys, parking areas, stormwater treatment, public transportation facilities, and driveways.

6.4.23 Marijuana-related uses

A. The following standards apply to the following marijuana-related uses:

1. Marijuana cultivation facilities.
2. Marijuana manufacturing facilities.
3. Marijuana retail stores.
4. Marijuana testing facilities.
5. Small-scale marijuana caregivers.
6. Registered dispensaries.

B. Location criteria

1. No marijuana cultivation facility, marijuana manufacturing facility, marijuana testing facility, small-scale marijuana caregiver, marijuana store, or registered dispensary may be located within 500 feet of a pre-existing public school, private school, or a public preschool program, as defined by 20-A M.R.S. § 1. Distance shall be measured in a straight line from the nearest point of the lot line on the lot which the use is proposed to the nearest point of the lot line on the lot where the public school, private school, or public preschool program is located, without regard to intervening structures or objects.
2. No marijuana cultivation facility, marijuana manufacturing facility, or marijuana testing facility may be located within 300 feet of any residential zone. Distance shall be measured in a straight line from the nearest point of the lot line on the lot which the use is proposed to the nearest point of the lot line on the lot where the residential zone is located, without regard to intervening structures or objects.

C. Marijuana retail stores and registered dispensaries may not exceed a maximum gross floor area of 2,000 square feet.

D. Marijuana cultivation facilities shall be limited to less than 2,000 square feet of plant canopy in the I-L/I-Lb zone and less than 7,000 square feet of plant canopy in the I-M/I-Mb zone.

E. For purposes of this ordinance, any approval issued for a marijuana cultivation facility, marijuana manufacturing facility, or marijuana testing facility operated pursuant to 22 M.R.S. § 2421 et seq. shall be deemed to constitute approval for the same corresponding marijuana cultivating, manufacturing, or testing facility use operating under 28 M.R.S. § 101 et seq. Notwithstanding the above, no marijuana cultivation facility, marijuana manufacturing facility, or marijuana testing facility may operate without the applicable state and City license.

6.4.24 Marine uses

A. In the B-5 zone, marine uses shall include marine products wholesaling and retailing; harbor and marine supplies and services; marine repair services and machine shops; shipbuilding and facilities for the construction, maintenance, and repair of vessels; marine museums and aquariums; boat repair yards; boat storage; and seafood processing, packing, and distribution for human consumption.

B. In the B-6 zone, marine uses shall include marine products wholesaling and retailing; harbor and marine supplies and services; and underground marine fuel storage provided that such storage shall be used solely for the purpose of fueling vessels.

6.4.25 Market gardens

Market gardens may be located outdoors or fully enclosed within a permanent building, subject to the following:

A. Outdoor market gardens are limited to the cultivation of herbs, fruits, flowers, or vegetables, including the cultivation and tillage of soil and the production, cultivation, growing, and harvesting of any agricultural, floricultural, or horticultural commodity.

B. The keeping of livestock, chickens or other poultry, and apiaries are prohibited.

C. Greenhouses, including high tunnels/hoop-houses, cold-frames, and similar structures, are permitted to extend the growing season.

D. Accessory structures, including but not limited to a shed or utility building necessary for the use's operation may be allowed for the storage of tools and materials. All accessory structures shall be located a minimum of five feet from any lot line.

E. Farmstands are permitted, and are limited to sales of items grown at the site. Farmstands shall be removed during the time of the year when the use is not in operation. Only one farmstand is permitted per market garden.

F. When located in a fully enclosed permanent building, market gardens may include all of the forms of cultivation and production allowed for outdoor market gardens, as well as hydroponics, aquaponics, myco-culture, and other similar indoor crop-production techniques.

G. Market gardens within a fully enclosed permanent building may include an area within the building for sales of items grown at the site. Such sales area may occupy no more than 15% of the floor area devoted to the principal use.

6.4.26 Neighborhood nonresidential reuse

A. Neighborhood nonresidential reuse is only allowed within existing structures that are nonresidential in their original construction and/or current principal use as of the effective date of this Code.

B. The following nonresidential uses are permitted within a neighborhood nonresidential reuse. The initial conditional use approval for the neighborhood nonresidential reuse may specify one or more uses under the list below. A modification of the conditional use approval is required for a change to any of the uses below which were not specified in the initial or subsequent conditional use approval.

1. General offices <5,000 square feet
2. General services <5,000 square feet
3. Restaurants
4. Retail <5,000 square feet
5. Specialty food service
6. Studios for artists and craftspeople

C. No off-street parking is required for a neighborhood nonresidential reuse.

D. Drive-through facilities are prohibited for any neighborhood nonresidential reuse.

E. Neighborhood nonresidential reuses shall comply with the performance standards of the B-1 zone.

6.4.27 Off-street parking

A. In the B-3 zone, structured parking is a permitted use. Surface parking within the B-3 zone shall be allowed as a conditional use.

B. Surface parking in the B-3 and B-6 zones is subject to the following standards:

1. Surface parking lots shall be laid out in a manner conducive to development of future buildings, and/or structured parking on site.
2. All surface parking areas, including parking aisles, shall be located a minimum of 35

feet from any street. This 35-foot setback shall not apply to access drives oriented perpendicularly to a street.

C. In the B-3, B-5, and B-6 zones, structured parking is subject to the following standards:

1. Parking structures shall incorporate ground-floor retail space or other non-parking and active use space along all street frontages. Such retail or active space shall maintain a minimum depth of 30 feet from all street-facing façades of the structure.

2. The Planning Board may waive the requirement for ground-floor retail or other non-parking and active use space upon demonstration that the project meets at least one of the following criteria:

a. The applicant demonstrates that steepness of grade or the character of the adjacent street does not support retail or other non-parking and active use space.

b. The ground floor of the garage is set back a minimum of 35 feet from the street right-of-way, and its design does not serve as an impediment for the development of space between the structure and the right-of-way for retail or other non-parking and active use in the future. Any such space located between the structure and the right-of-way shall not be used for surface parking.

c. The applicant demonstrates, to the satisfaction of the Planning Board, that market support for ground floor retail or other non-parking active uses does not currently exist. In such cases, the structure of the garage shall be designed to accommodate such spaces in the future as follows:

i. On the ground floor of a structure, a minimum of 30 feet in depth, measured from the façade of the structure, shall be designed to accommodate retail or active uses in the future.

ii. Such space shall maintain a minimum height of 12 feet from finished floor to finished ceiling. Where a parking structure fronts on more than one public street, and where there is an existing change in grade elevation of over 5% across the footprint of the garage, this requirement only applies to the frontage facing the street with higher traffic volumes.

iii. The applicant must demonstrate that the design of the parking structure anticipates the future development of utilities and circulation necessary to support non-parking active uses.

3. In cases where the Planning Board waives the requirement for ground-floor retail or other non-parking and active use space, garages shall be designed to enhance the pedestrian experience and disguise the parking use to the greatest extent possible. Use of traditional storefront design concepts and traditional building materials is encouraged.

6.4.28 Office parks

A. Office parks shall have a minimum gross area of three acres of contiguous land, and may be developed with multiple buildings on a single lot under common ownership, or as a coordinated development on multiple parcels under unified control or management.

B. Office park development proposals shall include a master plan of the office park, which shall include the following:

1. The location of the building(s) on the site.
2. The location of infrastructure on the site.
3. The location of all common areas and landscape buffers.
4. Identification of traffic circulation patterns, traffic controls, and parking areas, including demonstration that additional traffic generated by the project itself can be reasonably accommodated on existing public streets.
5. Identification of internal sidewalks, illustrating the manner in which the developer will provide this amenity to take advantage of the topography and natural features of the site.
6. Building elevation drawings which indicate architectural style, exterior finishes and color, building height and scale, and location and scale of window and door openings. Samples of exterior building materials shall also be submitted.
7. The location and style of lighting to be used in the development.
8. Identification and description of all proposed signage.
9. A description of phasing and timing of the development.
10. A description of any proposed private development restrictions.
11. Delineation of the subdivision of land, if proposed as a coordinated development on multiple parcels.
12. Any other information necessary and sufficient to ensure compliance with the standards in this subsection.

C. Office parks shall include a landscape program that meets the following standards.

1. All land areas not covered by structures, parking areas, or circulation facilities shall be landscaped and maintained.
2. To soften the visual impact of large expanses of pavement in parking lots, vegetation shall be planted or retained in islands or planting strips where required by the site plan or subdivision ordinance.
3. Landscape buffers shall be provided to screen areas abutting a residential zone or use, and to screen parking lots and driveways from public view. The buffer shall be of a dense and continuous nature and shall incorporate trees, shrubs, fencing, berms, and related elements deemed necessary.

D. Office parks shall consider and be sensitive to the need to preserve natural features on site. Natural features include, but are not limited to existing vegetation, floodplains, rock outcroppings, surface water bodies, drainage swales and courses, and wetlands.

E. All light fixtures shall be hooded or shielded so that the light shines downward.

6.4.29 Parks and open spaces

In the OS-P zone, parks and open spaces shall be limited to passive recreational use, including but not

limited to trails and paths for pedestrians and bicyclists, and areas for fishing, hiking, wildlife management and conservation activities. Essential services shall also be permitted.

6.4.30 Places of assembly

A. In all RN zones, construction of a new principal building as a place of assembly is permitted only on lots with frontage on collector or arterial roads. Places of assembly are allowed on streets of any classification as adaptive reuse of existing structures that are nonresidential in their original construction and/or current use as of the effective date of this Code.

B. Places of assembly in the B-1, I-L, and I-Lb zones are limited to 10,000 square feet or less in gross floor area.

6.4.31 Post-secondary schools

A. In any residential zone, expansion of existing post-secondary schools onto land other than the lot(s) on which the principal use is located shall be subject to a determination that the proposed use cannot be reasonably accommodated on the existing lot(s) through more efficient utilization of land or buildings, and will not cause significant physical encroachment into established residential areas.

B. In any residential zone, a new post-secondary school or expansion of an existing post-secondary school shall not cause displacement or conversion of existing residential uses.

6.4.32 Printing and publishing

Printing and publishing in the B-3, B-5, B-6, and O zones is limited to a maximum of 10,000 square feet in gross floor area, unless an expansion of a printing and publishing establishment greater than 10,000 square feet and in existence as of 4/4/1988.

6.4.33 Recycling and solid waste disposal facilities

Within the I-M/I-Mb zone, recycling and solid waste disposal facilities are permitted within an enclosed structure only.

6.4.34 Restaurants

A. In the B-1 zone, restaurants are limited to a maximum of 2,000 square feet in gross floor area, shall not operate between the hours of 11 p.m. and 6 a.m., and shall not accept deliveries or services between the hours of 10 p.m. and 7 a.m. Food service and consumption shall be the primary function.

B. In the B-6 zone, restaurants located east of Waterville Street within 50 feet of Fore Street shall be limited in hours of operation to between 5 a.m. and 11 p.m. each day, and food service and consumption shall be the primary function of the restaurant.

6.4.35 Residential care facilities

In the residential zones, large residential care facilities shall require a minimum lot area of 20,000 square feet.

6.4.36 Retail

A. In the I-B zone, retail uses are limited to a maximum of 10,000 square feet in gross floor area.

B. In the B-1 zone, retail uses are limited to a maximum of 5,000 square feet in gross floor area, and shall not operate between the hours of 11 p.m. and 6 a.m., and shall not accept

deliveries or services between the hours of 10 p.m. and 7 a.m.

C. Retail in the B-3 and B-5 zones shall not include wholesale or bulk purchase sales of lumber and construction supplies, truck rental establishments, sales, rental, and repair of heavy equipment, or wholesale establishments, including establishments where membership is required.

6.4.37 Self-storage facilities

A. Storage units shall not be used for residential occupancy or business.

B. Plumbing connections shall not be permitted in self-storage units.

C. The following additional standards apply to self-storage facilities with units accessed directly from the outdoors:

1. Outdoor self-storage facilities shall be oriented so that storage unit access doors do not face the public right-of-way.

2. Outdoor self-storage facilities are allowed to include an area for storage of recreational vehicles. Storage areas for recreational vehicles shall be located in the rear yard.

3. No storage of recreational vehicles is allowed within 25 feet of any rear lot line. No storage of recreational vehicles is allowed within 30 feet of any interior side lot line. No storage of recreational vehicles is allowed within 50 feet of any front or corner side lot line.

4. If storage areas for recreational vehicles are provided, they shall be screened along interior side and rear lot lines with a solid fence or wall, a minimum of six feet and a maximum of seven feet in height. Shrubs shall be planted and spaced sufficiently to form a continuous linear hedgerow at plant maturity; plantings shall be placed inside the fence oriented toward the interior of the lot.

6.4.38 Solar energy systems (major and minor)

A. In general

1. All solar energy systems shall meet the technical, safety, and maintenance standards in the City of Portland *Technical Manual*.

2. Solar energy systems shall minimize impacts resulting from construction and maintenance of the solar energy system, including lighting, security measures, traffic, and grid connections.

3. Solar panel placement shall minimize or negate any solar glare impacting nearby properties or roadways, without unduly impacting the functionality or efficiency of the solar energy system.

B. Ground-mounted solar energy systems

1. Ground-mounted solar energy systems are only permitted in the B-4, I-L, I-Lb, I-M, I-Mb, I-H, and A-B zones.

2. Ground-mounted solar energy systems shall be located away from and screened from public ways and nearby residential/institutional uses to the extent possible and shall be designed to minimize impacts on significant scenic views.

3. Layout and fencing for ground-mounted systems shall be integrated with existing landscape and minimize removal of vegetation to the extent possible.

4. Minor ground-mounted solar energy systems shall be located a minimum 50

feet from all RN zones, and the B-1 and B-2/B-2b zones.

5. Major ground-mounted solar energy systems shall be located at least 75 feet from all RN zones, and the B-1 and B-2/B-2b zones.
6. The absolute height of any ground-mounted solar energy system shall be no more than 20 feet above the ground as measured from the base of the support.
7. The following components of a ground-mounted solar energy system shall be counted as impervious in the calculation of landscaped open space ratio:
   a. Foundation systems, typically consisting of driven piles, monopoles, or helical screws with or without small concrete collars or weighted ballast.
   b. All mechanical equipment of the solar energy system, including maximum horizontal extents of any concrete pad or any pad mounted structure for batteries, switchboard, transformers, or storage cells.
   c. Paved access roads servicing the solar energy system.

C. Roof-mounted solar energy systems

1. Roof-mounted solar energy systems are not included in the calculation of maximum structure height.

   Solar energy systems mounted on flat roofs shall meet the following standards:
   a. In residential zones, solar energy systems mounted on flat roofs are limited to a height of 5 feet above the surface of the roof upon which they are mounted, and shall be set back from the edge of the roof one foot for every one foot of solar energy system height.
   b. In B-4 and industrial zones, flat roof-mounted systems are not subject to limitations on height, or to a required setback.
   c. In all other zones, solar energy systems mounted on flat roofs are limited to a height of 8 feet above the surface of the roof upon which they are mounted, and shall be set back from the edge of the roof one foot for every one foot of solar energy system height.
2. Solar energy systems mounted on pitched roofs shall meet the following standards:
   a. Solar energy systems on pitched roofs shall be mounted with a maximum distance of one foot between the surface of the roof to the highest point of the system.
   b. Solar energy systems on pitched roofs shall be installed parallel to the roof surface on which they are mounted.
   c. Solar energy systems on pitched roofs may not extend higher than the highest point of the roof surface upon which they are mounted.

6.4.39 Utility substations

A. Utility substations shall be as small in size as practicable, and shall be set back a minimum of 35 feet from any right-of-way, not including limited-access roads.

B. Substations shall be suitably screened and landscaped so as to ensure compatibility with the surrounding neighborhood. The remainder of the lot not occupied by the utility substation

and its related access shall be designed and designated for future development.

C. In the OS-R zone, sewage pumping and treatment facilities shall be permitted. Water pumping stations shall be treated as a conditional use and subject to the additional standards of subsection 6.5.6.

6.4.40 Warehousing and distribution facilities

A. Warehousing and distribution facilities in the I-L and I-Lb zones are limited to a maximum of 10,000 square feet in gross floor area.

B. No outdoor storage is permitted as a component of warehousing and distribution in the B-4 and I-L/I-lb zones, except for boat storage.

6.4.41 Wind energy systems (major and minor)

A. General

1. All wind energy generation equipment shall be approved under a certification program approved by the U.S. Department of Energy.

2. Wind energy systems, including foundations and support structures, electrical connections, control equipment, and associated site improvements shall be designed, engineered, and installed to comply with all applicable local, state, and federal construction and electrical regulations and Federal Aviation Administration regulations. Applicable state and local approvals shall be obtained prior to installation of any wind energy system.

3. All on-site electrical wiring associated with the proposed wind energy system shall be located within the tower/pole/supporting structure or underground. Above ground on-site connections near substations or to the electric grid shall be allowed.

4. Wind energy systems shall be designed to avoid electromagnetic interference with the transmission or reception of radio, telephone, television, microwave, navigational, or similar signals to neighboring areas.

B. Setbacks

1. Minor ground-mounted wind energy systems shall be set back from all property boundaries and street right-of-way lines by a distance equal to or greater than 1.1 times the total height of the system, measured from the base of the system to the top of the system at maximum vertical rotation. The setback distance shall be measured to the center of the wind generator base.

2. Major ground-mounted wind energy systems shall be set back from all property boundaries and street right-of-way lines by a distance equal to or greater than 1.5 times the total height of the system, measured from the base of the system to the top of the system at maximum vertical rotation. The setback distance shall be measured to the center of the wind generator base.

C. Height

1. Ground-mounted wind energy systems are limited to a maximum height of 65 feet in the B-2/B-2b, B-5, and B-6 zones.

2. All moving components of a ground-mounted wind energy system shall be a minimum of 12 feet from ground level or accessible surface.

D. Siting and placement

1. No wind energy system shall be located within 250 feet of any significant wildlife habitat, as defined by the Maine Department of Environmental Protection/Maine Department of Inland Fisheries and Wildlife under provisions of the Natural Resources Protection Act (38 M.R.S. § 480 et seq.) including wildlife habitat for species appearing on the official state and federal list of endangered or threatened animal species.
2. For all major and minor wind energy systems, or any system over 100kW, evidence shall be provided that the Environmental Coordinator of the Maine Department of Inland Fisheries and Wildlife and the Maine Natural Area Program have been notified of the location, height, and design of the proposed wind energy system at least three weeks prior to any final determination under this subsection. Any comments received therefrom shall be addressed to the satisfaction of these state authorities prior to any final determination under this provision.
3. The support structure (e.g. tower, pole) for ground-mounted wind generating systems shall not be climbable for a minimum height of 12 feet above the surrounding ground level. All ground-mounted electrical and control equipment shall be labeled and secured to prevent unauthorized access.
4. The use of guy wires is discouraged. If required, they shall be located away from pedestrian routes/access points and marked with visible, reflective, colored objects, such as flags, reflectors, or tape, which shall be placed on the anchor points of guy wires and along the guy wires up to a height of ten feet from the ground.
5. Ground-mounted wind energy systems shall be located away from and screened from public ways and nearby residential/institutional uses to the extent possible and shall be designed to minimize impacts on significant scenic views.

E. Illumination and signs

1. No part of the system may be illuminated, except as required by the Federal Aviation Administration (FAA) or other authorities for safety and security purposes. Where lighting is required, it shall be at the lowest intensity allowable with fixtures shielded and directed to minimize glare and visibility from the ground.
2. There shall be no signs, advertisements, flags, or decorative items on a wind energy system or any associated facilities, except for the manufacturer's/installer's/owner's identification (not exceeding one square feet in size), appropriate warning signs, or lights if required by the FAA.

6.4.42 Theaters and Performance Halls (large) in the B-3 and WCZ zones

A. A large theater and performance hall may not be located within 750 feet of another large theater and performance hall, as measured along or across public ways from the main entrance of each. The main entrance is defined as one or more public entrances intended to provide primary access for patrons to areas designed for public use, such as lobbies,

vestibules, concourses, seating areas, or similar spaces. This definition does not include secondary entrances used primarily for staff, production, limited public or ADA access, or performers.

B. Any large theater and performance hall located in the B-3 or WCZ zones on or before December 1, 2024 shall not be required to comply with this dispersal requirement. If located within 750 feet of another large theater and performance hall, such business shall be considered a lawfully nonconforming use subject to the standards of Article 4 of this Code.

C. Where two or more large theater and performance halls operate on one site, and where each entity requires or has a separate business license, or displays in a manner visible from public property separate business trademarks, logos, service marks, or other mutually identifying names or symbols, each entity shall be counted as a separate large theater and performance hall for the purposes of this section.

6.5 CONDITIONAL USES

6.5.1 Conditional use review procedure

A. Review authority. The Zoning Board of Appeals shall review all conditional use applications, with the exception that the Planning Board shall review all conditional use applications associated with projects that are otherwise before the Planning Board.

B. Application. Applications for conditional use review shall be submitted to the Building Authority for all Zoning Board of Appeals reviews and the Planning Authority for all Planning Board reviews. A nonrefundable application fee, as established from time to time by the City Council to cover administrative costs and costs of a hearing, shall accompany each application. The application shall be in such form and shall contain such information and documentation as shall be prescribed from time to time by the review authority.

C. Public hearing. A public hearing shall be set, advertised, and conducted by the review authority in accordance with Article 2 of this Land Use Code.

D. Action. Within 30 days following the close of the public hearing, the review authority shall render its decision, in a manner and form specified by Article 2 of this chapter, approving the conditional use, approving the conditional use subject to conditions as specified in Subsection 6.5.3, or denying it. The failure of the review authority to act within 30 days shall be deemed an approval of the conditional use, unless such time period is mutually extended in writing by the applicant and the review authority. Within five days of such decision or the expiration of such period, the Building Authority or Planning Authority shall mail notice of such decision or failure to act to the applicant and, if a conditional use is authorized, list therein any and all conditions imposed by the review authority.

6.5.2 General conditional use standards

The review authority shall, after review of the application, approve a conditional use upon a finding that the proposed conditional use, at the size and intensity contemplated at the proposed location, will not have substantially greater negative impacts than would normally occur from surrounding uses or other allowable uses in the

I. OVERVIEW

To inform discussion of potential amendments related to performance venue regulation, staff reviewed a range of peer jurisdictions to understand how other communities permit and regulate theaters, live performance venues, and similar assembly uses.

This review is based on outreach to peer planners and a review of relevant zoning and regulatory frameworks, providing both ordinance-level context and insight into how performance venues are regulated in practice.

II. SELECTION OF PEER COMMUNITIES

Peer communities were selected to reflect a mix of regional comparators and cities with active cultural and entertainment environments, including nearby New England municipalities, mid-sized cities with vibrant downtowns, and larger cities with established entertainment economies or strong live music identities. This range was intended to provide a balanced perspective across different governance scales and mobility contexts, including cities with robust public transportation systems as well as more auto-oriented communities, with some peers offering direct comparability to Portland and others illustrating how performance venues are regulated in larger or more specialized cultural settings.

III. CASE STUDIES

The jurisdiction names below are hyperlinked to each community's publicly available zoning or land development ordinance for reference.

A. Regional and Comparable New England Cities

1. Worcester, MA

Worcester regulates theaters and performance venues primarily through broad zoning permissions, with limited use-specific standards embedded in the zoning code. Theaters and concert halls are generally allowed in non-residential districts, including downtown, and the City does not impose spacing requirements or venue-specific overlays.

Many of Worcester's larger venues are located in historic or publicly supported facilities, and zoning has historically played a limited role in shaping their location. Downtown districts containing venues do not require off-street parking, and logistical considerations such as loading, crowd management, and traffic circulation are typically addressed through site design, transportation planning, and event coordination rather than zoning regulations.

As residential development has increased downtown, the city has begun to face more concerns about noise, parking demand, and crowd activity, but these issues are not currently addressed through targeted zoning tools.

2. Burlington, VT

Burlington regulates performance venues through a combination of zoning permissions and discretionary review, with performing arts centers subject to conditional use review in certain districts, which allows the city to evaluate potential impacts, such as traffic, noise, and neighborhood compatibility, on a case-by-case basis.

Peer outreach also highlighted recent regulatory changes in specific districts. For example, a prior size limitation on performing arts centers in a mixed industrial district was recently removed in connection with the potential relocation of a major regional venue. Planner input also noted that venue operations in some locations may be influenced by Vermont's Act 250 permitting process, which can impose event-related conditions at the state level.

3. Portsmouth, NH

Portsmouth regulates performance venues through zoning standards that differentiate between indoor and outdoor facilities. Performance facilities are generally permitted by right in mixed-use and downtown districts, with indoor venues required to maintain a minimum distance of 200 feet from any residential or mixed-residential district, and outdoor venues required to maintain a minimum distance of 500 feet. Additionally, indoor facilities are limited to operating hours of 8:00 AM to 11:00 PM, while outdoor facilities may operate between 4:00 PM and 11:00 PM.

It was noted that downtown venues typically do not require off-street parking and that relatively few ongoing operational conflicts have been reported related to venue activity.

4. Providence, RI

Providence regulates theaters and performance venues through a combination of zoning permissions and cultural policy initiatives centered in its downtown. Based on a review of their local ordinances, performance venues are located primarily within the downtown district, which has long functioned as the city's primary arts and entertainment hub.

Zoning allows performance venues within downtown mixed-use districts, with discretionary review applied in some cases, depending on scale and context. The city has historically supported clustering of venues through broader policy initiatives, including public investment in historic theaters and incentives intended to reinforce downtown as a cultural destination.

Providence's regulatory framework extends beyond zoning. In addition to land use controls, the city has explored operational and policy tools related to venue activity, including discussions of ticket surcharges for larger venues and continued public investment in arts and entertainment infrastructure.

B. Mid-Sized Cities with Active Downtown Cultural Scenes

1. Cleveland, OH

Cleveland regulates theaters and performance venues through zoning permissions in downtown and commercial districts. Based on a review of the City's ordinances, performance venues are permitted in a range of commercial and downtown districts, including areas that contain established cultural destinations such as Playhouse Square.

The City also applies an Entertainment Overlay District in select areas. The overlay supplements the underlying zoning districts by allowing a defined set of entertainment and nightlife uses, including theaters, nightclubs, and similar venues, within designated areas intended to accommodate concentrated entertainment activity. The overlay also includes provisions governing the concentration of adult entertainment uses within these districts.

2. Madison, WI

Madison has a diverse range of performing arts venues. These include newer large performing arts halls (three theaters of varying sizes, with the largest at approximately 2,200 seats) located directly across from a historic 1,800-seat theater, as well as a separate 2,500-seat venue. The city also includes a historic 1,000-seat theater near a former church converted into a 700-person standing-room music hall in a neighborhood commercial district.

In addition to performing arts venues, Madison is home to major sporting facilities, including the approximately 17,000-seat Kohl Center, which hosts University of Wisconsin hockey and basketball games as well as major concerts and events, and Camp Randall Stadium, an approximately 76,000-seat outdoor stadium that hosts University of Wisconsin football games and large-scale concerts.

Theaters, assembly halls, and concert halls are permitted uses in multiple downtown zoning districts. The City does not impose density or spacing requirements for these venues. Site access, circulation, and loading are addressed through the site plan review process.

3. Buffalo, NY

Buffalo regulates entertainment uses through a combination of base zoning permissions and a targeted downtown overlay. Based on a review of the City's ordinance, the underlying zoning districts establish where entertainment uses such as theaters, performance venues, and similar assembly uses are permitted.

The City also applies the Downtown Entertainment Review Overlay (N-DER) in portions of downtown with concentrated nightlife activity. Within the overlay area, the underlying zoning permissions remain in effect; however, certain late-night entertainment activities may be subject to additional review and permitting requirements. These provisions are intended to address potential operational and public safety considerations associated with higher-intensity nightlife activity, including events where alcohol is served, and large crowds may be present. As structured, the overlay functions as a targeted layer applied on top of the underlying zoning districts within designated downtown areas.

4. Asheville, NC

Asheville regulates performance venues through a combination of zoning permissions and operational regulations. Peer input indicates that performance venues are permitted in higher-intensity commercial districts, including the central business district, and the zoning ordinance does not include spacing requirements between venues.

Much of the regulatory framework identified through peer outreach is operational rather than zoning-based. Asheville's noise ordinance plays a significant role in managing venue impacts, with larger or louder venues requiring a sound exceedance permit that establishes limits on decibel levels, hours of operation, and the number of permitted events.

5. Provo, UT

Provo regulates theaters and performance venues through its base zoning framework rather than through a dedicated entertainment overlay or venue-spacing standard.

Under Provo's zoning code (Title 14), land uses are organized by defined categories and permitted within specific zoning districts through district use tables. Theaters and similar assembly-oriented uses are regulated through those use tables, which establish where the use is permitted outright and where additional land use review may be required.

In addition to determining where such uses may locate, zoning establishes applicable development standards, including building height, setbacks, lot coverage, and off-street parking requirements tied to use category. Where discretionary review is required, the City may evaluate compatibility considerations such as traffic circulation and impacts on surrounding properties. The code does not establish venue-to-venue spacing requirements between entertainment uses. Operational matters, including occupancy limits and alcohol service, are governed outside zoning through building and licensing regulations.

6. Greenville, SC

Based on peer input, Greenville recently adopted an Entertainment District Overlay focused on a four-block area of downtown where a high concentration of bars and nightclubs had developed. The Planning Commission recommended approval of the overlay in November 2025, and City Council approved it at the end of the year. The overlay applies within a defined geographic area and supplements the underlying zoning regulations in that portion of downtown in response to the concentration of late-night uses.

In addition to zoning, Greenville utilizes a cross-departmental review body currently referred to as the Technical Advisory Committee, which is being renamed the Staff Technical Advisory Team (STAT). This team includes representatives from police, fire, building codes, planning, parks and recreation, and business licensing. The team reviews late-night, indoor, and outdoor entertainment uses and evaluates business plans and operational logistics such as hours of operation, loading and unloading, staffing plans, security plans, and the relationship between food and alcohol service. This process functions as an operational review mechanism separate from base zoning permissions.

With respect to large-scale venues, including the Bon Secours Wellness Arena and a proposed outdoor amphitheater in the downtown area, the City has considered engaging third-party acoustic engineering review to evaluate noise levels and identify mitigation strategies.

C. Larger Cities with Established Entertainment Economies

1. New York City, NY

New York City regulates performance venues primarily through zoning permissions that vary by district and use category. Based on peer outreach, the Zoning Resolution generally does not include spacing requirements between venues, meaning that if a use is permitted in a zoning district, it may locate near similar uses.

Theaters are broadly permitted as-of-right in many commercial and manufacturing districts. The zoning framework distinguishes between traditional theaters and larger assembly uses, with larger venues

more likely to require additional review or special permits depending on scale. New York City also employs specialized zoning tools in the Theater Subdistrict, such as restricting the demolition of theaters and provides floor area bonuses for new theater space. Parking requirements vary by district density, with no parking required in higher-density areas and capacity-based ratios applied in lower-density districts.

2. Austin, TX

Austin regulates theaters and performance venues through zoning permissions and targeted incentive programs. Based upon a review of the City's ordinances, the zoning code distinguishes between theaters and performance venues and allows these uses in central districts, including downtown.

Austin also incorporates live music into its development bonus framework. Through density bonus programs, projects may receive additional development capacity in exchange for incorporating and maintaining live music venues. These programs include requirements related to long-term operation, soundproofing, and continued use of the space as a live music venue.

3. Boston, MA

Boston regulates theaters and performance venues through district-based zoning permissions supplemented by project-level review and licensing requirements. Based upon a review of the City's ordinances, entertainment and cultural uses are permitted or conditionally allowed in certain mixed-use and commercial districts, with larger venues subject to additional development review depending on scale.

Boston does not include spacing requirements between venues in zoning. Instead, venue activity is addressed through a combination of zoning permissions, project-level review, and separate licensing and noise regulations. Major venues are concentrated in areas such as the Theater District, where multiple performance spaces are located within a compact downtown setting.

4. Portland, OR

Portland regulates theaters and performance venues through its use-category framework in Title 33 of the Planning and Zoning Code. The code does not define "music halls" or "concert venues" as standalone uses, but instead classifies entertainment uses within broader categories.

Under Chapter 33.920, theaters are classified as part of the Retail Sales and Service use category. Larger facilities drawing substantial event attendance are categorized as Major Event Entertainment, which includes uses such as stadiums, arenas, coliseums, auditoriums, exhibition and meeting areas, and fairgrounds. This classification determines how the use is treated for zoning purposes.

Whether a performance venue is permitted depends on the underlying zoning district. Title 33 use tables establish where these uses are allowed outright and where conditional use review is required. Zoning also regulates development standards applicable to such uses, including building height, setbacks, and off-street parking requirements where applicable.

Portland does not impose minimum spacing requirements between entertainment venues. Operational aspects of venue activity, including sound levels, hours of operation, occupancy, and alcohol service, are regulated outside the zoning code through separate noise, building, and licensing frameworks.

5. Nashville, TN

Nashville regulates theaters and related entertainment uses through its zoning district framework, which assigns specific uses to zoning districts and establishes development standards applicable to those uses. In the Metro Zoning District Land Use Table, "Theater" is listed under "Recreation and Entertainment Uses," and the table identifies the zoning districts in which that use is permitted. Outside downtown, the underlying zoning designation determines whether a theater is permitted outright or is subject to additional land-use review.

Zoning also regulates physical development standards applicable to theater uses. These standards include requirements related to building height, setbacks, lot coverage, and off-street parking. Parking requirements are tied to use category and are typically calculated based on the nature or scale of the use. In areas governed by the Downtown Code, parking standards may be reduced or structured differently than in conventional zoning districts.

Within the downtown area, theaters and other entertainment uses are regulated under a separately adopted Downtown Code rather than the standard zoning district land use table. The Downtown Code establishes district-specific standards that govern building form, site design, and development intensity in the central business district.

Where a theater requires discretionary land-use approval in a particular zoning district, the review process allows the City to evaluate site-specific impacts, such as traffic circulation and compatibility with surrounding uses, and to impose conditions where appropriate. However, Nashville's zoning code does not establish minimum spacing requirements between performance venues. Operational aspects of venue activity, including sound levels, hours of operation, alcohol service, and crowd management, are generally regulated through separate building, licensing, and public safety frameworks rather than through zoning separation requirements.

6. Seattle, WA

Seattle regulates theaters and performance venues through defined use categories within its Land Use Code and through development standards applicable within specific zoning districts.

The City's zoning framework distinguishes among several theater- and assembly-related uses under the broader category of "Theaters and spectator sports facilities." Subcategories include motion picture theaters, performing arts theaters, lecture and meeting halls, and spectator sports facilities. These defined use types are incorporated into the zoning code and are treated as distinct land use categories for regulatory purposes.

Whether a theater or performance venue is permitted depends on the underlying zoning district. In commercial and downtown zones, theater and spectator-related uses are generally permitted, subject to the development standards applicable to the district. In other zones, discretionary review may be required depending on the classification of the use and the zoning designation.

Seattle's zoning code regulates several physical and site-related aspects of theater development. These include building height, bulk, setbacks, and floor area limitations based on the applicable zone. The code also establishes use-specific off-street parking requirements for certain theater and assembly categories, with parking ratios tied to the type of use. In higher-density urban centers and downtown districts, parking requirements may be reduced or modified.

Where discretionary land use review is required, the City may evaluate site-specific impacts such as traffic circulation, pedestrian access, and compatibility with surrounding uses and may impose conditions as part of the approval process. However, Seattle's zoning code does not establish minimum spacing requirements between entertainment venues.

Operational aspects of performance venues, including sound levels, hours of operation, and alcohol service, are regulated outside the Land Use Code through separate municipal noise regulations, building and fire codes, and state licensing requirements.

D. Cities with Established Theater Districts

1. Chicago, IL

Chicago regulates theaters and performance venues through its base zoning framework, where these uses are classified within the City's land use categories and permitted in a range of commercial and downtown zoning districts. Under the Chicago Zoning Ordinance, theaters and similar performance venues are generally categorized within the broader "entertainment and spectator" use group. The zoning code establishes where these uses are permitted through district use tables and regulates associated development standards such as building height, bulk, setbacks, and parking requirements depending on the underlying zoning district.

Within Chicago's central business district, including the Downtown Core (DC) and Downtown Mixed-Use (DX) zoning districts, which encompass much of the Loop, theaters and performance venues are broadly permitted and are treated as compatible with the high-intensity commercial and cultural activity characteristic of the downtown core. Similar to many of the peer jurisdictions reviewed, Chicago's zoning code does not establish minimum separation distances between theaters or performance venues. Instead, the ordinance primarily regulates where the use may be located and the development standards that apply to buildings and sites.

Chicago's zoning framework also reflects the urban context of the downtown theater district with respect to parking. Within the Downtown Core (DC) district, off-street parking is not required for theaters or entertainment venues. Within the Downtown Mixed-Use (DX) district, the ordinance establishes minimum parking requirements only for theaters or performance halls with a capacity of 1,000 seats or more, at a ratio of one space per twenty seats.

Chicago's historic theater district developed in the downtown Loop, particularly along Randolph Street and nearby portions of State Street, where multiple theaters were constructed within a relatively compact area during the late nineteenth and early twentieth centuries. Planning and economic development analyses prepared for the City of Chicago describe this portion of the Loop as a longstanding concentration of theater and performing arts venues that continues to function as the city's primary theater district.

Several major theaters remain clustered within a compact portion of the Loop today. For example, the Chicago Theatre, the James M. Nederlander Theatre, the Cadillac Palace Theatre, and the CIBC Theatre are all located within roughly two to three blocks of one another along or near Randolph Street between State and Wells Streets. The Chicago Theatre and the Nederlander Theatre are located less than approximately 500 feet apart, while the Cadillac Palace Theatre and the CIBC Theatre are located

within approximately one block of each other. Collectively, these four venues contain nearly 10,000 seats and are located within approximately 1,200 to 1,500 feet of one another, or roughly a three- to four-minute walk.

Across the broader Loop theater district, venues collectively contain approximately 34,500 seats within a relatively small portion of downtown. Despite the scale of these facilities and their proximity, Chicago's zoning code does not require off-street parking for theaters in the Downtown Core district, where many of these venues are located.

According to the Chicago Loop Alliance's Arts in the Loop: Economic Impact Study, the concentration of theaters in the Loop contributes to evening activity in the central business district and supports nearby restaurants, hotels, and other businesses associated with the performing arts. The study also highlights the role of transit access and walkability in supporting the theater district, noting that Chicago's downtown transit system converges in the Loop and allows audiences from across the metropolitan region to access multiple venues within a walkable area. As described in the study, these conditions have supported the development of the Loop theater district as a dense cluster of venues within the downtown core rather than as isolated facilities dispersed throughout the city.

IV. OBSERVATIONS

Across the peer communities reviewed, performance venues are typically permitted within downtown, commercial, or mixed-use zoning districts and are generally treated as compatible with higher-intensity urban environments. In both mid-sized and larger cities, theaters and performance halls are regulated primarily through use classification and district-based permissions that determine where such uses may locate and whether discretionary land use review is required.

None of the jurisdictions reviewed rely on citywide minimum spacing requirements between performance venues as a zoning mechanism. Instead, communities regulate entertainment uses through zoning-based development standards, discretionary review in certain districts, targeted overlay provisions in areas experiencing concentrated nightlife activity, and operational regulations addressing noise, occupancy, alcohol service, and event management.

In larger cities with established entertainment economies, zoning frameworks distinguish among different types of assembly and entertainment uses and regulate them through district standards and, in some cases, downtown-specific zoning codes. In these jurisdictions, venue clustering in central areas is generally managed through development standards and operational regulation rather than through spatial separation between entertainment uses.

One peer community, Portsmouth, NH, applies compatibility standards that include buffers between certain performance facilities and residential zoning districts. This approach differs from venue-to-venue spacing and instead focuses on separation between entertainment uses and nearby residential areas.

Mayor and Council Offices
Wesley Pelletier
City Councilor
January 30, 2026

HEDC Agenda Item #2: Review and recommendation of proposed Amendments to Chapter 14 Land Use Code regarding the Buffer Zone for Large Performance Halls with occupancy of 1,000 or more persons.

HEDC Meeting on February 3, 2026

This amendment to the land use code is intended to address widespread constituent concerns regarding the spacing of large entertainment venues in our downtown area. This amendment increases the buffer zone on the peninsula (zones B-3 and WCZ) for large entertainment venues– defined as those with a capacity of over 1000 people – to 750 feet. In doing so, the hope is to mitigate traffic snarls that are bound to arise from thousands of people arriving to and leaving from multiple venues at the same time.

As Portland's density increases, the choices we make today will be felt for generations to come, and I believe that we as leaders must proactively ensure that we are using the power given to us by our constituents to ensure that we are building a city that makes sense.

Sincerely,

Wes Pelletier
City Council
City of Portland, Maine

City of Portland Parking Study for Downtown, The Old Port, and The Eastern Waterfront

Final Report **September 2017**

FORT HILL
infrastructure



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A. Executive Summary

Currently in the City of Portland, challenges associated with parking are among the most pressing and frequent issues brought to the City by constituents. This study quantifies the present state of parking supply and demand in a study area consisting of Downtown, the Old Port, the Central Waterfront, and the Eastern Waterfront. With continued development expected in the next 10 years, the study also projects future parking supply and demand given approved and likely development. The study area is show in Figure A1 below outlined in green, a one quarter mile buffer around the study area is outlined in red.

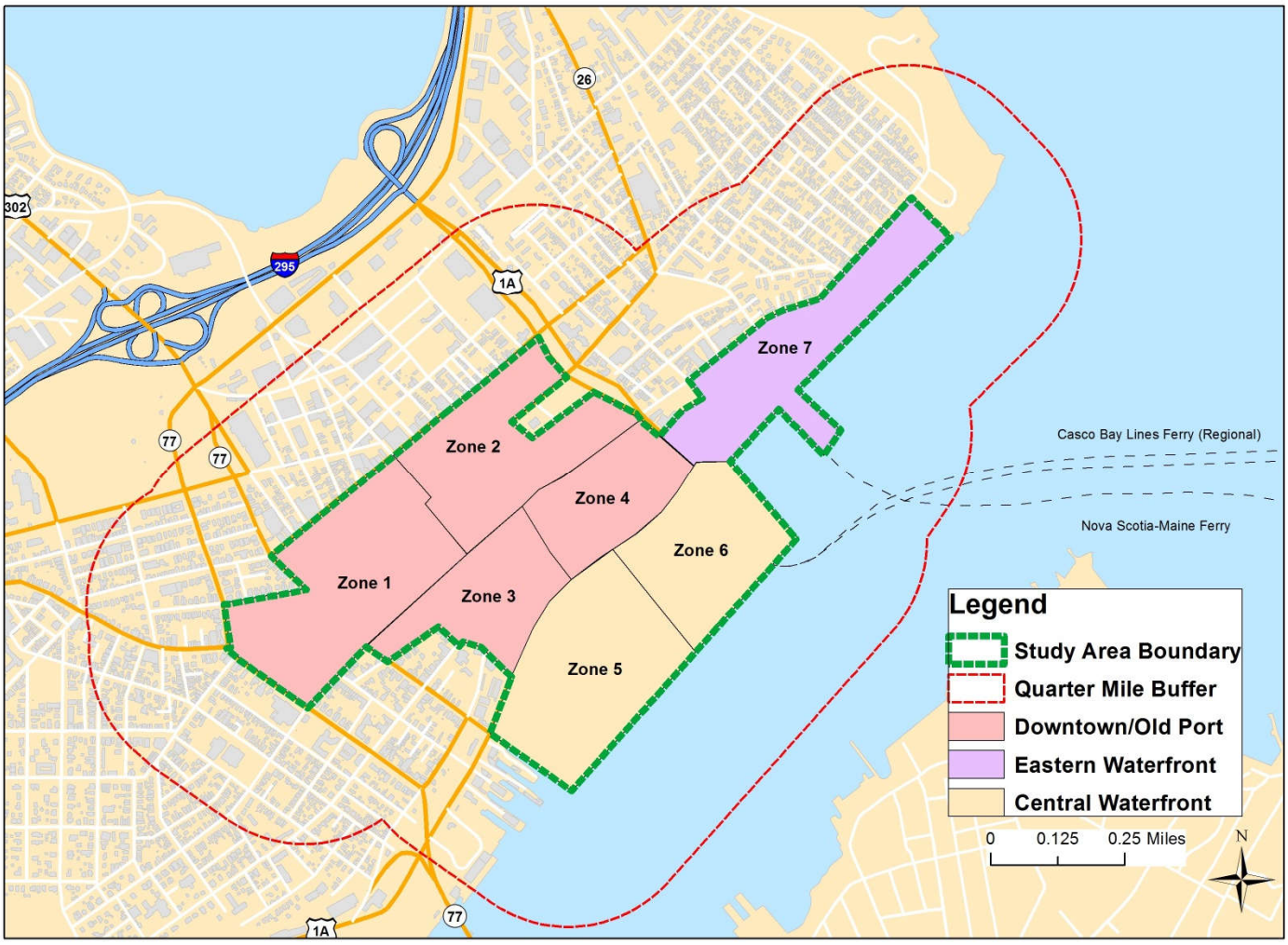


Figure A1: The Project Study Area

The study addresses five tasks: Task 1) Existing Supply and Demand analysis, Task 2) Projected Future Parking Supply and Demand, Task 3) Strategy Recommendations, and Task 4) Implementation and Funding. Each task is described here with a summary of the key results.

Task 1: Existing Supply and Demand Analysis

An inventory of on-street, surface lot, and structured parking supply within the study area was created. The results are shown in Table A1. The total parking capacity in the study area is 15,669 spaces. This represents the maximum available parking capacity mid-day on a weekday. Because some off-street parking operators close during the evenings, overnight, and on weekends; the maximum parking capacity does vary, reaching a low of approximately 12,300 overnight on weekends. A detailed account of the pattern of supply variation by time of day and weekday versus weekend can be found in Chapter D.

Table A1: Study Area Parking Supply Inventory Results

	Downtown/Old Port				Central Waterfront		Eastern Waterfront	Study Area (1-7)	1/4 mi Buffer Area
	1	2	3	4	5	6	7		
Total On-Street	577	553	337	367	131	94	192	**2,251**	N/A
Total Surface Lot Spaces	1,098	1,079	1,029	438	1,267	482	1,012	**6,405**	257
Total Garage Spaces	1,597	2,019	480	1,468	150	468	831	**7,013**	1,050
Total Capacity	**3,272**	**3,651**	**1,846**	**2,273**	**1,548**	**1,044**	**2,035**	**15,669**	**1,307**
Effective Capacity	**2,916**	**3,258**	**1,645**	**2,027**	**1,387**	**935**	**1,822**	**13,990**	**1,176**

In Table A1, the effective parking capacity, 13,990 spaces, is defined as the total of 90 percent of the structured and off-street parking supply and 85 percent of the on-street parking supply. The effective capacity is a concept in parking analysis that refers to the occupancy level at which parking users begin to have difficulty finding open spaces and vehicle circulation to access parking begins to exhibit signs of congestion including queuing. The effective capacity is also thought of as the threshold when a parking supply begins to be perceived by users to be full. If a parking supply reaches total capacity, vehicles must queue or continue circling until occupied space is vacated.

Table A1 also shows that outside of the defined study area boundary within a one quarter mile buffer area, there is up to an additional 1,176 spaces in effective parking capacity found in surface lots and structured parking that offer general use public parking and may be used by travelers destined for the study area. The supply outside of the study area is shared with land use outside of the study area. The parking demand generated by land use outside of the study area was not calculated during this study, therefore the exact amount of unoccupied parking available within the quarter mile buffer area for use by travelers to the study area is not known. It is estimated however, that several hundred spaces are needed in the quarter mile buffer area to meet the demand of employee monthly parking within the study area. More detail on the estimated supply and demand for monthly parking is presented in Chapter D.

Task 1 included an estimation of current parking demand. An observed parking occupancy survey was conducted on one Thursday and one Saturday in December 2016. A sample of structured, surface lot, and on-street parking facilities were observed through manual data collection and voluntary reporting by structured parking operators. Because the observations were made during Winter, the observed parking occupancy results were adjusted for the peak Summer season using supplementary data on seasonal variation in ferry passenger demand and data on seasonal tourism from the Maine Office of Tourism.

Combining the observed occupancy results of the parking survey and adjusting for additional peak season demand using supplementary data, the peak season weekday parking demand by time of day is shown below in Figure A2. The peak occurs at 12pm when parking demand reaches 14,280 vehicles. The estimated peak weekday demand at 12pm is 290 vehicles above the effective parking capacity of the study area at that time.

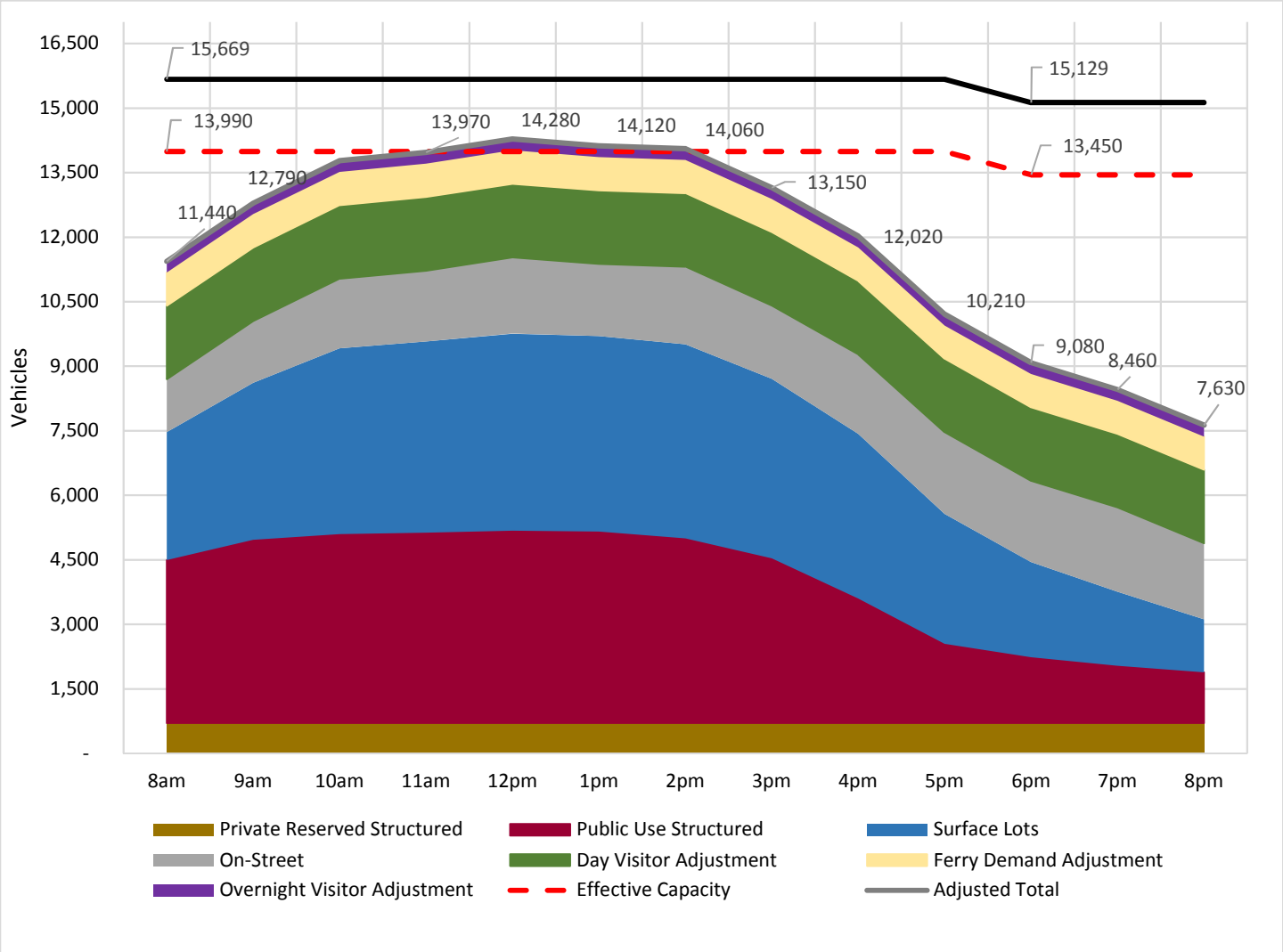


Figure A2: Estimated Peak Season Weekday Parking Demand by Time of Day

The estimated peak season Saturday parking demand result is shown below in Figure A3. The peak hour for parking demand occurs at 2pm when an estimated 9,320 vehicles park in the study area. The estimated peak Saturday demand at 2pm is approximately 3,840 vehicles below the effective parking capacity of the study area of 13,160 at that time.

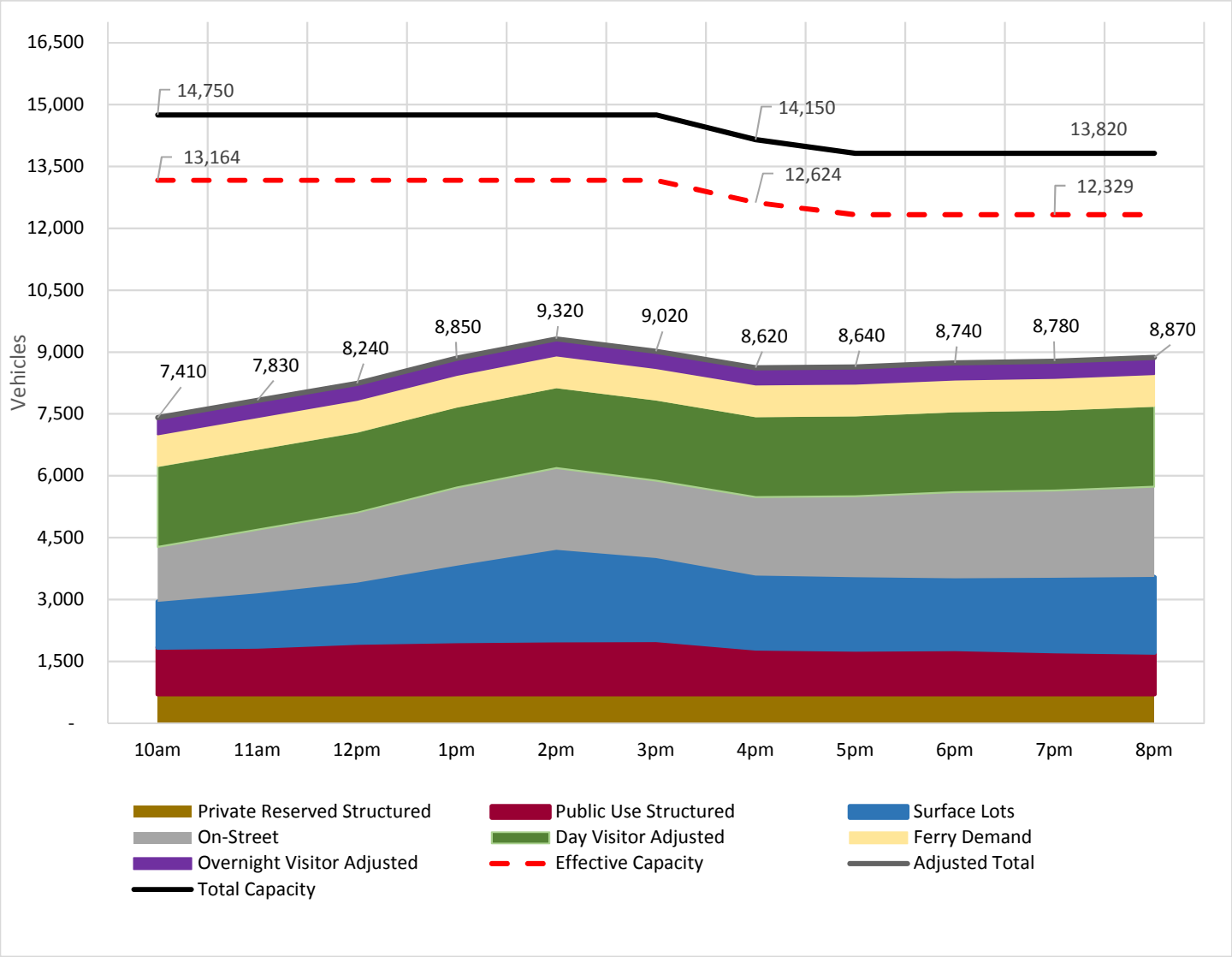


Figure A3: Estimated Peak Season Saturday Parking Demand by Time of Day

The results of the on-street parking occupancy survey individually show that during the weekday evening and on Saturday after 1pm, on-street parking is likely at or over effective capacity in the study area. Effective capacity for on-street parking is defined here as 85 percent of on-street spaces occupied. The implications of this finding are that at times when there is parking availability in surface lots and structured parking, such as weekday evenings and on Saturday, on-street parking is highly occupied and difficult for users to find. Findings on Portland's on-street and off-street parking pricing relative to peer cities are included in Chapter D.

Figures A4 and A5 show the observed Thursday and Saturday on-street parking occupancies for the overall on-street survey sample. The Thursday results show an overall occupancy above 85 percent at 7pm only, however individual streets varied and some high demand streets such as Commercial St, Middle St, and Exchange St exhibited higher occupancy rates than the overall sample. A detailed account of the on-street parking occupancy survey results by street and block face appears in Chapter E of this report.

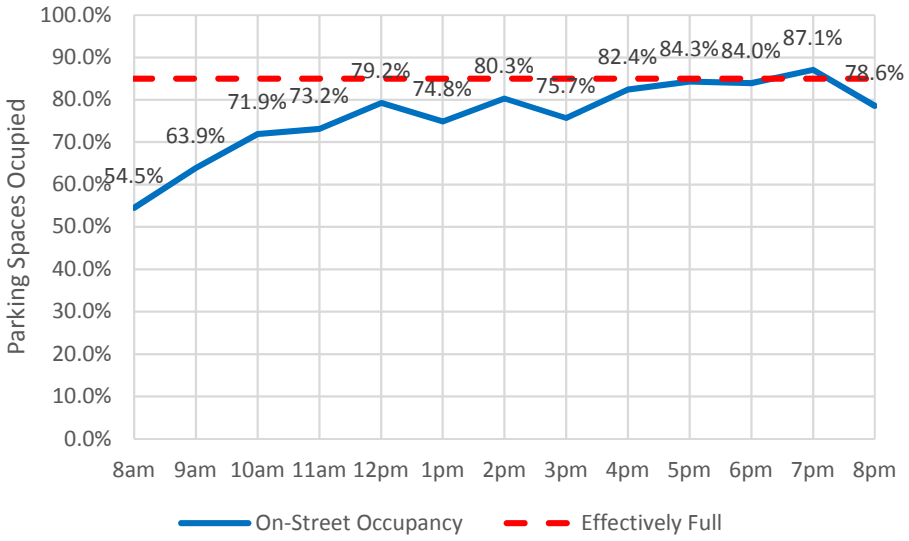


Figure A4: Thursday Overall On-Street Parking Occupancy

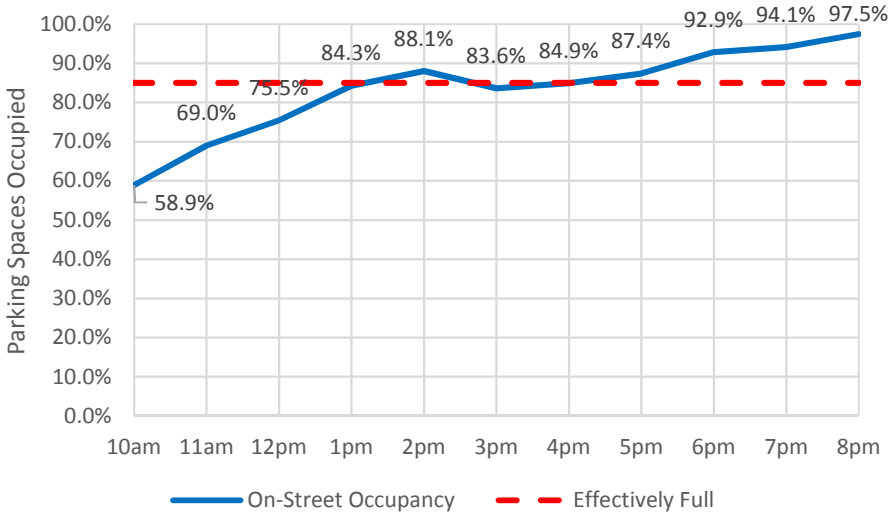


Figure A5: Saturday Overall On-Street Parking Occupancy

A second method was used to estimate overall parking demand in the study area based on Land-Use. Parking generation factors from the Institute of Transportation Engineers (ITE) and the Urban Land Institute (ULI) were used to create estimates of weekday and weekend parking demand based on land-use data provided by the City's tax assessor. The results are shown in Figures A6 and A7 below. Weekday results show a peak parking demand at 2pm of 14,470 vehicles, which is 480 vehicles more than the effective capacity at that time. Weekend results show two peaks, a recurring parking demand peak between 12pm and 1pm of 9,390 vehicles, and an evening peak which would occur during a sold out arena event of 10,350 vehicles.

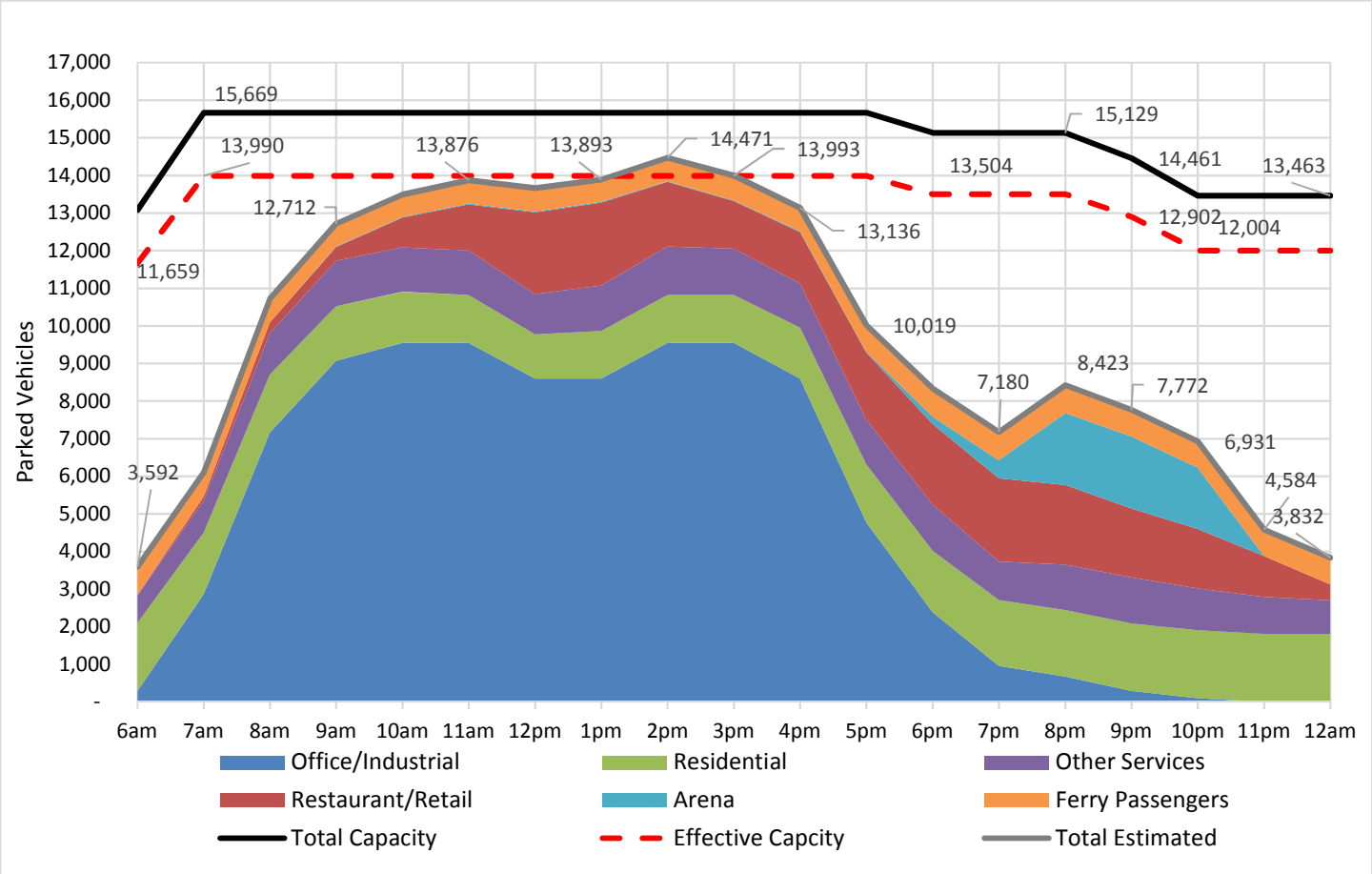


Figure A6: Land-Use Generated Parking Demand Estimate for a Weekday

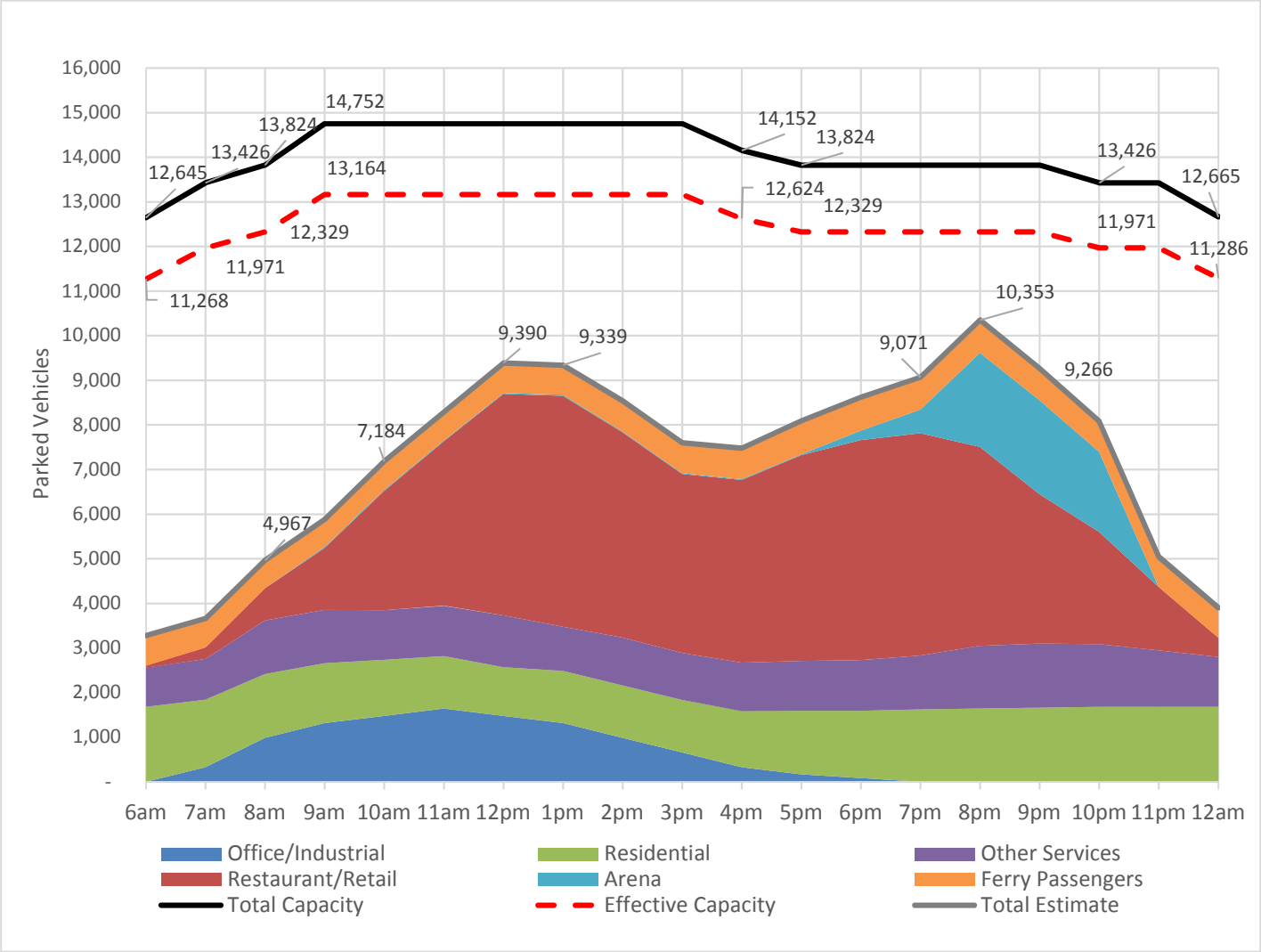


Figure A7: Land-Use Generated Parking Demand Estimate for a Weekend Day

A summary of the overall parking supply and demand findings are presented in Tables A2 and A3. The conclusion is that at present, during the peak summer season on weekdays in the afternoon, parking demand in the study area is likely between 290 and 480 vehicles beyond the effective parking capacity of supply within the study area. On Saturday's during the peak season, parking demand is well below effective capacity overall, yet on-street parking is over capacity after 1pm as was shown in Figure A5.

Table A2: Weekday Existing Parking Demand Results Summary

Weekday Peak								
Demand Estimation Method	Peak Hour	Full Capacity of Study Area at Peak	Effectively Full Occupancy Level	Peak Demand	Spaces Available Until Effectively Full	Reserve Spaces Remaining	Total Remaining Spaces	Parking Demand Reduction Needed
Observed Occupancy Dec. 2016	12pm	15,670	13,990	11,540	2,450	1,680	4,130	-
Observed Occupancy Dec. 2016 + Peak Season Adjustments	12pm	15,670	13,990	14,280	-290	1,390	1,390	**290**
ITE/ULI Land-Use Calculated Demand (50th percentile factors)	2pm	15,670	13,990	14,470	-480	1,200	1,200	**480**

Table A3: Saturday Existing Parking Demand Results Summary

Saturday Peak								
Demand Estimation Method	Peak Hour	Full Capacity of Study Area at Peak	Effectively Full Occupancy Level	Peak Demand	Spaces Available Until Effectively Full	Reserve Spaces Remaining	Total Remaining Spaces	Parking Demand Reduction Needed
Observed Occupancy Dec. 2016	2pm	14,750	13,160	6,190	6,970	1,590	8,560	-
Observed Occupancy Dec. 2016 + Peak Season Adjustments	2pm	14,750	13,160	9,320	3,840	1,590	5,430	-
ITE/ULI Land-Use Calculated Demand (50th percentile factors)	12pm	14,750	13,160	9,390	3,770	1,590	5,360	-
ITE/ULI Land-Use Calculated Demand (50th percentile factors) with 8pm Arena Event	8pm	13,820	12,330	10,350	1,980	1,490	3,470	-

Task 2: Projected Future Parking Demand

Future parking supply and demand 10 years from now is projected considering ferry passenger growth, tourism trends to the Casco Bay Region, and three land use development scenarios that include newly build parking supply. Detailed information on the methodology and development projects included in the projections appear in Chapter J. Figure A8 is a map of included development projects in the analysis.

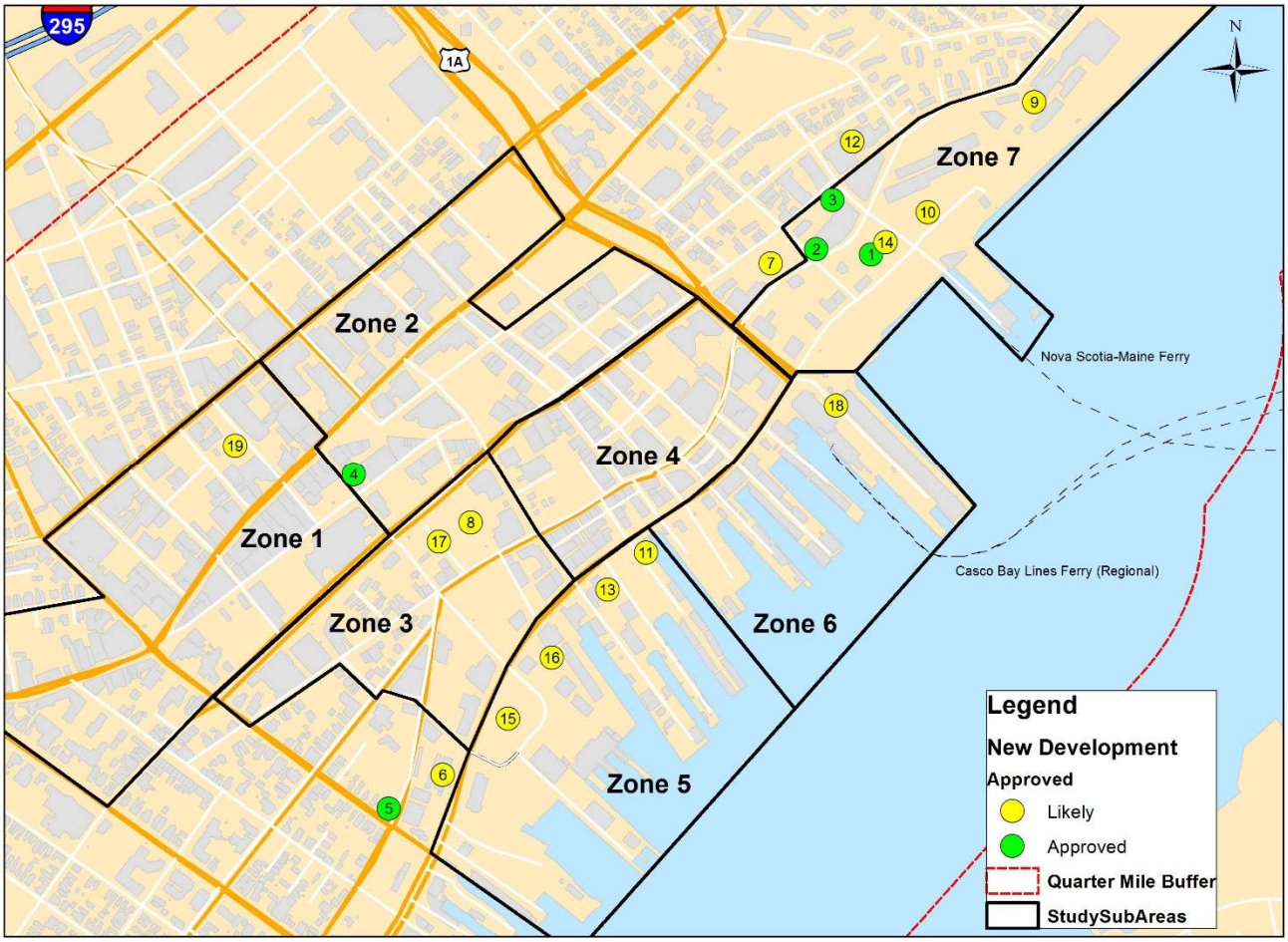


Figure A8: Future Development Projects Included in the 10-year Future Parking Demand Analysis

The parking projections were created by adding the projected land use development to existing land use and applying the same land-use based parking generation methodology as the existing conditions analysis. Three development scenarios were considered, a full build-out, a scenario including all approved projects plus 75 percent of likely projects, and a scenario including all approved projects plus 50 percent of likely projects. For the scaled down scenarios, newly built parking was scaled down along with expected development. The population and employment implications of the three scenarios in comparison to Portland's comprehensive plan are discussed in Chapter J.

Tables A4 and A5 summarize the projected parking supply and demand of the future scenarios. On weekdays during the peak season, the full build-out scenario is projected to result in parking demand that is 940 vehicles more than the projected effective parking capacity of the study area. The approved plus 75 percent of likely projects scenario is expected to result in parking demand that is 900 vehicles more than projected effective capacity, and the approved plus 50 percent of likely projects scenario is expected to result in a parking demand that is 840 vehicles more than projected

effective parking capacity. On Saturdays during the peak season, all development scenarios are projected to result in parking demand that is still below the effective parking capacity of the study area.

Table A4: Weekday Peak Season and Peak Hour Parking Supply and Demand for the Combined Existing and 10-year Future Scenarios

Demand Estimation Method	Peak Hour	Full Capacity of Study Area at Peak	Effectively Full Occupancy Level	Peak Demand	Spaces Available Until Effectively Full	Reserve Spaces Remaining	Total Remaining Spaces	Parking Demand Reduction Needed
Existing + Full Build-Out	2pm	18,870	16,870	17,810	-940	1,060	1,060	**940**
Existing + (Approved + 75% Likely)	2pm	18,100	16,170	17,070	-900	1,030	1,030	**900**
Existing + (Approved + 50% Likely)	2pm	17,330	15,480	16,320	-840	1,010	1,010	**840**

Table A5: Saturday Peak Season and Peak Hour Parking Supply and Demand for the Combined Existing and 10-year Future Scenarios

Demand Estimation Method	Peak Hour	Full Capacity of Study Area at Peak	Effectively Full Occupancy Level	Peak Demand	Spaces Available Until Effectively Full	Reserve Spaces Remaining	Total Remaining Spaces	Parking Demand Reduction Needed
Existing + Full Build-Out	8pm	17,020	15,320	13,360	1,960	1,700	3,660	-
Existing + (Approved + 75% Likely)	8pm	16,250	14,510	12,830	1,680	1,740	3,420	-
Existing + (Approved + 50% Likely)	8pm	15,480	13,820	12,310	1,510	1,660	3,170	-

Figures A9 and A10 show the future parking demand projections graphically.

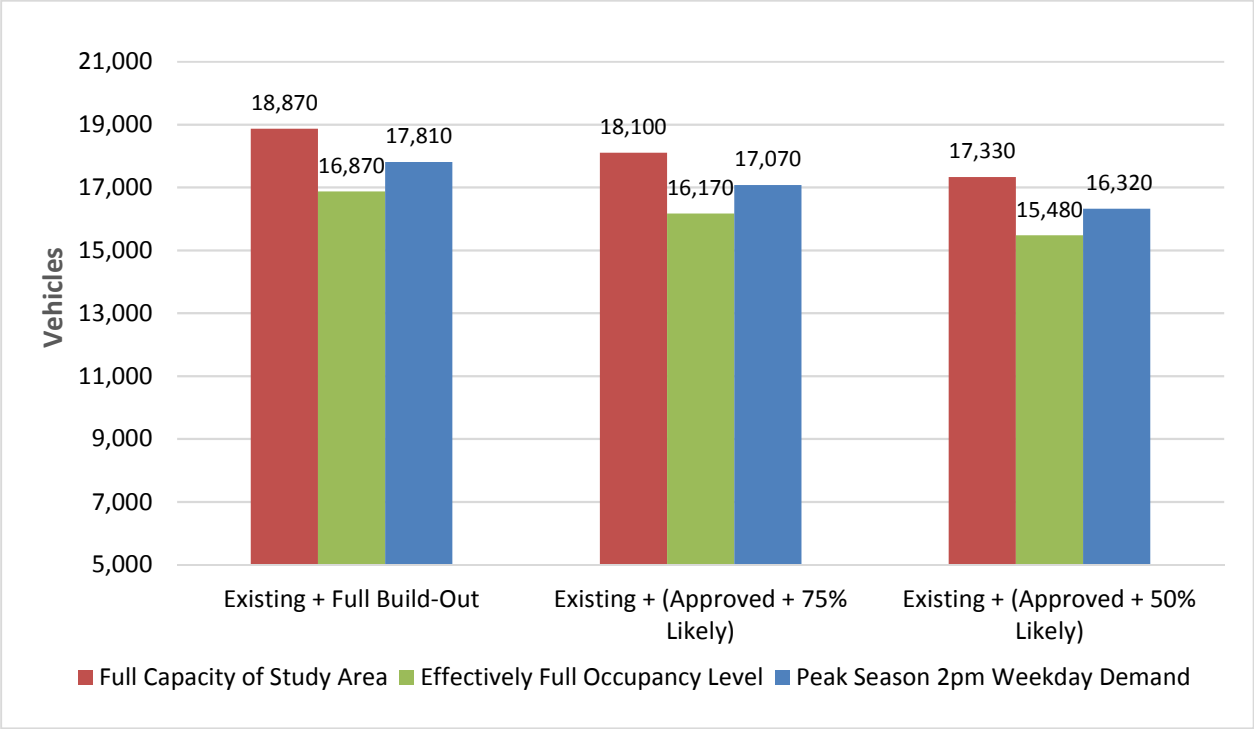


Figure A9: Weekday Peak Season and Peak Hour Parking Supply and Demand for the Combined Existing and 10-year Future Scenarios

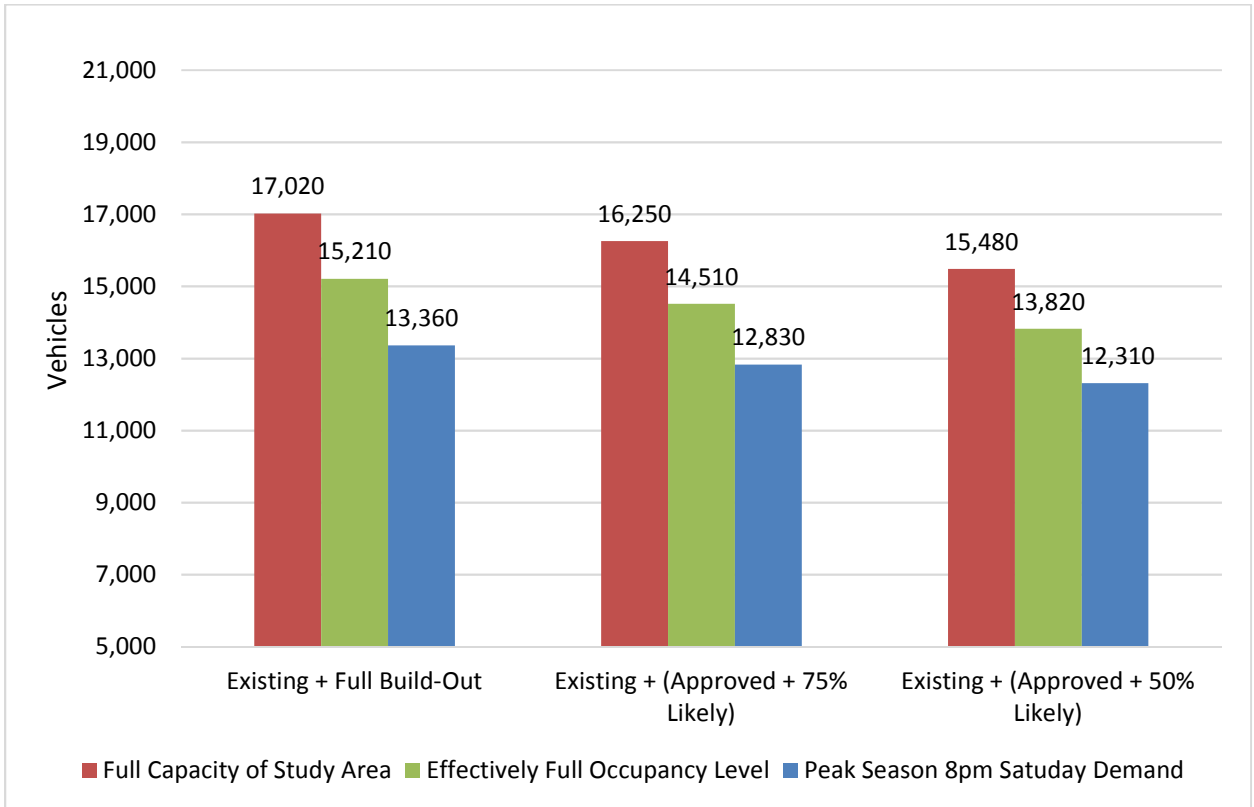


Figure A10: Saturday Peak Season and Peak Hour Parking Supply and Demand for the Combined Existing and 10-year Future Scenarios

Based on the results of the future parking supply and demand projections, we recommend a planning goal of reducing parking demand the study area by a range of 700-750 vehicles within a 10-year period. Parking demand should be managed to be at or just under the weekday peak hour effective capacity of parking supply inside of the study area, which is projected to be in a range between approximately 15,480 to 16,870 parking spaces depending on the future development scenario.

Table A6 summarizes the derivation of the recommended parking demand reduction.

Table A6: Recommended 10-year Parking Demand Reduction

Scenario	Study Area Peak Season Parking Demand Deficit Relative to Effective Capacity (in vehicles during the peak hour)	
	Weekday	Saturday
Existing Condition Observed + Adjusted	290	0
Existing Condition Land-Used Based	480	0
Difference Between Existing Conditions Methods	190	0
#1 Existing Condition Land-Used Based + 10-year Full Build-Out	940	0
#2 Existing Condition Land-Used Based + 10-year Approved & 75% Likely Development	900	0
#3 Existing Condition Land-Used Based + 10-year Approved & 50% Likely Development	840	0
#1- (Difference Between Existing Conditions Methods)	750	0
#2- (Difference Between Existing Conditions Methods)	710	0
#3- (Difference Between Existing Conditions Methods)	650	0
Recommended Planning Range Goal for 10- year Parking Demand Reduction	**700-750**	**0**

Task 3: Strategy Recommendations & Task 4 Implementation and Funding

Reducing demand for parking does not mean reducing trips to the study area. A set of recommendations were developed to use technology, emerging mobility on demand services, and enhancement of transit and bicycle infrastructure to reduce reliance on the personal vehicle for transportation to the study area. The recommendations also aim to provide options for better management of the City's existing parking resources, as well as an enhanced user experience. The specific parking challenges of employers, island residents, and low-wage earners are addressed in the recommendations and explained in greater detail in Chapter K.

Local, state, and federal funding assistance for the parking demand reduction and management recommendations are detailed in Chapter J. New sources of local funding include membership dues to a new transportation association, a development impact fee, and a special purpose parking meter rate increase on high demand streets to fund targeted programs. State funding was not found to be a likely source of funding with the exception of a possible contribution toward a local match to leverage federal funding. Federal funding assistance is possible for a number of the recommendations, and a discussion is included in Chapter J on relevant federal formula grants and competitive grants for which the City of Portland or another eligible agency in the study area could create a proposal.

Table A7 lists the parking demand reduction and management recommendations along with a suggested timeframe of implementation and suggested funding sources.

Table A7: Strategy Recommendations and Suggested Funding Sources

Strategy Recommendations	Suggested Implementation Timeframe	Suggested Funding Sources
Explore the Formation of a Non-Profit Transportation Association	1-2 years	Private membership dues, Federal Formula Grant, City Funds
Partner with Transportation Network Companies to Address Specific Parking Challenges for Constituents (employers, island residents, low-wage earners)	1-3 years	User fees, City Funds, Development Impact Fee, Special Purpose Meter Rate Increase, Federal Formula or Competitive Grant
Expand Specific Island Resident Parking Programs	1-2 years	City Funds
Pilot Test Higher Cost On-Street Parking in High Demand Areas	1-2 years	City Funds
Extend On-Street Meter Hours to 8pm City Wide	2 years	City Funds
Improve Parking Management and Technology	1 year -ongoing	City Funds, Federal Formula or Competitive Grant
Change Parking Requirements and Regulations	1 year	City Funds
Improve Parking Policies in the Context of Land Uses Permits	1 year	City Funds
Increase Car Sharing Use	1 year -ongoing	City Funds, Federal Formula or Competitive Grant
Continue Implementation of TDM Recommendations from the 2008 Peninsula Transit Study	1-5 years	City Funds, Development Impact Fee, Federal Formula or Competitive Grant
Additional Transit Recommendations	1-5 years	City Funds, Development Impact Fee, Federal Formula or Competitive Grant
Bicycle Infrastructure	1 year -ongoing	City Funds, Development Impact Fee, Federal Formula or Competitive Grant
Convert Unrestricted Parking	3-5 years	City Funds
Marketing and Advertising	1 year-ongoing	City Funds, Private/nonprofit funds/partnerships
Additional Data Collection	2 years-ongoing	City Funds, Private Donations, Federal Formula Grant
Construct New Structured Parking. Consider Requireing a Repurposeable Design	Depending on development, 3-7 years	Private Financing

B. Existing Supply and Demand Analysis

B.1 Introduction

As Task 1 of The City of Portland Parking Study for the Eastern Waterfront & Old Port, Fort Hill Infrastructure conducted an existing conditions analysis. Task 1 objectives included:

- Inventorying the existing parking supply within the study area,
- Collecting parking occupancy data on one weekday and one weekend day during the winter,
- Adjusting the collected parking data to represent the peak season,
- Conducting interviews with parking stakeholders,
- Identifying key parking issues related to employees of the study area, island residents, visitors, and study area residents,
- Identify subareas within the study area that may be experiencing more parking challenges than others.

B.2 The Study Area

The study area included what is generally considered Downtown Portland south of Cumberland Avenue encompassing some of the Arts District, all of the Old Port, the Waterfront (referred to here as the Central Waterfront), and the Eastern Waterfront. Figure 1 below shows the study area boundary. A one quarter mile buffer area boundary is shown outside of the study area.

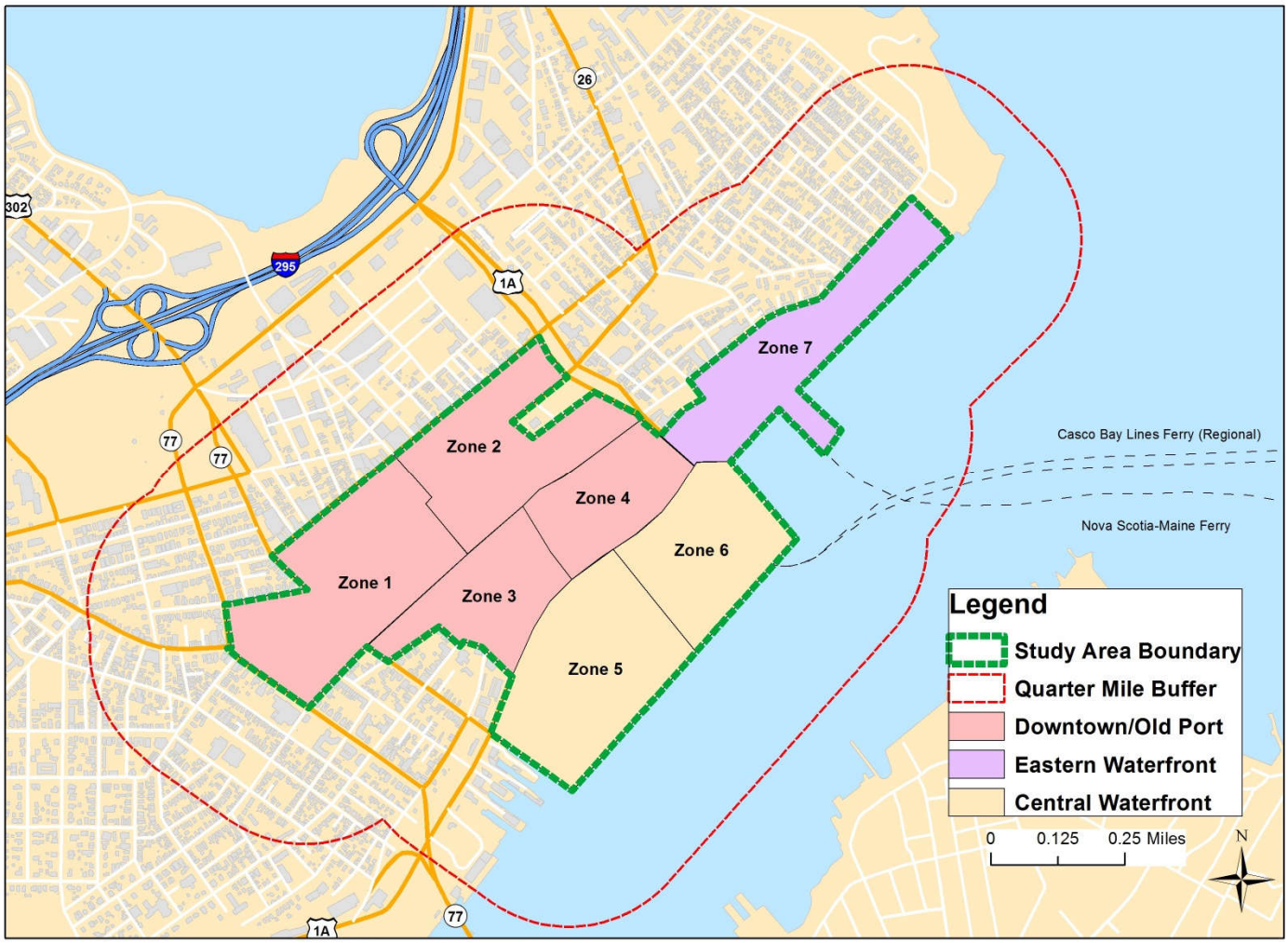


Figure 1: The Study Area Boundary and Subareas

To allow for a more localized analysis in some sections of this report, the study area was divided into 7 subarea zones. Table 1 describes the streets demarcating the subarea zones.

Table 1: Description of Subarea Zones

Zone	Location	Area (acres)	Dividing Streets Within the Study Area
1	Downtown/ Old Port	63.7	North of Spring St, West of Preble St, West of Center St.
2	Downtown/ Old Port	49.8	North of Spring St/Middle St, East of Center St, East of Preble St.
3	Downtown/ Old Port	32.7	South of Spring St, West of Union St, North of Commercial St.
4	Downtown/ Old Port	30.3	South of Spring St/Middle St, East of Union St, North of Commercial St., West of Franklin St.
5	Central Waterfront	58.5	South of Commercial St, Hobson's Wharf to Long Wharf.
6	Central Waterfront	40.5	South of Commercial St, Long Wharf to Maine State Pier.
7	Eastern Waterfront	52.6	East of Franklin St, Bounded by Fore St and part of Middle St to the North.
Total		**328.1**	

B.3 Employment

Employment growth in the Portland region and study area is considered here briefly to give a sense of the economic climate in which this parking study occurred. Between 2002 and 2014, a period that included The Great Recession of 2007 to 2009, employment growth was modest in the study area with a compound annual growth rate (CAGR) of 0.7% annually. During this 12-year period, employment growth in the study area slightly outpaced the City of Portland the Portland Metropolitan Statistical Area (MSA)[1]. Between 2010 and 2014, post-recession, employment grew in the study area at a faster CAGR of 2.2%. The rate of employment growth in the study area was, however, lower than the national employment growth rate during the same period as shown in Table 2. The Peninsula refers to the area south east of I-295.

Table 2: Recent Employment Growth in the Study Area and Regionally

	Study Area Jobs	Peninsula Jobs	City of Portland Jobs	Portland-South Portland-Biddeford MSA Jobs	U.S. Jobs
2002	15,721	33,987	63,912	235,145	114,115,409
2010	15,594	34,689	65,645	240,494	123,344,995
2014	17,149	36,607	67,648	247,487	135,035,443
Change '02-'14	9.1%	7.7%	5.8%	5.2%	18.3%
CAGR '02-'14	0.7%	0.6%	0.5%	0.4%	1.4%
CAGR '10-'14	2.2%	1.9%	1.4%	1.3%	4.3%

Source: Longitudinal Employer-Household Dynamics, U.S. Census Bureau.

[1] The Portland, ME MSA includes Cumberland, Sagadahoc, and York Counties

The employment distribution among the subarea zones is shown in Table 3. Subarea Zone 4, in the Old Port, contains the most jobs, over 25% of the total study area employment, and has the highest employment density of the subarea zones at 144 jobs per acre. The subarea zones on the Central and Eastern Waterfronts currently contain fewer jobs, however as a subsequent chapter will show, the Waterfront zones are expected to see significant employment growth in the next 10 years.

Table 3: Subarea Zone Employment

Location	Zone	Area (acres)	Primary Jobs 2014	Non-Primary Jobs 2014	All Jobs 2014	Percentage of All Jobs 2014	Employment Density Jobs/Acre
Downtown/ Old Port	1	63.7	3,722	349	4,071	23.7%	63.9
Downtown/ Old Port	2	49.8	3,764	219	3,983	23.2%	80.0
Downtown/ Old Port	3	32.7	2,045	91	2,136	12.5%	65.3
Downtown/ Old Port	4	30.3	4,088	274	4,362	25.4%	144.0
Central Waterfront	5	58.5	750	38	788	4.6%	13.5
Central Waterfront	6	40.5	948	89	1,037	6.0%	25.6
Eastern Waterfront	7	52.6	740	32	772	4.5%	14.7
Study Area		**328.1**	**16,057**	**1,092**	**17,149**	**100.0%**	**52.3**

Source: Longitudinal Employer-Household Dynamics, U.S. Census Bureau. Non-Primary Jobs are jobs for which there is more than one worker.

A majority of workers employed in the study area, 70%, do not live within the city limits of the City of Portland. Just under 2% of study area workers currently live within the study area boundary. Figure 2 shows the home origins of workers in the study area as of 2014.

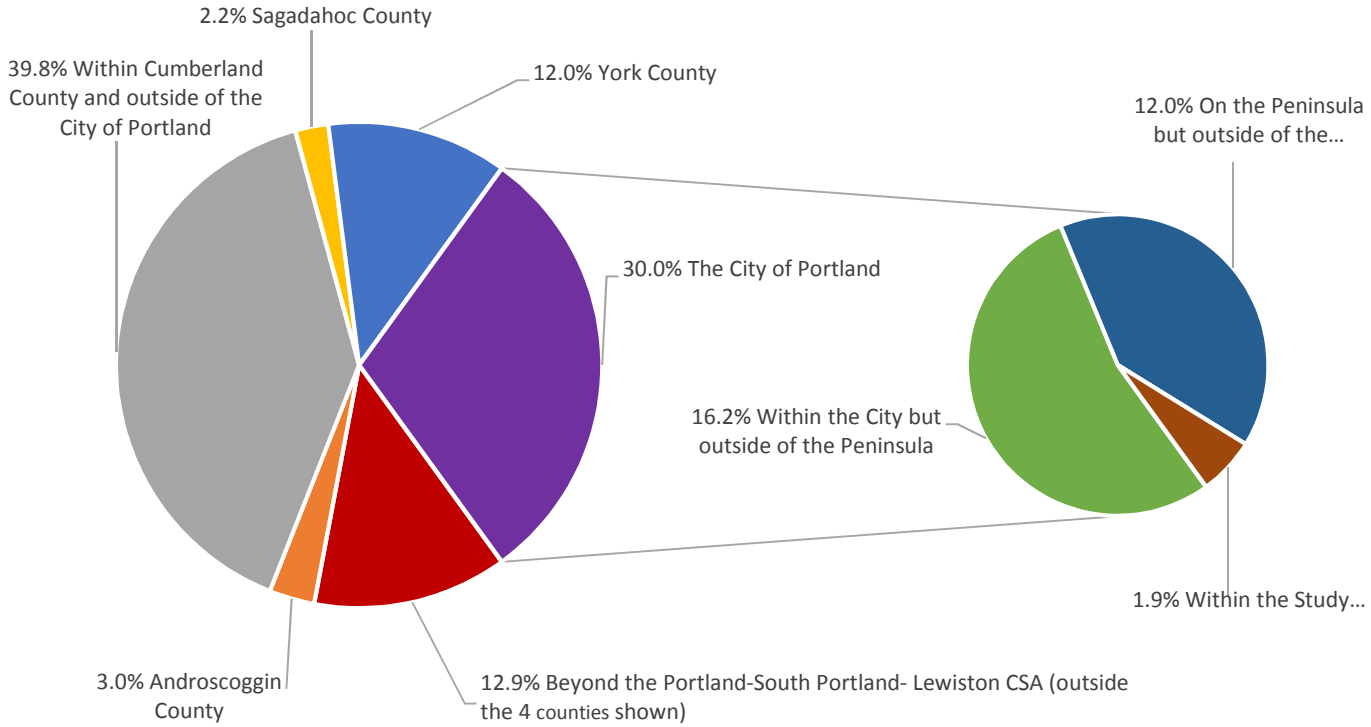


Figure 2: Study Area Worker Home Origins in 2014

Source: Longitudinal Employer-Household Dynamics, U.S. Census Bureau.

In Table 4, the home zip codes of study area workers who live within the City of Portland give a sense that Portland City residents who work within the study area are distributed roughly evenly among the City's zip codes, with the exception of zip codes covering the islands.

Table 4: Study Area Workers from City of Portland Zip Codes

Home Origin of Worker	Study Area Jobs	Percent of All Study Area Jobs
04101 Downtown-East End-Bayside (includes study area)	1,970	12%
04102 West End-Stroudwater	1,400	9%
04103 North Deering-Deering Center	1,709	11%
04108 Peaks Island	61	<0.1%
04109 Great Diamond, Little Diamond Island	5	<0.1%

Source: 2014 Longitudinal Employer–Household Dynamics (LEHD) data. U.S. Census Bureau.

Of the workers who live outside of the City of Portland, Table 5 shows the top ten zip codes from which workers commute. Any mobility solution for commuting workers to the study area should take into consideration where more workers tend to begin their commute.

Table 5: The Top Ten Zip Codes of Study Area Workers Outside of the City of Portland

Home Origin of Worker	Study Area Jobs	Percent of All Study Area Jobs
04106 South Portland	1,347	8%
04092 Westbrook Area	686	4%
04074 Scarborough Area	674	4%
04105 Falmouth Area	547	3%
04107 Cape Elizabeth Area	525	3%
04062 Windham Area	440	3%
04038 Gorham Area	424	2%
04072 Saco Area	411	2%
04096 Yarmouth Area	328	2%
04021 Cumberland Center Area	317	2%

Source: 2014 Longitudinal Employer–Household Dynamics (LEHD) data. U.S. Census Bureau.

Figure 3 maps the zip codes shown in Table 5. The zip code boundaries are populated with dots representing workers to give a visual sense of relative worker density, although the dots are distributed evenly in each zip code boundary and not to actual worker home locations. South Portland, Zip Code 04106, and Westbrook, Zip Code 04092, stand out as particularly important commuter markets for the study area located outside of the City of Portland due to their relatively high density of study area worker homes.

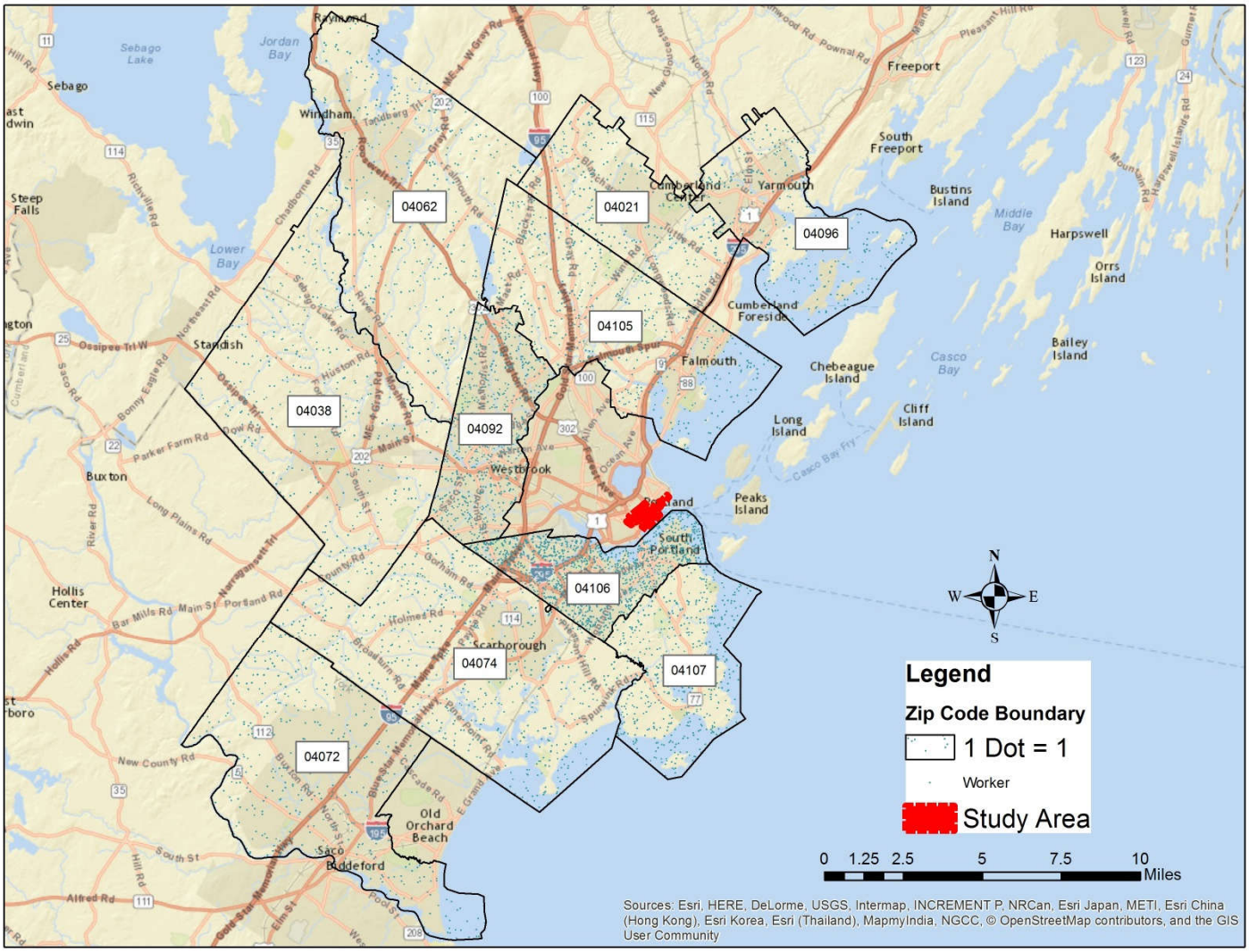


Figure 3: Study Area Workers by Zip Code Outside the City of Portland

B.4 Population

As shown in Table 6 , according to the 2015 American Community Survey 5-year sample, Census Tract 3 in Cumberland County, which has a boundary that closely matches the study area, has a total resident population of 2,600. Since 2000, the total population in the study area has decreased, evidently due to a significant drop in the population living in group quarters, which includes group homes, institutions, shelters, etc. However, the number of occupied households in the study area and the population living in occupied households has remained relatively constant in the last 15 years, as shown in Table 7. In contrast, the Portland MSA gained population at a rate of nearly 7 percent during the same period.

Table 6: Total Population in the Study Area and Regionally

Year	Study Area	Peninsula	City of Portland	Portland-South Portland-Biddeford MSA
2000	3,125	23,168	64,249	487,568
2015	2,589	23,248	66,490	520,893
Change '00-'15	-17%	0.3%	3.5%	6.8%

Sources: 2000 Census, 2015 ACS 5-Year Estimate. U.S. Census Bureau.

Table 7: Study Area Population in Occupied Households

Year	Occupied Households	Population in Occupied Households
2000	1,709	2,434
2015	1,729	2,441
Change '00-'15	1.2%	0.3%

Sources: 2000 Census, 2010 Census, 2015 ACS 5-Year Estimate. U.S. Census Bureau.

The resident population within the study area is shown in Table 8. It shows that existing population within the study area is heavily concentrated in Subarea Zone 1 with approximately 63% of the population. Subarea Zones 5, 6, and 7, along the Central and Eastern Waterfronts currently have the fewest residents, however a subsequent chapter will show that these zones are expected to see significant residential development in the near future.

Table 8: Subarea Zone Population

Location	Zone	Area (acres)	Pop%	HH %
Downtown/Old Port	1	63.7	63%	61%
Downtown/Old Port	2	49.8	8%	9%
Downtown/Old Port	3	32.7	10%	9%
Downtown/Old Port	4	30.3	8%	8%
Central Waterfront	5	58.5	4%	5%
Central Waterfront	6	40.5	0%	0%
Eastern Waterfront	7	52.6	7%	8%
Study Area		328.1	100%	100%

Sources: 2010 Census. U.S. Census Bureau. Census Block Level Data.

B.5 Work Commute Travel Mode

To get a sense of commuting trends in the Portland region, journey to work data from the 2000 census and 2015 ACS 5-year estimate were compared. The data describes how workers who live in a defined area commute to work collectively to all jobs. It is not possible to exclusively isolate how those who work in the study area commute, as that information would need to be extracted from a regional travel demand model or collected through a travel survey.

The data shows significantly lower shares of drive alone commuting for workers who live in the study area or on the Peninsula as compared to the City and MSA. The share of workers who walk to work is very high in the study area at 43 percent in 2015, implying that those who live in the study area tend to work within a walkable distance from home.

Table 9 summarizes regional commuting trends between 2000 and 2015, the key insights are:

- The share of commuters who drive alone decreased in the region, and residents of the study area shifted away from driving alone more than the region with nearly a 9 percent decrease;

- Carpooling decreased everywhere except with residents of the study area where the carpool mode to work rose by nearly 7 percent;
- Transit commute mode share appears to have decreased slightly for residents who live in the urban core of the Portland region, yet the region saw a very small 0.1% increase in transit ridership suggesting that commuters living outside of the City of Portland have accounted for the small regional net gain in transit commute share;
- Bicycle commute mode share increased on the Peninsula at just over 1 percent, yet residents of the study area appeared to be commuting by bicycle less in 2015 compared to 2000;
- Walk mode share increased everywhere with impressive gains of nearly 9 percent on the Peninsula and nearly 12 percent for residents of the study area;
- The share of workers who worked from home increased everywhere except for the study area, which saw a nearly 4 percent drop in the share of home workers.

Table 9: Commute Mode Share Trends by Home Origin

	Commuter Home Origin	Drive Alone	Carpool	Transit	Bicycle	Walked	Work from Home & Other
2015	Portland-South Portland-Biddeford MSA	78.3%	9.3%	1.1%	0.6%	3.9%	7.0%
	City of Portland	67.4%	8.6%	3.1%	1.6%	12.2%	7.3%
	On the Peninsula	49.2%	6.9%	4.7%	2.8%	28.6%	7.9%
	Within the Study Area	40.6%	10.2%	3.5%	0%	42.5%	3.2%
	Commuter Home Origin	**Drive Alone**	**Carpool**	**Transit**	**Bicycle**	**Walked**	**Work from Home & Other**
2000	Portland-South Portland-Biddeford MSA	79.8%	10.2%	1.0%	0.3%	3.7%	5.0%
	City of Portland	70.7%	10.8%	3.9%	1.1%	8.9%	4.5%
	On the Peninsula	56.8%	11.8%	5.0%	1.7%	19.7%	4.9%
	Within the Study Area	49.4%	3.9%	8.5%	0.5%	30.8%	6.9%
	Commuter Home Origin	**Drive Alone**	**Carpool**	**Transit**	**Bicycle**	**Walked**	**Work from Home & Other**
Change '00-'15	Portland-South Portland-Biddeford MSA	-1.5%	-0.9%	0.1%	0.2%	0.2%	1.9%
	City of Portland	-3.3%	-2.2%	-0.8%	0.5%	3.3%	2.8%
	On the Peninsula	-7.6%	-4.8%	-0.4%	1.1%	8.9%	2.9%
	Within the Study Area	-8.8%	6.3%	-5.0%	-0.5%	11.7%	-3.7%

Sources: 2000 Census, 2015 ACS 5-Year Estimate. U.S. Census Bureau.

B.6 Auto Ownership

Auto ownership trends between 2000 and 2015 in the Portland MSA looked more or less like the nation as a whole, with growth in the number of vehicles available per occupied household of 3.3 percent in the Portland MSA versus 3.9 percent nationally. The City of Portland had higher growth in auto ownership than national and region rates with an increase of 4.4 percent.

The urban core of Portland had slower rate of growth in vehicles per household during the 15-year period. Household vehicle ownership rates on The Peninsula grew by a rate of 2.6 percent during the period while the study area grew at a rather marginal rate of 1.1 percent. In 2015, Peninsula residents owned vehicles at a rate of 0.97 per household. Within the study area, the rate was 0.7 vehicles per household, well below the national average of 1.76 vehicles per household and the regional Portland average of 1.79 vehicles per household. It is interesting to note that while auto ownership levels rose, commuting to work by single occupancy vehicle appears to have decreased in the Portland region over the same timeframe. Table 10 shows the regional auto ownership trends normalized by occupied households.

Table 10: Auto Ownership 2000-2015

	Home Location	Vehicles	Occupied Households	Veh/HH
2015	Total U.S.	205,767,452	116,926,305	1.76
	Portland-South Portland-Biddeford MSA	383,798	214,667	1.79
	City of Portland	40,495	30,119	1.34
	On the Peninsula	11,611	11,917	0.97
	Within the Study Area	1,206	1,729	0.70
	Home Location	**Vehicles**	**Occupied Households**	**Veh/HH**
2000	Total U.S.	178,344,236	105,480,101	1.69
	Portland-South Portland-Biddeford MSA	340,344	196,669	1.73
	City of Portland	38,283	29,715	1.29
	On the Peninsula	11,468	12,073	0.95
	Within the Study Area	1,179	1,709	0.69
	Home Location	**Vehicles**	**Occupied Households**	**Veh/HH**
Change '00-'15	Total U.S.	13.3%	9.8%	3.9%
	Portland-South Portland-Biddeford MSA	12.8%	9.2%	3.3%
	City of Portland	5.8%	1.4%	4.4%
	On the Peninsula	1.2%	-1.3%	2.6%
	Within the Study Area	2.3%	1.2%	1.1%

Sources: 2000 Census, 2015 ACS 5-Year Estimate. U.S. Census Bureau.

C. Existing Parking Information Technology

Many cities are making detailed parking data available to users in real time. It is encouraging that the following smartphone apps are either already available in Portland, or will soon be:

- Expected in the Fall of 2017, the new City of Portland Parking app that will allow for payment of on-street parking using a smartphone for the first time. Users will get updates on the app including alerts for expiring time and will have the opportunity to add more time up to the allowable limit. The app will be functional using both multi-space kiosk and traditional coin operated metered spaces. If over time the app can be enhanced to provide on-street occupancy and wayfinding to open on-street spaces, it could be helpful for Portland to dispel negative perceptions about parking availability. The new app along with the City's new electronic enforcement technology should help the city better manage on-street parking supply.

- The Passport Parking app is used by the largest surface lot operator in the study area, Unified Parking Partners. The Passport app already informs users where to find surface lot space on a map of Portland, allows for price comparison, hourly or multi-hour parking purchasing, and the app interfaces seamlessly with Google Maps for wayfinding. The interface could be improved by displaying price information earlier in the transaction process to quicken price comparing and including information on real-time lot occupancy.

- Spare Spott is a parking app operating in Portland that allows commercial parking operators or commercial property owners to sell transient parking at underperforming locations that may have low visibility or are grouped in small numbers in "spare" locations. The app markets itself as a way for operators who do not have their own app to connect with customers and sell underperforming spaces. The app splits profit with the owner. Hourly prices are displayed on a map of Portland prominently, making price shopping easy upon fist opening the app. The company may raise or lower hourly rates based on demand every six months.

- ParkMe and Parkopedia are global parking apps and websites that began as mostly informational but are evolving into full service parking apps as more operators share real-time information and partner with them to allow reservations. Substantial information on parking facility operating hours, prices, and facility size, and wayfinding is currently available for Downtown Portland using both apps. A limited number of parking operators currently allow the purchasing of parking using the apps. ParkMe also provides real-time occupancy at structured parking facilities, and in some markets, such as Washington, DC, the coverage of occupancy data at downtown garages is impressive. Currently, just one floor of the One City Center Garage in Portland appears to provide real-time occupancy information to the ParkMe app. With more parking operator partnerships, these apps could become excellent tools for prospective parking users.

D. Existing Parking Supply

D.1 Structured Parking Supply Inventory

Structured parking garages were inventoried in the study area using existing City parking survey data, supplemental aerial imagery, and information from City staff. The parking structures shown below in Figure 4 are categorized as either:

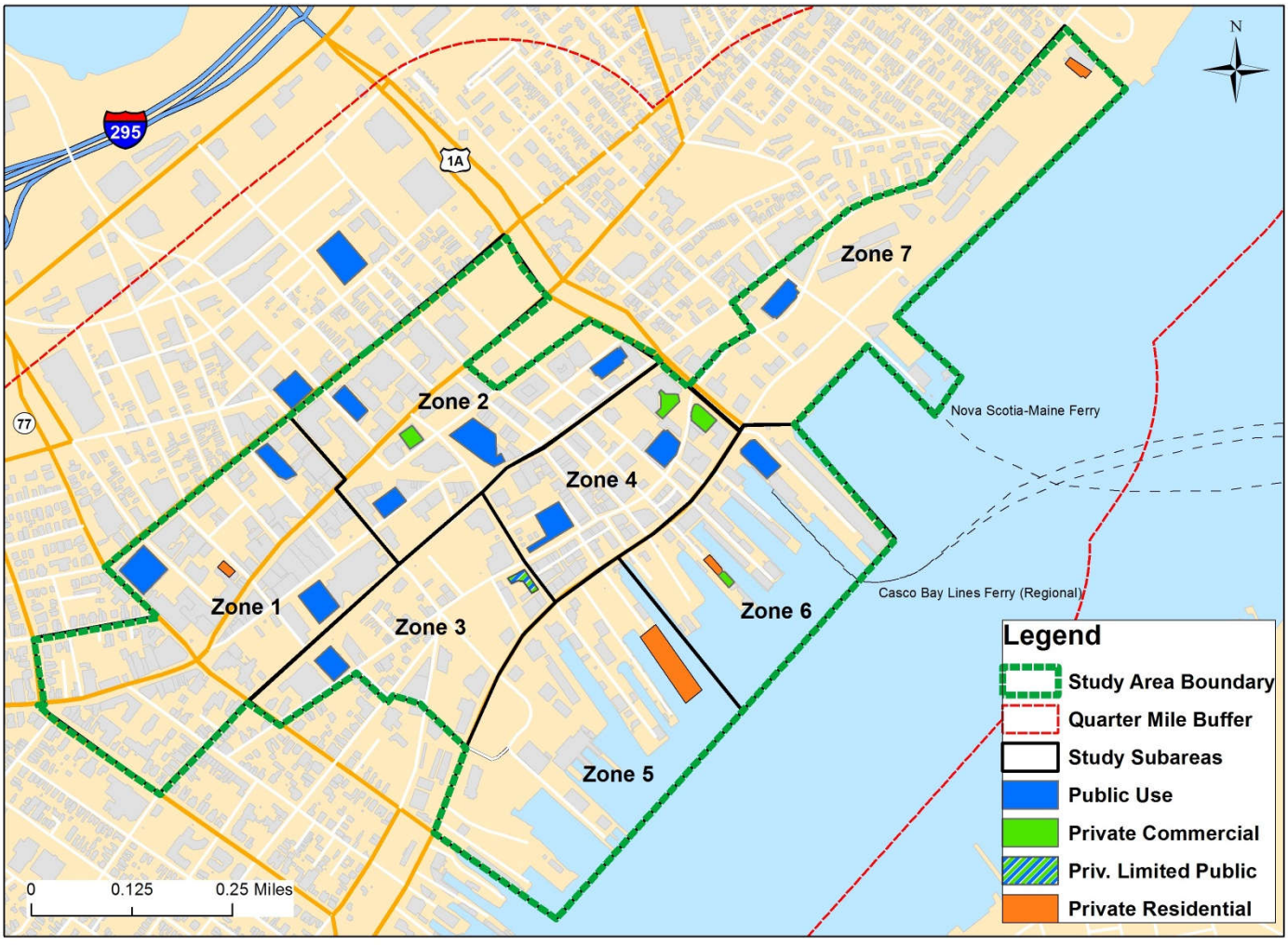
Public Use- Daily general purpose public parking use including monthly and transient users. Blocks of passes may be held by employers and or hotels/business for customers. Allocation of space to monthly pass holders and transient users is typically managed in real time with the help of software.

Private Commercial- Parking reserved for the employees and customers of commercial tenants in attached or nearby buildings.

Private Residential- Parking reserved exclusively for residents of attached or nearby buildings.

Private with Limited Public Use- Parking reserved for private tenants of attached or nearby buildings with some allowance for general use public parking either through monthly parking passes or limited transient hours typically during off-peak periods.

Figure 4: Structured Parking



An inventory of the number of parking structures by subarea zone and primary use is shown in Table 11**.** The land area consumed by structured parking is included. Where a parking structure fit within the structural footprint of a commercial or residential structure, the land area was not counted. This exception does not include parking structures with ground floor retail. Two public use garages within the quarter mile buffer area surrounding the study area are also included.

Table 11: Structured Parking Inventory: Quantity and Area

	Downtown/Old Port				Central Waterfront		Eastern Waterfront	Study Area Total	1/4 mi Buffer Area+
Subarea Zone	1	2	3	4	5	6	7		
Public Use	3	4	1	2	0	1	1	**12**	2
Private with Limited Public Use	0	0	1	0	0	0	0	**1**	N/A
Private Use	1	1	0	2	1	2	1	**8**	N/A
Total Parking Structures	**4**	**5**	**2**	**4**	**1**	**3**	**2**	**21**	2
Structured Parking Area (acres)*	2.6	2.8	0.9	1.6	0.0	0.7	0.9	**9.5**	2.0
Subarea Zone Land Area (acres)	63.7	49.8	32.7	30.3	58.5	40.5	52.6	**328.1**	N/A
Structured Parking pct Land Area	**4.1%**	**5.6%**	**2.6%**	**5.3%**	**0.0%**	**1.8%**	**1.7%**	**2.9%**	N/A

*The areas of parking structures built beneath a commercial or residential building are not included.

+ Structured parking in the ¼ mile buffer area included the Chestnut St garage and the Public Market garage.

Structured parking capacities are summarized in Table 11. The Downtown/Old Port contains the most structured parking in the study area, with Subarea Zones 1 and 2 containing just over half of the structured parking. Total structured parking capacity totals 7,013 spaces with 87% percent of total spaces (6,113) located in garages operated for public use. There are an additional 1,050 structured parking spaces outside of the study area north of Cumberland Avenue within the quarter mile buffer area. Effective capacity is defined as 90 percent of total capacity, which is the maximum occupancy level attained before users have high difficulty locating spaces and queuing begins to occur in and around the facility.

Table 12: Structured Parking Inventory: Spaces

	Downtown/Old Port				Central Waterfront		Eastern Waterfront	Study Area	1/4 mi Buffer Area+
Subarea Zone	1	2	3	4	5	6	7		
Public Use	1560	1946	285	1184	0	418	720	**6,113**	1050
Private with Limited Public Use	0	0	195	0	0	0	0	**195**	N/A
Private Commercial	0	73	0	284	0	20	0	**377**	N/A
Private Residential	37	0	0	0	150	30	111	**328**	N/A
Total Capacity	1,597	2,019	480	1,468	150	468	831	**7,013**	1,050
Effective Capacity (90%)	1,437	1,817	432	1,321	135	421	748	**6,312**	945

+ Structured parking in the ¼ mile buffer area included the Chestnut St garage and the Public Market garage.

D.2 Structured Parking Monthly Supply and Pricing

The exact number of monthly spaces sold at privately operated garages is considered confidential information and was not shared by operators for this study. The amount of monthly parking offered is sometimes set by lending terms. Parking operators set their rate structures and parking mix (monthly vs. transient) to maximize revenue. Transient parking users pay a higher daily rate but can be a less reliable source of revenue. Many structured parking operators use software to optimize the parking mix offered. The amount of monthly parking available to employees in the study area is among the most important parking issues Portland is facing, as employers have voiced frustration over the scarcity of monthly parking for new employees.

Table 13 shows what the quantity of monthly structured parking would likely be under a range of reasonable assumptions for different types of structured parking.

For the public use structures, a low range of 65 percent and a high range of 85 percent of total capacity for daytime monthly parking was assumed, including an oversell rate of 10 percent. Oversell rates are possible because of the daily probability of monthly parker absenteeism, vacation, and time differences in worker shifts. Reserved parking is not typical in Portland except for in private commercial and residential garages. Monthly supply in private commercial garages was estimated as the total capacity since these structures are primarily built to accommodate the employees of attached structures.

Garages primarily for hotel patron use were estimated at 15 percent to 20 percent monthly. Although residential parking structures do not typically contract out monthly parking for nearby employees, an estimated 12 percent of structured residential spaces are counted towards monthly parking capacity because it is unlikely that residents who both live and work within the study area would pay to re-park their vehicles at their place of employment. The 12 percent estimate is derived from dividing the number of primary job holders who both live and work in the study area, 300[2] by the adult population of the study area, 2,431[3].

[2] Source: 2014 Longitudinal Employer-Household Dynamics Data from the U.S. Census Bureau, the latest year available.
[3] Source: 2015 American Community Survey 5-year estimates from the U.S. Census Bureau. 18 years and over population of Census Tract 3 in Cumberland County Maine.

Table 13: Structured Parking Pricing and Estimate of Monthly Structured Parking

	Downtown/Old Port				Central Waterfront		Eastern Waterfront	Study Area (1-7)	1/4 mi Buffer Area+
Subarea Zone	1	2	3	4	5	6	7		
Total Capacity	1,597	2,019	480	1,468	150	468	831	**7,013**	1,050
Effective Capacity (Spaces)	1,437	1,817	432	1,321	135	421	748	**6,312**	945
Estimate of Monthly Spaces	1,020-1,460	1,460-1,890	70-100	1,130-1,390	18-20	320-410	530-690	**4,650-5,960**	680-880
Monthly Percentage of Total Spaces (Estimate)	70%-91%	72-94%	15-20%	77-95%	12%	68-88%	64-83%	**66-85%**	71-93%
Average Monthly Price	$120	$126	$120	$160	N/A	$155	$155	**$134**	$120
Average Daily	$25	$30	$16	$45	N/A	$40	$50	**$32**	$35
Average Hourly Price	$2.60	$3.10	$1.75	$5.50	N/A	$5.00	$5.00	**$3.60**	$3.00

+ Structured parking in the ¼ mile buffer area included the Chestnut St garage and the Public Market garage.

Also in Table 13 are average monthly, daily, and hourly parking prices for structured parking. The average prices in each zone were weighted by garage size. The highest average parking rates are found in Subarea Zone 4 in the Old Port, Subarea Zone 6 near the Casco Bay Lines Ferry Terminal, and Subarea Zone 7 the Eastern Waterfront.

To put the average structured parking prices into context, Table 14 was made to show how average prices from the study area compared to other cities in New England. As a quick way to aggregate price data from other cities, the online parking information from site Parkopedia.com was used to retrieve parking prices from the 5 closest parking structures to City Hall in each of the respective cities. The averages shown are weighted by structure size where possible and reflect weekday prices.

Table 14: Comparing Structured Parking Cost in New England Cities

	City	Monthly		City	Daily		City	Hourly
1	Boston, MA	$502	1	Boston, MA	$39	1	Boston, MA	$25.58
2	Providence, RI	$211	2	Portland, ME	$32	2	Providence, RI	$8.00
3	Hartford, CT	$202	3	Portsmouth, NH	$25	3	Hartford, CT	$4.00
4	New Haven, CT	$159	4	Hartford, CT	$22	4	New Haven, CT	$3.89
5	Portsmouth, NH	$135	5	Providence, RI	$19	5	Portland, ME	$3.60
6	Portland, ME	$134	6	New Haven, CT	$17	6	Bridgeport, CT	$3.25
7	Worcester, MA	$121	7	Stamford, CT	$14	7	Worcester, MA	$3.18
8	Burlington, VT	$96	8	Bridgeport, CT	$14	8	Stamford, CT	$3.00
9	Manchester, NH	$93	9	Springfield, MA	$13	9	Manchester, NH	$2.26
10	Springfield, MA	$93	10	Manchester, NH	$11	10	Portsmouth, NH	$1.25
11	Bridgeport, CT	$89	11	Worcester, MA	$11	11	Springfield, MA	$1.23
12	Stamford, CT	$89	12	Burlington, VT	$10	12	Burlington, VT	$1.11

Source: City of Portland, ME Parking Survey 2017, Parkopedia.com accessed in June 2017.

Portland appears to be middle of the pack compared to other New England cities by monthly and hourly prices for structured parking. Daily structured parking prices, however, show that Portland is second only to Boston in average price.

In some markets, garages offer evenings-only monthly parking at reduced rates, however the practice does not appear to be widespread in the Portland. One garage in Subarea Zone 4 advertises monthly evenings-only parking at a cost of $85.

D.3 Surface Lot Parking

Surface parking lots were inventoried in the study area using existing City parking survey data, supplemental aerial imagery, and information from City staff. The surface lots in Figure 5 are categorized by their primary use as either:

Public Use- General purpose public parking use. Payment structure may either be by monthly permit, daily, hourly or some combination thereof. Public use lots may be publicly or privately owned.

Private with Limited Public Use- Private lots primarily for employee or customer parking that offer limited general-purpose public use either through the sale of a limited number of permits for weekdays or off-peak transient access.

Private Commercial- Parking intended for use by the customers of nearby commercial land use, possibly with limited employee parking mixed in.

Private Residential- Parking reserved exclusively for residents of nearby buildings.

Private Employer- Parking reserved for employee or industrial parking use.

Private Shared/Other- Parking that serves a mix of nearby land uses including residential, commercial, and or civic/ecclesiastical/institutional use. General public parking is not allowed.

Figure 5: Surface Lot Parking

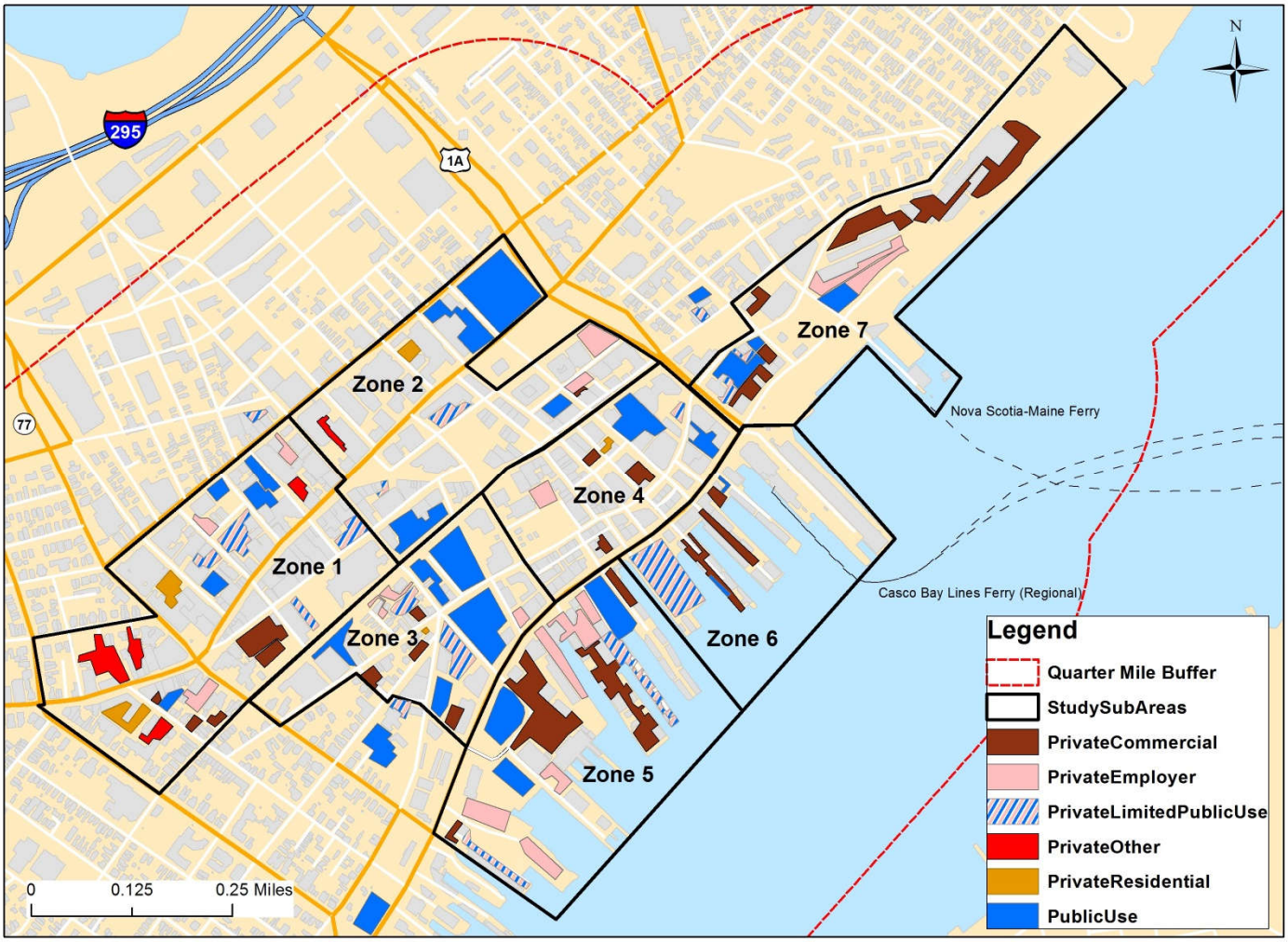


Figure 5 also includes a small number of surface parking lots located outside of the study area that are known to offer general purpose public parking. There are many more private surface lots within the quarter mile buffer area, but most serve businesses and residences outside of the study area.

Table 15 summarizes the quantity of surface lots in each category by subarea and includes the percentage of land occupied by surface parking.

Table 15: Surface Lot Parking Inventory: Quantity and Area

	Downtown/Old Port				Central Waterfront		Eastern Waterfront	Study Area	1/4 mi Buffer Area+
Subarea Zone	**1**	**2**	**3**	**4**	**5**	**6**	**7**		
Public Use Lots	5	4	5	2	3	2	3	**24**	3
Private Lots with Lim. Public Use	4	2	2	1	2	1	2	**14**	2
Private Lots	14	5	8	5	10	3	7	**52**	N/A
Total Surface Lots	23	11	15	8	15	6	12	**90**	N/A
Public Use Lot Area (acres)	1.8	6.3	6.7	1.8	3.5	0.2	1.6	**21.9**	1.78
Private with Lim. Public Use Lot Area (acres)	2.0	0.6	0.4	0.2	1.6	2.7	0.4	**7.7**	0.3
Private Lot Area (acres)	5.9	1.6	1.3	1.2	9.0	1.3	6.3	**26.5**	N/A
Total Surface Lot Area (acres)	11.7	8.5	8.9	3.3	14.0	6.8	8.7	**61.9**	N/A
Subarea Zone Area (acres)	63.7	49.8	32.7	30.3	58.5	40.5	52.6	**328.1**	N/A
Surface Lot Parking Pct Land Area	**18.4%**	**17.0%**	**27.2%**	**11.0%**	**23.9%**	**16.7%**	**16.6%**	**18.9%**	N/A

+ Surface lot parking in the ¼ mile buffer area included Maria's Ristorante, Angelo's Acre, 52 Danforth St, 62 India St, and 59 Middle St.

Surface parking land area totaled 18.9 percent in the study area. When combined with the land area of structured parking, which was 2.9 percent (as shown in Table 11), the total land area allocated to parking in the study area becomes 21.8 percent. To put the percent of land area devoted to parking in the study area into perspective, Table 16 shows central business district land area allocated to off-street parking from past studies of other cities. The study area, which is a close proxy for Portland's CBD, is among other CBDs known to have a high percent of land area allocated to surface parking.

Table 16: Comparing CBD Land Area Allocated to Parking

City	Year	Percent of CBD Land Area Devoted to Parking
Los Angeles, CA	1960[4]	24%
Portland, ME	2017	22%
Silver Springs, MD	2010[5]	22%
Hartford, CT	2000[6]	18%
Dallas, TX	1961[3]	18%
New Haven, CT	2000[5]	16%
Berkeley, CA	2000[5]	6%
Cambridge, MA	2000[5]	3%

The capacity of surface lots is summarized in Table 17. Surface lot parking supply within the study area totals 6,405 spaces with 43 percent of total spaces (2,785) designated for public use. There are an additional 316 spaces outside of the study area identified as offering public parking. Effective capacity is shown as 90 percent of total capacity, which is the maximum occupancy level attained (5,765 spaces) before users have high difficulty locating spaces and queuing begins to occur in and around the facility.

Table 17: Surface Lot Parking Inventory: Spaces

	Downtown/Old Port				Central Waterfront		Eastern Waterfront	Study Area	1/4 mi Buffer Area+
Subarea Zone	1	2	3	4	5	6	7		
Public Use Lots	208	889	672	254	520	32	210	**2,785**	271
Private with Lim. Public Use Lots	175	67	163	32	125	317	56	**935**	45
Private Employer Lots	136	65	74	35	361	-	282	**953**	N/A
Private Commercial Lots	261	6	114	90	261	133	464	**1,329**	N/A
Private Other/Mixed Lots	188	15	-	-	-	-	-	**203**	N/A
Private Residential Lots	130	37	6	27	-	-	-	**200**	N/A
Total Capacity	1,098	1,079	1,029	438	1,267	482	1,012	**6,405**	316
Effective Capacity	988	971	926	394	1,140	434	911	**5,765**	284

+ Surface lot parking in the ¼ mile buffer area included Maria's Ristorante, Angelo's Acre, 52 Danforth St, 62 India St, and 59 Middle St.

[4] Manville, Michael; Shoup, Donald. "Parking, People, and Cities". Journal of Urban Planning and Development. American Society of Civil Engineers. December 2005.
[5] Johnson, Matt, "Parking Takes Up Space", Greater Greater Washington. July 23, 2010. <https://ggwash.org/view/5939/parking-takes-up-space>
[6] McCahil, Chris et. Al. "Visualizing Urban Parking Supply Ratios". Congress for New Urbanisim 22nd Annual Meeting, Buffalo, NY June 4-7, 2014.

D.4 Surface Lot Monthly Supply and Pricing

An estimate of monthly surface lot parking supply (available during the daytime) was made using the following assumptions. Public use lots that advertise as monthly parking only during weekday working hours are known. Public use lots that offer a mix of monthly, daily, and hourly parking where the number of monthly parking spaces sold was unknown were assumed to offer a range between 65 percent and 85 monthly with an oversell rate of 10%.

Private employer lots were considered to be 100% monthly. Private commercial lots are primarily for customers, however 25% was counted as monthly to account for limited parking for business owners and employees who may have close parking privileges. Similarly, a 25% assumption was also made for shared/other parking lots. Private residential parking lots were counted as 12% monthly parking, based on the percent of adult study area residents who also work in the study area and would be unlikely to repark their vehicle at work.

Table 18 shows the estimated range of monthly parking by subarea zone. Also in Table 18 are surface lot weighted price averages. Price averages were weighted by lot size. A separate average was calculated for weekend prices because some private lots offer public daily and hourly parking on weekends only. The average daily weekend rate was slightly lower, $21 compared to $23, on weekdays. The average weekend hourly rate was slightly higher at $3.75, compared to $3.25 on weekdays. Additionally, a limited number of lots offer a flat evening rate after 6pm at an average of $5.

Table 18: Surface Lot Parking Pricing and Estimate of Monthly Parking

	Downtown/Old Port				**Central Waterfront**		**Eastern Waterfront**	**Study Area (subareas 1-7)**	**1/4 mi Buffer Area+**
Subarea Zone	**1**	**2**	**3**	**4**	**5**	**6**	**7**		
Total Capacity (Spaces)	1,098	1,079	1,029	438	1,267	482	1,012	**6,405**	257
Effective Capacity (Spaces)	988	971	926	394	1,140	434	911	**5,765**	231
Estimate of Monthly (Spaces)	540-580	750-940	750-890	270-330	920-1030	370-380	600-650	**4200-4800**	110-160
Estimate of Monthly (Pct)	49-53%	70-87%	73-86%	62-75%	73-81%	77-79%	59-64%	**66-75%**	43-62%
Avg Monthly Price	$95	$108	$120	$135	$119	$140	$116	**$118**	$81
Avg Weekday Daily (if offered)	N/A	$17	$36	N/A	$10	$40	$10	**$23**	$6
Avg Weekday Hourly	$3.75	$2.75	$3.75	$6.25	$3.00	$6.00	$5.00	**$3.25**	$4
Avg. Evening Flat Rate after 6pm (if offered)	N/A	N/A	$5.00	$6.00	$5.00	N/A	N/A	**$5.00**	N/A
Avg Weekend Daily (if offered)	N/A	$19	$36	N/A	$8	$40	$10	**$21**	$6
Avg Weekend Hourly	$4.00	$2.50	$4.25	$4.25	$4.00	$6.00	$5.00	**$3.75**	$4

+ Surface lot parking in the ¼ mile buffer area included Maria's Ristorante, Angelo's Acre, 52 Danforth St, 62 India St, and 59 Middle St.

Comparing the study area surface lot prices to other cities in New England shows that the monthly and hourly surface lot prices fall near the middle of the pack in New England, but the daily surface lot price of $21 ranks third behind Boston and Portsmouth, NH. Table 19 contains a surface lot price comparison. The data from other cities was collected by averaging prices at up to 5 of the nearest surface lots to each respective city hall using the parking information site Parkopedia.com and supplemental information from individual city websites.

Table 19: Comparing Surface Lot Parking Cost in New England Cities

	City	Monthly		City	Daily		City	Hourly
1	Boston, MA	$332	1	Boston, MA	$34	1	Boston, MA	$15.00
2	Providence, RI	$188	2	Portsmouth, NH	$25	2	Providence, RI	$8.00
3	New Haven, CT	$135	3	Portland, ME	$21	3	Hartford, CT	$4.70
4	Portland, ME	$118	4	New Haven, CT	$19	4	New Haven, CT	$4.51
5	Hartford, CT	$117	5	Burlington, VT	$16	5	Portland, ME	$3.25
6	Stamford, CT	$75	6	Providence, RI	$16	6	Burlington, VT	$1.80
7	Manchester, NH	$60	7	Hartford, CT	$12	7	Springfield, MA	$1.38
8	Springfield, MA	$60	8	Stamford, CT	$10	8	Portsmouth, NH*	$1.00
9	Burlington, VT	$55	9	Bridgeport, CT	$10	9	Worcester, MA	$0.90
10	Portsmouth, NH	N/A	10	Worcester, MA	$8	10	Manchester, NH	$0.61
	Worcester, MA	N/A	11	Springfield, MA	$6		Stamford, CT	N/A
	Bridgeport, CT	N/A	12	Manchester, NH	$6		Bridgeport, CT	N/A

*Surface lots in Portsmouth, NH priced at $1 per hour have a 2 to 4-hour time limit.

D.5 On-Street Parking Supply

Using recent City survey data for on-street parking supply in the study area and supplemental counts using available street level images, the total on-street supply for the study area is summarized in Table 20.

Table 20: On-Street Parking Supply Summary

	Downtown/Old Port				Central Waterfront		Eastern Waterfront	Study Area (subareas 1-7)	Percent of Total On-Street Supply
Regulation Type	1	2	3	4	5	6	7	Total	Percent
2 Hour Meter	366	381	179	293	115	88	63 or (48)*	1,470	66%
2 Hour Zone	10	7	13	2	0	0	76	108	5%
1 Hour Zone	106	22	27	8	0	0	2	165	7%
30min Zone	3	34	2	4	0	1	0	44	2%
15min Zone	9	12	21	12	2	3	12	71	3%
5min Zone	12	11	1	1	0	0	0	25	1%
VLZ	24	27	29	33	3	1	0	117	5%
Motor Cycle	10	13	3	9	9	0	0	44	2%
Disabled	22	17	2	4	2	1	1	49	2%
Special Permit	8	14	0	0	0	0	0	22	1%
Unrestricted	6	7	60	0	0	0	53	126	6%
Taxi	1	0	0	1	0	0	0	2	0.1%
School Restricted	0	8	0	0	0	0	0	8	0.4%
Total	**577**	**553**	**337**	**367**	**131**	**94**	**192**	**2,251**	**100%**
Bus Zone	5	0	0	1	3	1	0	10	

*(15 meters on the Eastern Waterfront are taken out of service during cruise ship visits and fall events, 48 spaces are included in the total).

Portland charges $1.25 per hour for on-street parking, a rate comparable to other medium to large New England cities. As Table 21 shows, where other cities have raised rates higher than a $1.25 per hour, they have also typically introduced some type of price variability by location with higher rates in higher demand areas.

Table 21: On- Street Parking Pricing in New England Cities

City	Hourly	Price Exceptions	Metered Time Limits	Payment Methods	Meter Hours
Boston, MA	$1.25	A pilot test in the Back-Bay Neighborhood is testing rates of $3.75 for all meters; A pilot test in the Seaport District is testing demand based pricing where hourly meter rates are adjusted bi-monthly from $1 to $2.50. The adjustments are made in $0.50 increments up or down using an 80% occupancy by block-face threshold.	2hr	Coin, Credit, ParkBoson app	Mon-Sat 8am-8pm
Portsmouth, NH	Varies	Hourly prices range from $1.50 to $2.00	15 min, 3hr, and 4hr	Coin, Credit, Passport app, EasyPark device	Mon-Sat 9am to 8pm, Sun 12pm to 8pm
New Haven, CT	Varies	Hourly prices range from $0.75 to $1.50	15min, 30min, 1hr, 2hr, 5hr, and no time limit meters	Coin, Credit Parkmobile app	Mon-Sat 8am-9pm
Providence, RI	$1.25		2hr, 3hr,4hr, and 10 hr	Coin, Credit, Passport app	Mon-Sat 8am-9pm
Portland, ME	$1.25		2hr	Coin, Credit, new parking app	Mon-Sat 9am-6pm
Hartford, CT	$1.00		2hrs	Coin, Credit, Prepaid Downtown Gift Card	Mon-Fri 8am-6pm
Worcester, MA	$1.00		1hr, 2hr	Coin, Credit	Mon-Sat 8am-8pm
Bridgeport, CT*	$1		2hr	Coin, Credit, MobileNow app	Mon-Sat 8am-6pm
Stamford, CT	$1		Not available	Coin, Parkmobile app	Mon-Sat 8am-7pm
Burlington, VT	Varies	Hourly rates $1 for most spaces and $0.40 for the 10hr spaces	15min, 30 min, 1hr, 3hr, 10hr	Coin, Credit, Parkmobile app	Mon-Sat 8am-10pm
Manchester, NH	$0.75	Downtown on-street permit $55 per month, commercial use $20 per day on-street permits	2hr, 10hr	Coin, Credit, EasyPark device	Mon-Fri 8am-8pm, Sat 10am-8pm
Springfield, MA	$0.50		2hr	Coin, Credit, Prepaid card, Passport app	Mon-Sat 8am-6pm

*Bridgeport, CT has recently installed new 'smart' parking meters that include sensors and cameras for automated ticketing by mail. Results have been mixed.

D.6 Total Study Area Parking Supply

Combining the structured, surface lot, and on-street parking supply in the study area gives the total parking capacity shown in Table 22. The study area capacity comes out to 15,669 spaces with an effective capacity of 13,990 spaces which is the state at which all structures and surface lots are both 90% full and on-street parking is 85% occupied. The total estimate of monthly parking comes out to a likely range of between 8,730 and 10,750 monthly spaces, which is 65 percent to 80 percent of the total off-street supply in the study area.

Table 22: Total Study Area Parking Supply

	Downtown/Old Port				Central Waterfront		Eastern Water front	Study Area (1-7)	1/4 mi Buffer Area
	1	2	3	4	5	6	7		
Total On-Street	577	553	337	367	131	94	192	2,251	N/A
Total Surface Lot Spaces	1,098	1,079	1,029	438	1,267	482	1,012	6,405	257
Total Garage Spaces	1,597	2,019	480	1,468	150	468	831	7,013	1,050
Total Capacity	**3,272**	**3,651**	**1,846**	**2,273**	**1,548**	**1,044**	**2,035**	**15,669**	**1,307**
Effective Capacity	**2,916**	**3,258**	**1,645**	**2,027**	**1,387**	**935**	**1,822**	**13,990**	**1,176**
Estimated Monthly Structured	1,020-1,460	1,460-1,890	70-100	1,130-1,390	20	320-410	530-690	**4,650-5,960**	750-980
Estimated Monthly Surface Lot	540-580	750-940	750-890	270-330	920-1030	370-380	600-650	**4,200-4800**	110-160
Total Off-Street Estimated Monthly	1560-2040	2210-2830	820-990	1400-1720	920-1030	690-800	1130-1340	**8,730-10,750**	860-1140
Total Estimated Monthly Percent of Off-Street Parking	58-76%	71-91%	54-66%	73-90%	65-73%	73-84%	61-73%	**65-80%**	66-87%

In the sections that follow, observed parking occupancy and a land-use based parking analysis estimates overall parking demand in the study area. However, neither of these methods could isolate monthly parking demand from transient demand. A quick approximation of monthly demand from employees in the study area is made using a combination of the employment from Table 3, the commuter mode share data from Table 9, and the estimated supply of monthly parking in Table 22.

The results in Table 23 place the demand for monthly employee parking in the study area about 320 spaces above the high range estimate for monthly parking supply in the study area. After including the estimated monthly parking supply in the quarter mile buffer area as available to study area workers, the total monthly supply within walking distance to the study area is about 800 greater than the demand. The monthly parking demand from employees who work outside

of the study area but within the quarter mile buffer area was not calculated, however these employees surely take up some of the monthly supply in the buffer area, although it is more common for employers outside of the study area to provide on-site parking. This approximation is not precise enough to produce a definitive number of additional monthly supply needed. There are also island residents who also purchase monthly parking at and near the ferry terminal. Overall monthly parking demand per day is probably within a couple of hundred of the total monthly supply within a walkable distance of the study area. Unrestricted on-street parking in the study area and in adjacent neighborhoods is also likely being used by full-time workers given the tight market for monthly parking.

Table 23: An Approximation of Monthly Parking Demand per Day from Study Area Employees

	Downtown/Old Port				Central Waterfront		Eastern Waterfront	Study Area (1-7)	1/4 mi Buffer Area	Study Area + Buffer Area
	1	2	3	4	5	6	7			
Primary Employees[7]	3,722	3,764	2,045	4,088	750	948	740	16,057		
Subtract Study Area Resident Employees (1.9%)[6]	(70)	(70)	(38)	(76)	(14)	(18)	(14)	(300)		
Subtract Avg Employee Absenteeism Rate (2.9%)[8]	(108)	(109)	(59)	(119)	(22)	(27)	(21)	(466)		
Subtract Avg Employee Vacation Rate (6.2%)[9]	(231)	(233)	(127)	(253)	(47)	(59)	(46)	(996)		
Estimated Commuting Employees	3,314	3,351	1,821	3,640	668	844	659	14,296		
City of Portland Drive Alone Mode Share[10]	73.1%	73.1%	73.1%	73.1%	73.1%	73.1%	73.1%	73.1%		
City of Portland Carpool Mode Share[9]	9.3%	9.3%	9.3%	9.3%	9.3%	9.3%	9.3%	9.3%		
Estimated Drive Alone Vehicles[11]	2,422	2,450	1,331	2,661	488	617	482	10,450		
Estimated Carpool Vehicles[10]	143	145	79	157	29	36	28	617		
Estimated Total Monthly Vehicle Parking Demand	2,570	2,590	1,410	2,820	520	650	510	**11,070**		
Total Estimated Monthly Parking Spaces	1,560-2,040	2,210-2,830	820-990	1,400-1,720	920-1,030	690-800	1,130-1,340	**8,730-10,750**	860-1,140	**9,590-11,890**

[7] Primary Employees are defined as working at jobs which are filled by only one worker. Source: 2014 Longitudinal Household Employer Dynamics data from the U.S. Census Bureau.

[8] Absence rate from work for all occupations. Not including vacation. Source: 2016 Current Population Survey from the Bureau of Labor Statistics.

[9] Data from Project Time Off research on the vacation habits of American workers. American workers were found to have taken 16.2 vacation days on average. https://www.projecttimeoff.com/research/state-american-vacation-2016. With 261 work days in 2016, the percentage of vacation days taken represent 6.2% of work days.

[10] The drive-alone and carpool mode shares from the City of Portland are used as an approximation in the absence of specific mode share data for all commuters to the study area. Rates are adjusted here after excluding the share of workers who reported working from home. Source: 2015 ACS 5-Year Estimate. U.S. Census Bureau.

[11] Carpool vehicles were estimated using the reported rates of 2-person, 3-person, and 4-person or more carpool users. It is assumed that the carpool vehicle parks within the study area or buffer area. 2015 ACS 5-Year Estimate. U.S. Census Bureau.

Based on Table 23,
Figure 6 shows which subarea zones likely generate more monthly parking demand than the high estimate of monthly parking supply in each zone. Subarea Zones 1, 3, and 4 have more employee demand for monthly parking than available supply in those zones respectively. Employees of these zones are likely parking in adjacent zones with available monthly parking where available.

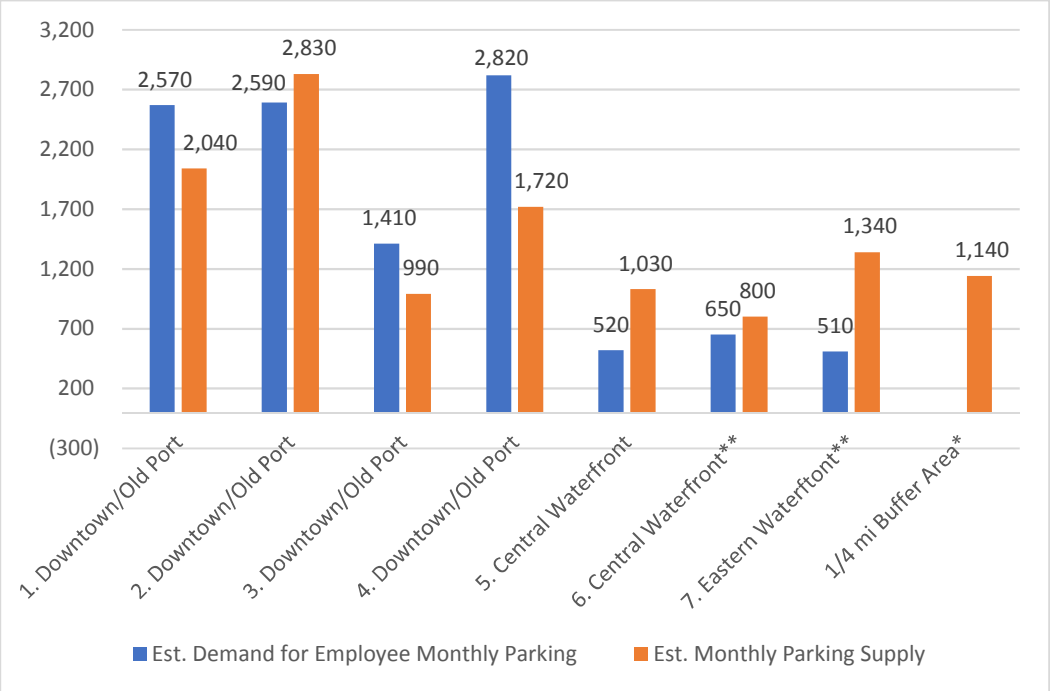


Figure 6: Monthly Parking Supply and Demand by Subarea Zone

*Monthly parking demand from land use in the ¼ mile buffer area was not calculated but consumes some of the monthly parking supply shown here.

**Island resident monthly parking also consumes monthly supply particularly in Zones 6 and 7.

D.7 Time of Day Variation in Parking Supply

Due to variation in off-street parking operating days and hours, total parking supply in the study is not constant. Figure 7 shows how total parking supply varies on a weekday, and Figure 8 shows how total parking supply varies on Saturday.

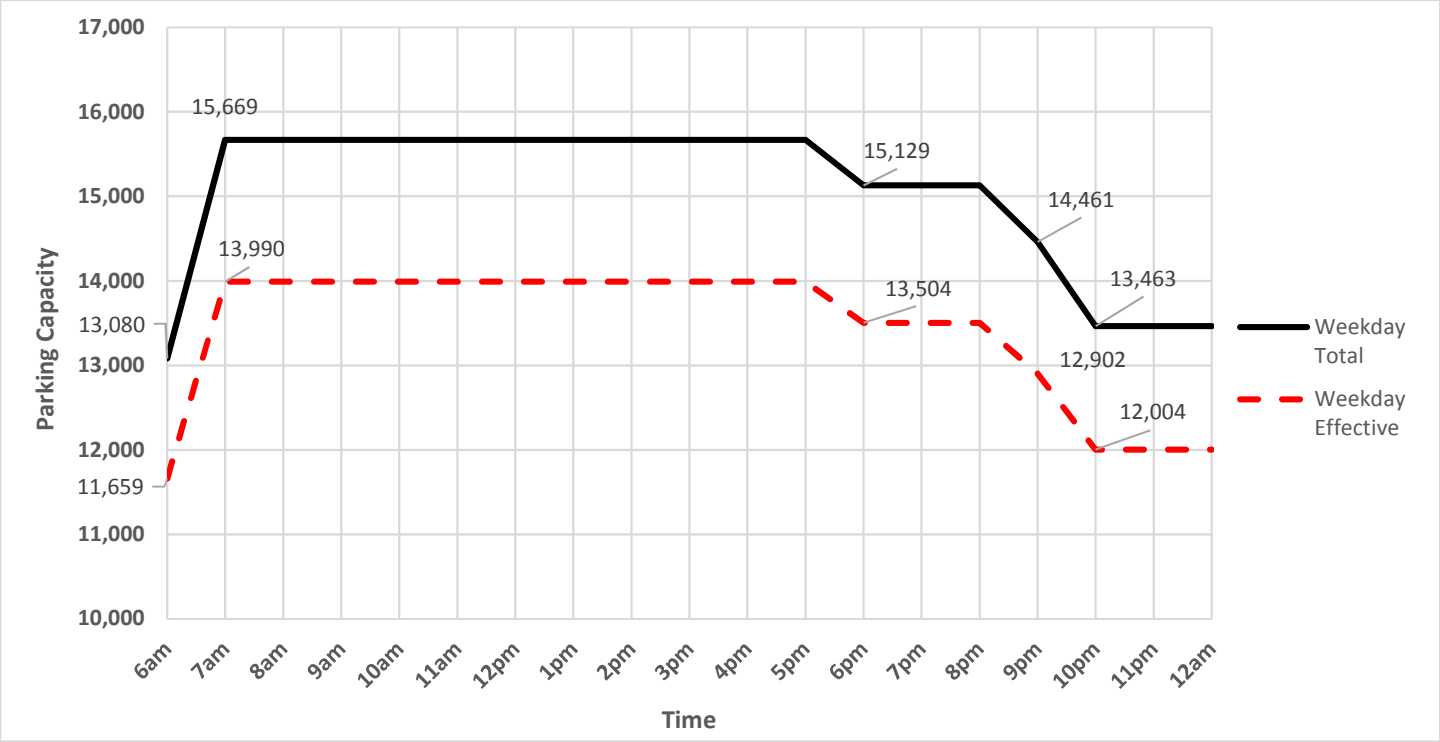


Figure 7: Weekday Parking Capacity by Time of Day

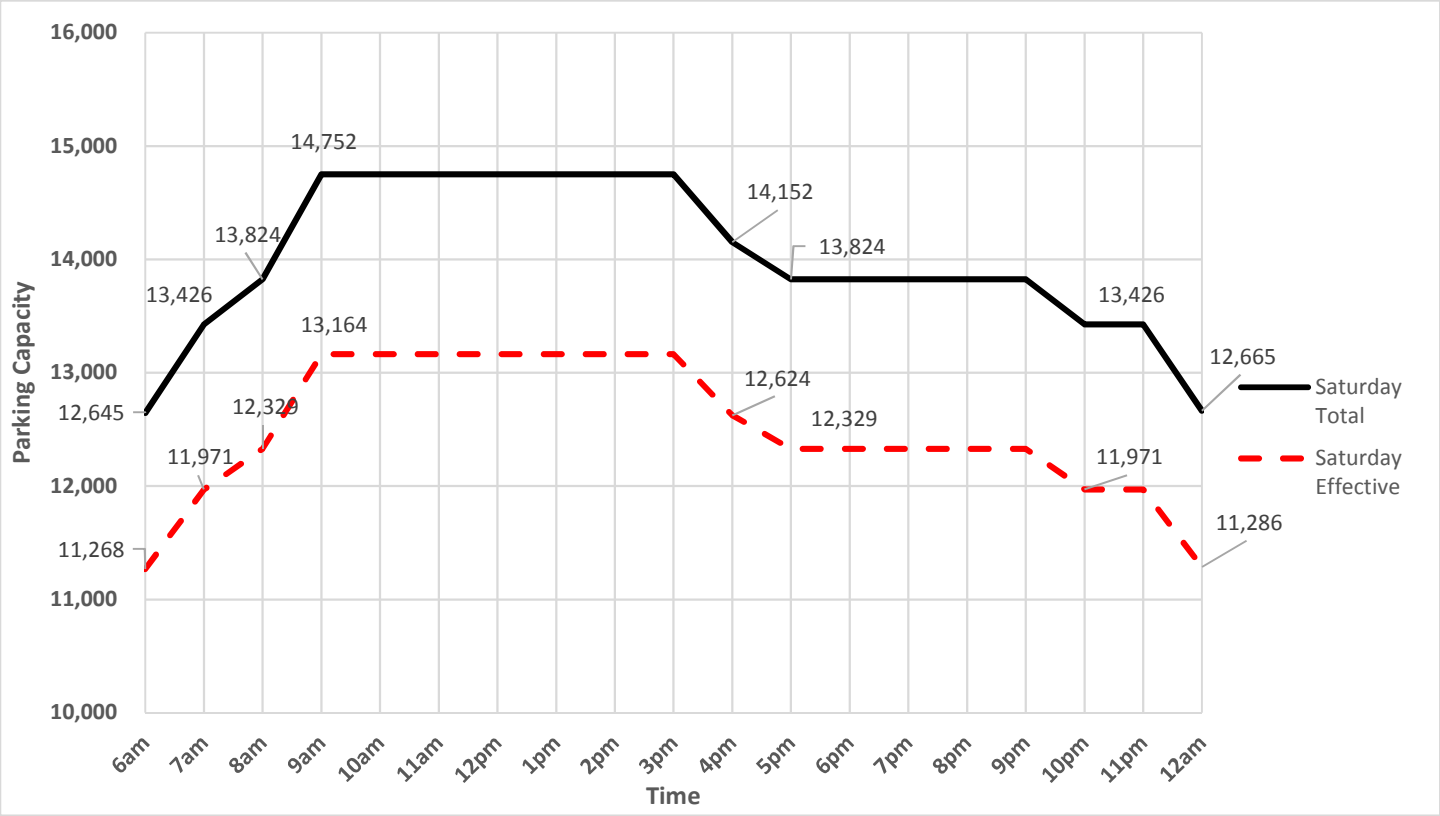


Figure 8: Saturday Parking Capacity by Time of Day[12]

E. Observed Parking Occupancy

Parking occupancy data was collected at a sample of garages, surface lots, and on-street sites simultaneously on Thursday, December 1st, 2016 and Saturday, December 3rd, 2016.

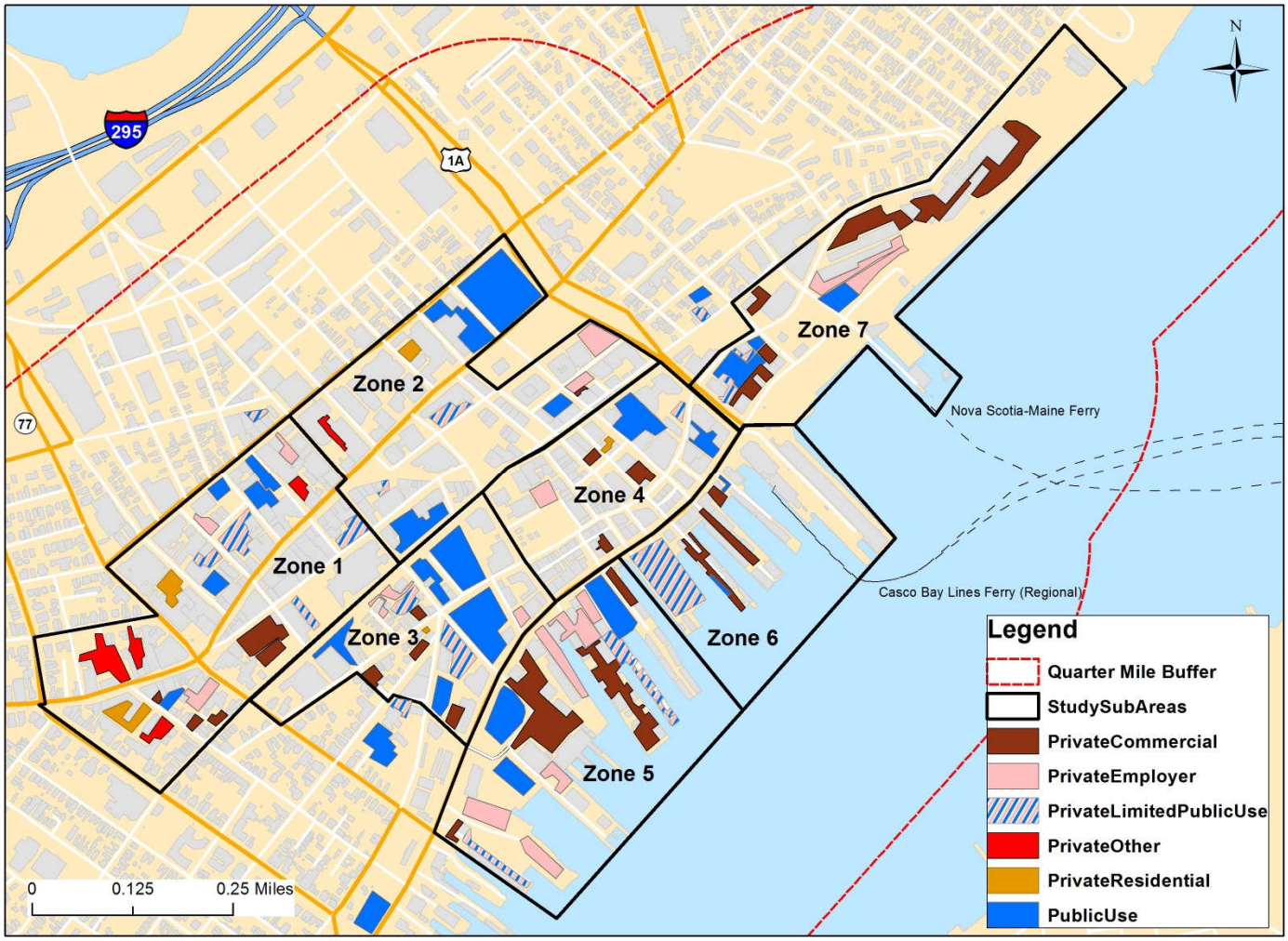
The weather on the Thursday sample date was 36 degrees and had a light drizzle of rain until 9am before overcast skies stabilized. The Saturday sample had a temperature of 40 degrees with intermittent clouds and sun. The choice of early December for collecting the data was more of a project timeline necessity than a first choice, but as shown in the seasonal factors section, the sample days appear to have had higher than average, but not annual peak demand. December is near the annual low in visitors to Portland from outside of the region. This issue is addressed in the seasonal factors section where the observed parking occupancy is adjusted for the peak season.

The occupancy data presented in this section shows the amount of vacant space observed without adjustment for how the vacant space is managed. Almost all of the structured parking operators in the study area manage their facilities with software to maximize the amount of vacant space that may be sold to transient demand at a certain time of day. Surface lots in Portland tend to be operated more manually. For surface lots that are managed in a way that does not allow for optimal resale of vacant space to transient users, there may be fewer available spaces for resale than observed

[12] The large decrease in parking between 3pm and 5pm on Saturday resulted from The One City Center Garage closing at 4pm and the Cumberland County Courthouse garage closing at 5pm when this parking capacity analysis was completed. However, the operating hours of Th One City Center garage (600 spaces) has since changed to 24 hours a day and 7 days per week.

occupancy would suggest. As shown in Table 23, the daily average rate of absenteeism and vacation use for American workers is about 10%. Additionally, some monthly parking users may leave during the day for appointments etc. As a result, operators might oversell their target share of monthly parking based on their experience with the daily use rates of monthly parking. We have not factored up the observed occupancy rates to address monthly parking user vacancy, because making efficient use of that vacancy can be maximized with optimal parking management, and it is important to know the observed amount of vacant space so that the efficiency of parking supply management might be known in cases where parking is said to be unavailable but vacant spaces exist.

E.1 Observed Surface Lot Occupancy



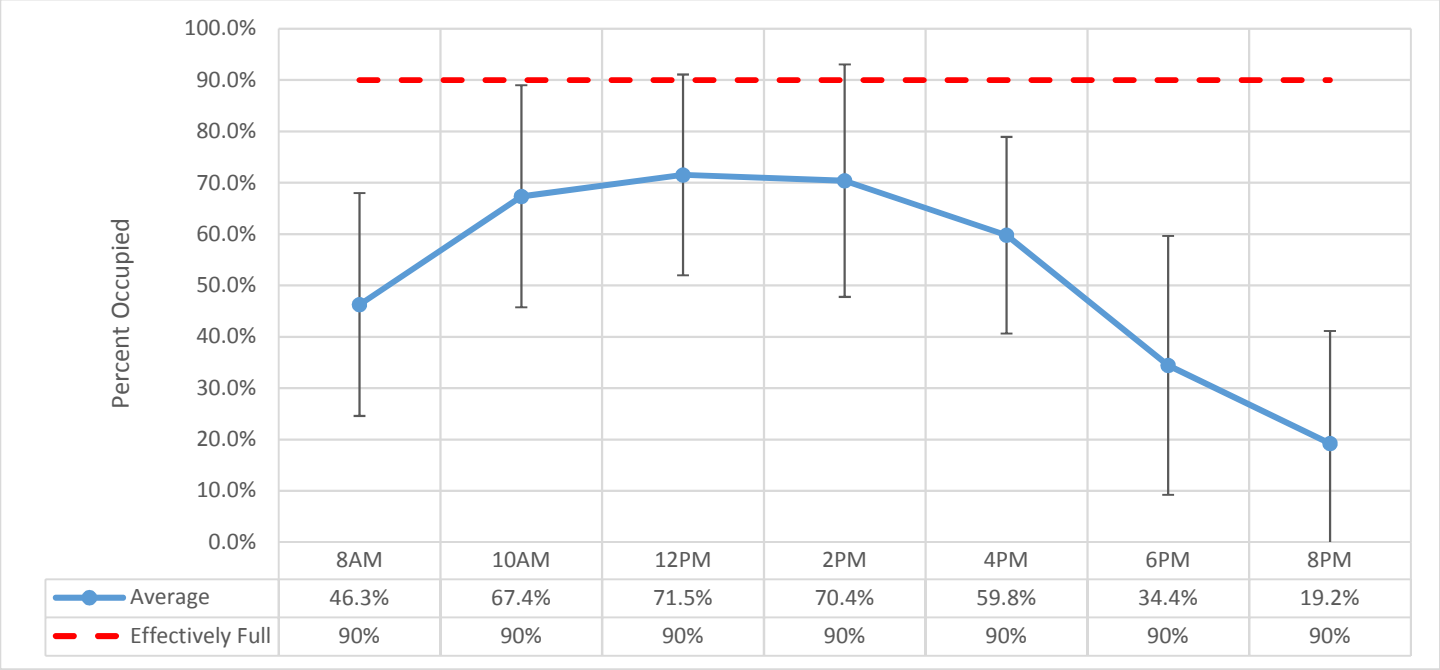
(Figure 5 from Section D.3 repeated here for reference)

As described in the section on garage and surface lot supply, there are 90 surface lots containing 6,405 spaces in the study area. On two data collection days, the surface lot occupancy data was manually collected by a team of observers every two hours. The Thursday count intervals began at 8am and concluded with a final count interval at 8pm. On Saturday, the counting began at 10am and concluded at 8pm. Between 60 and 77 lots were captured in the sample depending on the hour, and the coverage was well distributed across the study area.

Off-street parking is considered effectively full when it reaches 90 percent occupancy because that is the occupancy level beyond which the facility is perceived as full by users. The short-term rise and fall of occupancy level due to turnover needs a 10 percent reserve capacity to prevent intermittent queuing in and around the facility.

For the study area on Thursday, a single peak was observed during the middle of the day. The peak average surface lot occupancy of 72 percent was observed at 12pm, and the observation at 2pm of 70 percent was nearly as high. Occupancy dropped steadily after 2pm to a low of 19 percent by 8pm.

Figure 9 shows a chart of average surface lot occupancy for the study area for the Thursday sample. As a measure of dispersion in the sample of surface lots, the bars represent one standard deviation from the mean, which tended to be about +-22 percent.



	8AM	10AM	12PM	2PM	4PM	6PM	8PM
Average	46.3%	67.4%	71.5%	70.4%	59.8%	34.4%	19.2%
Effectively Full	90%	90%	90%	90%	90%	90%	90%

Figure 9: Surface Lot Occupancy by Location Thursday Sample

Figure 10 shows a chart of overall average surface lot occupancy for the study area on Saturday, the peak surface lot occupancy of 37.5 percent was observed at 2pm. A second smaller peak of 31.4 percent occurred at 8pm. The absence of many weekday employees appears to open up ample surface lot space on Saturday. One standard deviation from the mean tended to be about +-25%.

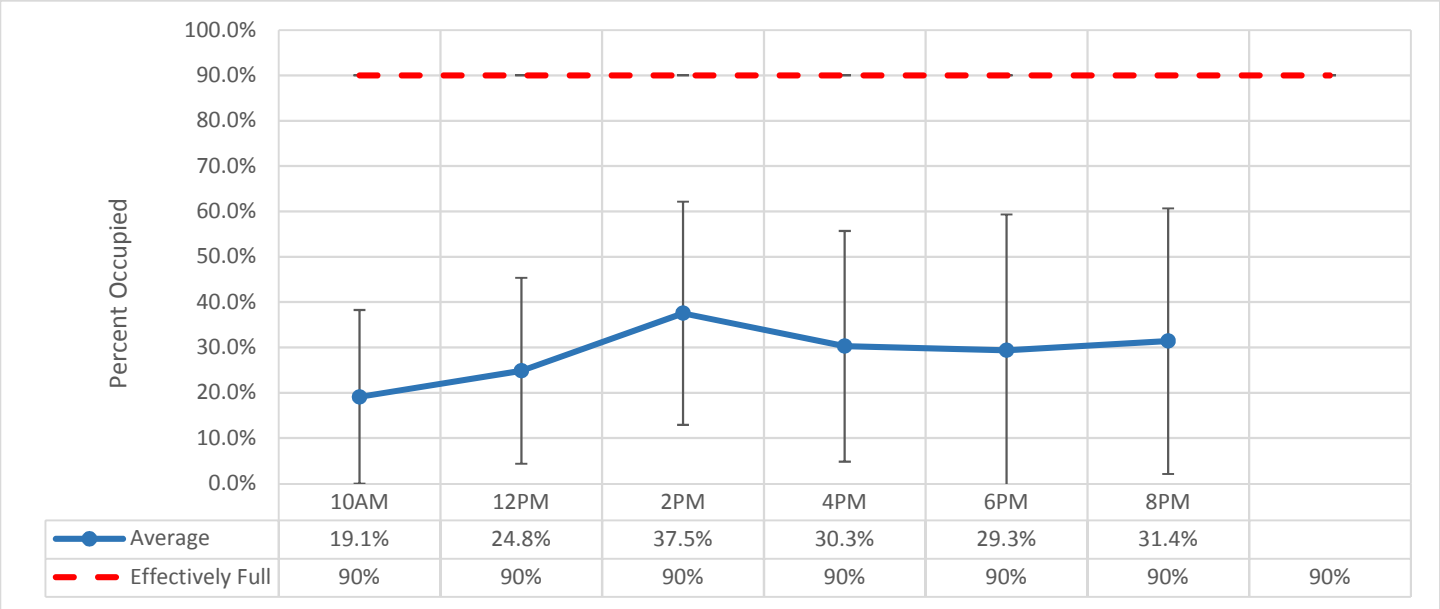


Figure 10: Surface Lot Occupancy by Location Saturday Sample

Within the study area, variation in surface lot occupancy by subarea zone is shown for the Thursday sample in Figure 11.

Location (Zone)	Spaces	8AM	10AM	12PM	2PM	4PM	6PM	8PM
Downtown/Old Port (1)	1,098	51%	62%	67%	60%	52%	49%	32%
Downtown/Old Port (2)	1,079	42%	73%	74%	75%	65%	35%	14%
Downtown/Old Port (3)	1,029	47%	77%	81%	84%	70%	38%	20%
Downtown/Old Port (4)	438	58%	70%	69%	72%	64%	31%	26%
Central Waterfront (5)	1,267	44%	73%	76%	74%	64%	18%	11%
Central Waterfront (6)	482	32%	54%	66%	69%	55%	54%	42%
Eastern Waterfront (7)	1,012	58%	59%	61%	58%	45%	15%	12%
Overall Time Period Avg		**46%**	**67%**	**72%**	**70%**	**60%**	**34%**	**19%**

*Higher Than Average Occupancy for The Time Period

Figure 11: Thursday Observed Surface Lot Occupancy Variation by Subarea Zone

Subarea zones that had a higher occupancy level than average by time period are highlighted in red. Subarea Zone 3 in the Downtown/Old Port area stands out as having surface lots that are more occupied than average throughout the day, reaching a peak of 84% occupancy at 2pm. Subarea Zone 2 had higher than average surface lot occupancy between 10am and 6pm with a high of 75% occupied at 2pm.

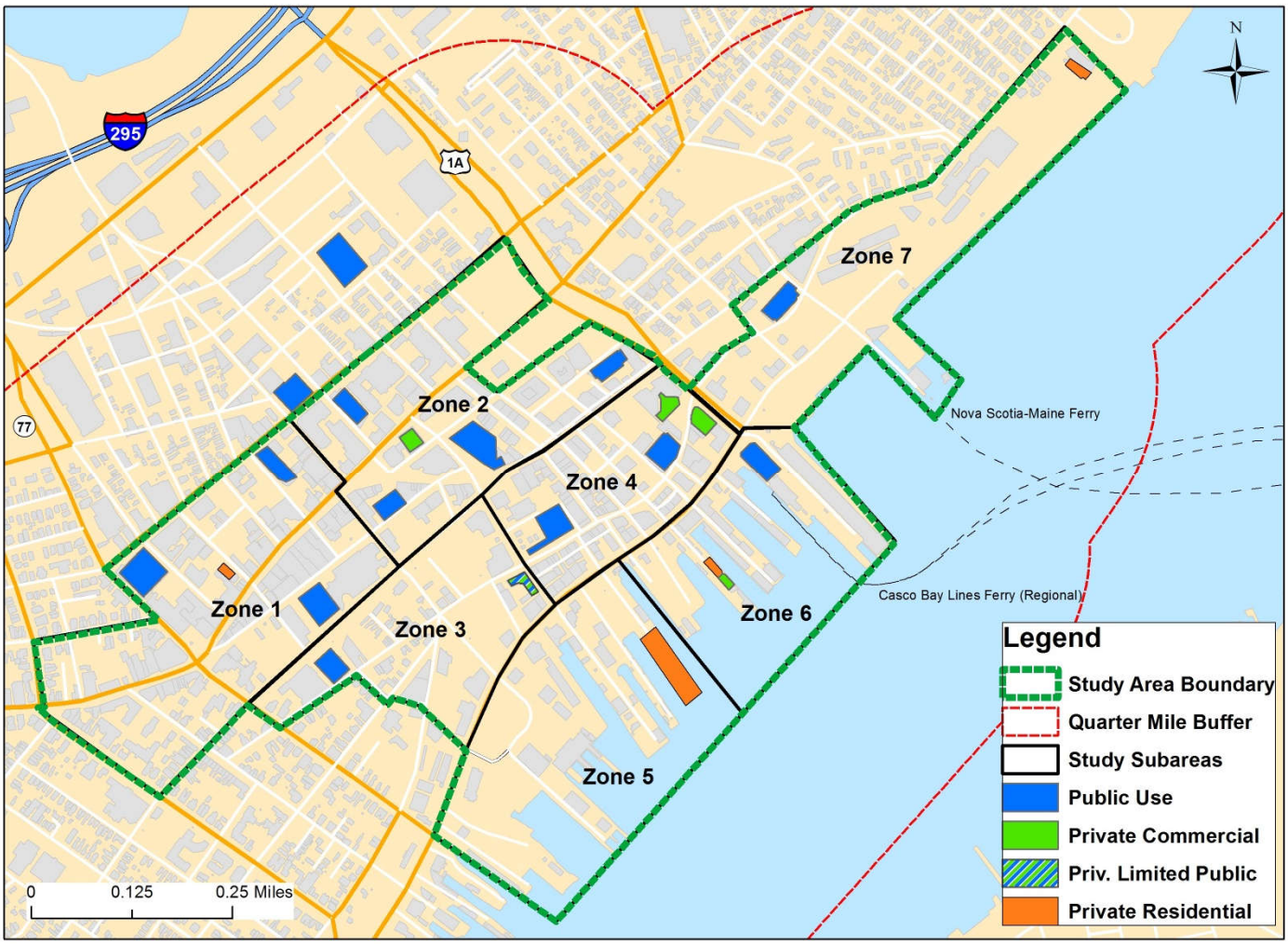
Figure 12 shows the Saturday occupancy results by subarea zone. Subarea Zone 6, on the central Waterfront stands out as having higher than average surface lot occupancy throughout the day reaching a peak of 73% occupancy at 2pm. Otherwise, occupancy is low in all subarea zones.

Location (Zone)	Spaces	10AM	12PM	2PM	4PM	6PM	8PM
Downtown/Old Port (1)	1,098	27%	39%	40%	29%	32%	35%
Downtown/Old Port (2)	1,079	11%	17%	54%	48%	23%	36%
Downtown/Old Port (3)	1,029	19%	20%	23%	20%	23%	24%
Downtown/Old Port (4)	438	27%	27%	35%	42%	55%	51%
Central Waterfront (5)	1,267	12%	16%	28%	13%	16%	16%
Central Waterfront (6)	482	33%	54%	73%	54%	64%	64%
Eastern Waterfront (7)	1,012	16%	17%	19%	18%	22%	16%
Overall Time Period Avg		**19%**	**25%**	**38%**	**30%**	**29%**	**31%**

*Higher Than Average Occupancy for The Time Period

Figure 12: Saturday Observed Surface Lot Occupancy Variation by Subarea Zone

E.2 Observed Structured Parking Occupancy



(Figure 6 repeated here for reference)

As described in the section on structured parking inventory, there are 21 parking structures containing 7,013 spaces in the study area. Eight parking structures are for private use only, four serve office employees in attached structures, while four are used by attached residential developments. The observed occupancy results here focused on the 13 parking structures that offered at least some public parking with a total of 6,308 spaces.

Automated entrance/exit data was requested from structured parking operators on Thursday, Dec. 1st and Saturday, Dec. 3rd. Data was received for 9 parking structures with at least one structure in each subarea zone. Data from a 10th structure was collected manually on-site during the data collection days.

Structured parking is considered effectively full at 90 percent occupancy. The Thursday and Saturday weighted average occupancy data are displayed in Figure 13 and Figure 14 respectively. Average occupancy was weighted by garage size. The standard deviation bars give a sense of the range of occupancy levels found among the different parking structures by time period.

The Thursday results showed a single peak mid-day with a high of 72 percent between 12pm and 2pm. One standard deviation from the mean during the peak period was about 12 percent.

Individual garages are not shown for commercial privacy considerations, but one garage had to be displayed separately because it is an important outlier. The Casco Bay Garage is an 'upside down' garage meaning it peaks in occupancy opposite of the usual mid-day peak. The Casco Bay Garage showed a peak occupancy of 72% between 12am and 6am. The garage is known to have customers who live on islands in Casco Bay and commute daily to and from the island using a parked vehicle at the garage.

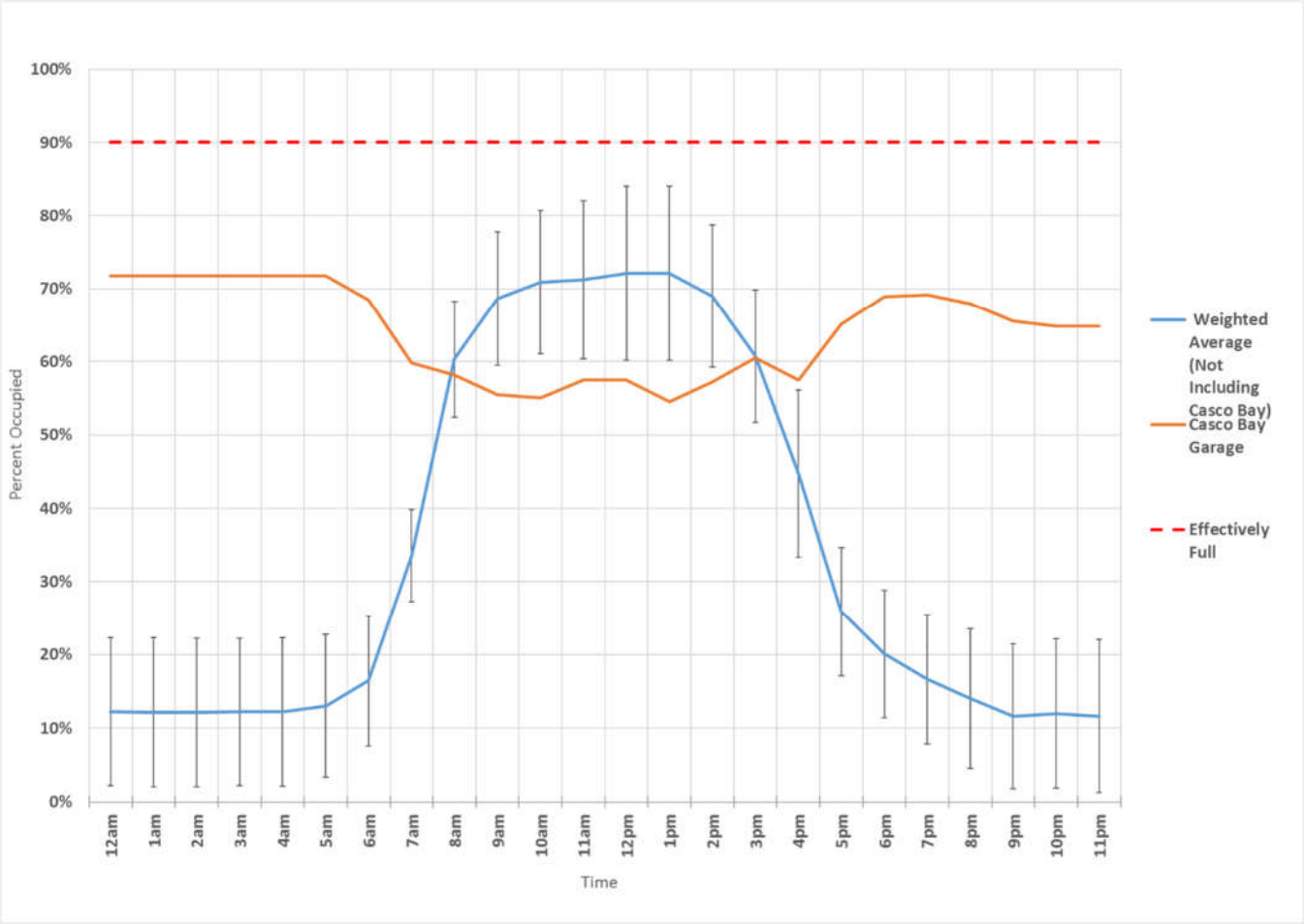


Figure 13: Thursday Observed Occupancy at Structured Parking for Public Use

A quick look at the variation within the study area of structured parking occupancy for the Thursday sample shows that for the period between 10am and 2pm, Subarea Zone 4 and Subarea Zone 2 both in the Downtown/Old Port had higher average occupancy than the study area, when not including the Casco Bay Garage. Table 24 shows average subarea zone occupancies during the mid-day period ordered from highest to lowest on the observed Thursday.

Table 24: Thursday Peak Period Structured Parking Occupancy by Subarea Zone

Subarea Zone	Average Occupancy 10am-2pm
Downtown/Old Port (4)	78%
Downtown/Old Port (2)	74%
Downtown/Old Port (1)	69%
Eastern Waterfront (7)	63%
Downtown/Old Port (3)	60%
Central Waterfront (6)	56%
Central Waterfront (5)	N/A
Overall Average (Not Including Casco Bay Garage)	72%

Results from the Saturday sample showed low structured parking occupancies across the study area except for the Casco Bay Garage as shown in Figure 14. The Casco Bay Garage had occupancies ranging between a low of 66 percent at 9am to a high of 80 percent at 5pm. The weighted average occupancy for all other sampled parking structures peaked between 1pm and 3pm at about 17 percent, one standard deviation from the average during the peak period was about 9 percent.

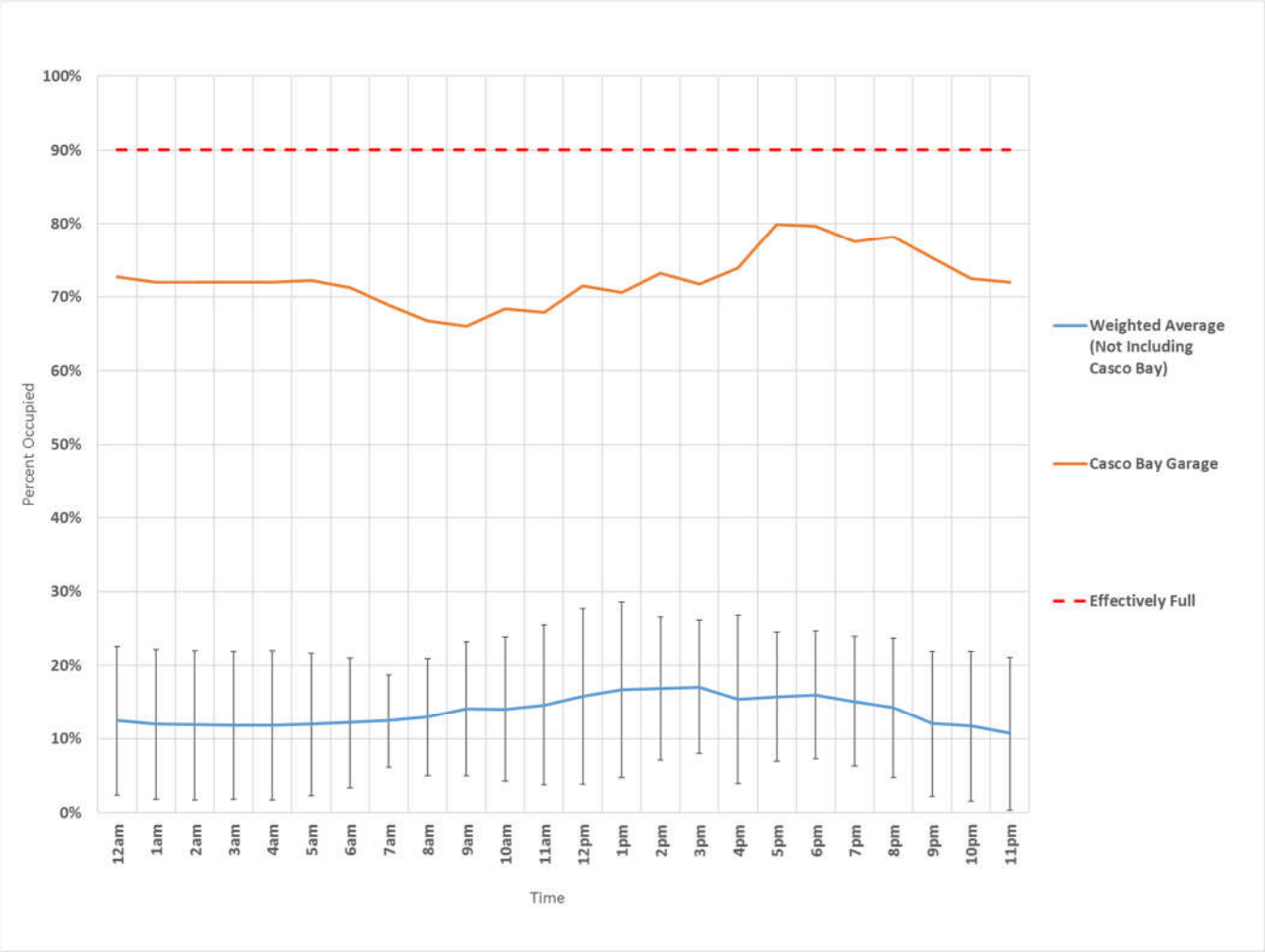


Figure 14: Saturday Observed Structured Parking Occupancy

A quick look at the variation within the study area of structured parking occupancy for the Saturday sample shows that for the period between 1pm and 3pm, the afternoon peak period, Subarea Zone 3 in the Downtown/Old Port and Subarea Zone 7, the Eastern Waterfront, had slightly higher than average structured parking occupancy than the study area, in addition to the Casco Bay Garage in Subarea Zone 6. Table 25 shows subarea zone occupancies during the afternoon peak period ordered from highest to lowest on the observed Saturday.

Table 25: Saturday Peak Period Structured Parking Occupancy by Subarea Zone

Subarea Zone	Average Occupancy 1am-3pm
Central Waterfront (6)	72%
Downtown/Old Port (3)	30%
Eastern Waterfront (7)	23%
Downtown/Old Port (2)	16%
Downtown/Old Port (1)	15%
Downtown/Old Port (4)	11%
Central Waterfront (5)	N/A
Overall Average (Not Including Casco Bay Garage)	17%

E.3 On-Street Parking: Overall Occupancy

On-street parking data was collected on the sample dates (Thursday Dec. 1st and Saturday Dec. 3rd) from selected streets in the study area including: Commercial St, Spring St, Middle St, Exchange St and Casco St. Observations were made at one-hour intervals beginning at 8am and ending after 8pm. An observer walked along each side of the street and recorded the last 3 digits of parked vehicle license plates allowing for analysis of both occupancy, duration, and turnover. Metering in the 2-hour zones was in effect between 9am and 6pm on Thursday and Saturday. The total number of 2-hour metered spaces sampled was 477 representing about one third of the 1,485 two-hour metered spaces in the study area. Figure 15 shows the on-street sample coverage area.

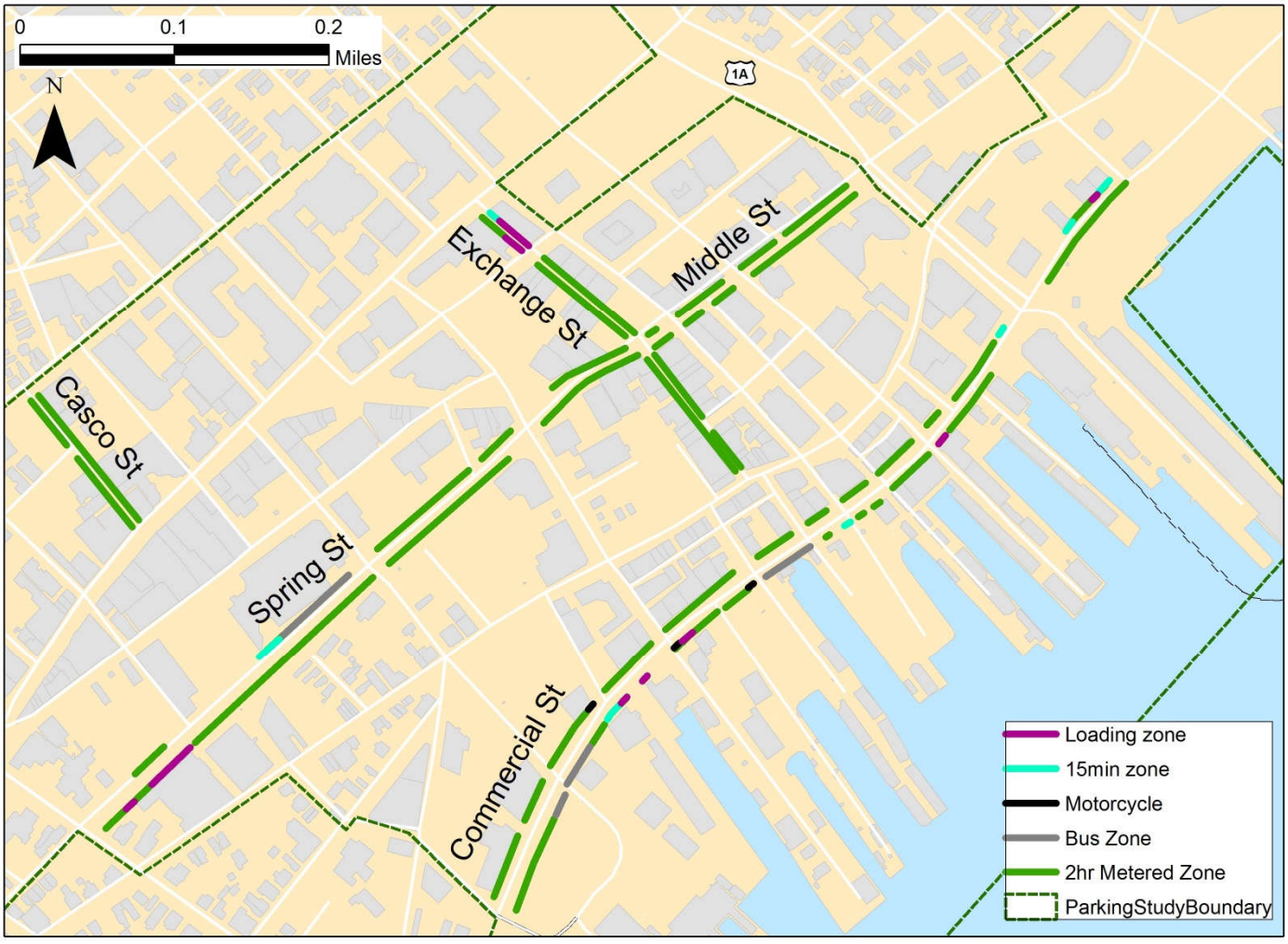


Figure 15: The On-Street Parking Sample

The focus in this section is on occupancy in the 2-hour metered zones. On-Street parking is considered effectively full at 85% capacity. Beyond this level, users have difficulty finding parking on the street and either give up or circle the block repeatedly leading to user frustration, increased traffic, and the perception that there is no parking.

Study area wide, the Thursday results show a pattern of rising occupancy in the morning to about 80 percent by noon. Between noon and 3pm, occupancy moved between 75-80 percent. After 3pm, occupancy began to climb and reached a peak of 87 percent at 7pm before trending down to 77 percent by 8pm. The 7pm observation interval was the only one

on Thursday to show that the aggregate on-street sample was effectively full, though as subsequent sections show, variation existed block to block. Figure 16 shows the percent of 2-hour metered spaces occupied between 8am and 8pm for the study area sample on Thursday.

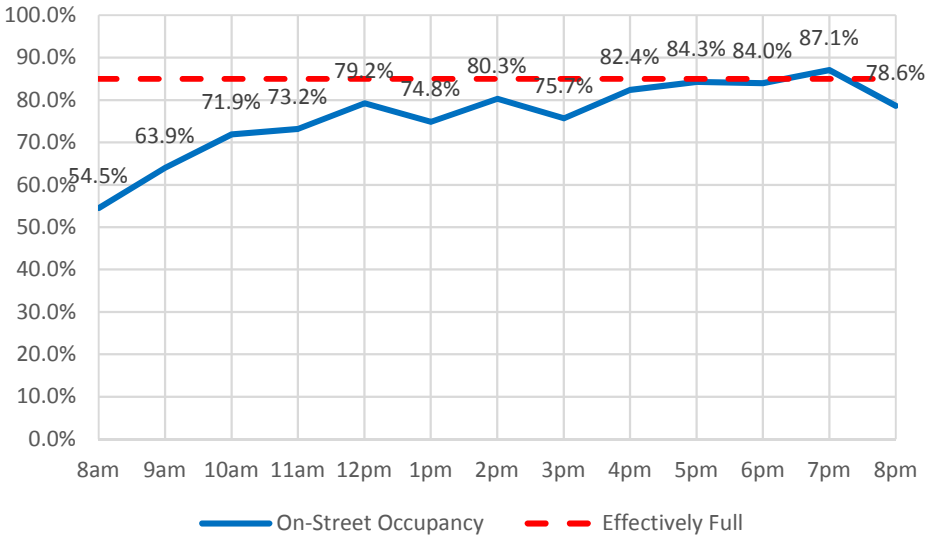


Figure 16: Overall Thursday 2-Hour Metered Occupancy

The Saturday results show higher on-street occupancy than Thursday. Overall 2-hour metered occupancy rose steadily to an effectively full level of 88 percent by 2pm before decreasing slightly below 85 percent through 3pm. After 3pm, overall occupancy surpassed the effectively full level again and steadily climbed to a peak of 97.5 percent by 8pm. Figure 17 shows occupancy between 10am and 8pm for Saturday. It should be noted that the increasing occupancy trend leading to the second peak of the day begins close to 4pm. That is the time when a vehicle may park, pay for two hours until the metered period ends at 6pm, and then remain for the rest of the evening.

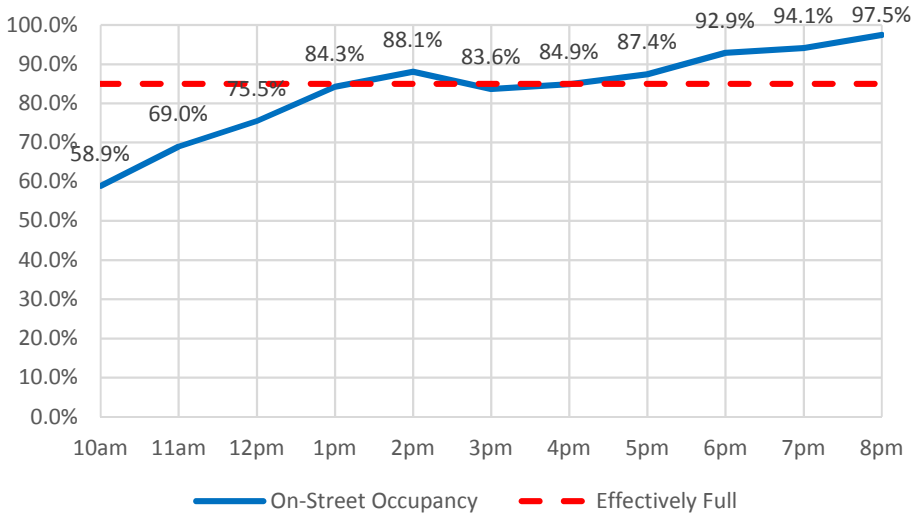


Figure 17: Overall Saturday 2-Hour Metered Occupancy

E.4 On-Street Parking: Occupancy by Street

This section shows aggregate 2-hour metered occupancy by street. Both sides of each street are combined into a single average occupancy by observation period. It should be noted that even when a street is effectively full on average, there may be variation among block-faces as shown in the next section.

E.4.1 Commercial St from Maple St to India St

Commercial St from Maple St to India St was beyond effectively full after 5pm on Thursday. On Saturday, this section of Commercial St was over effectively full at 2pm and after.

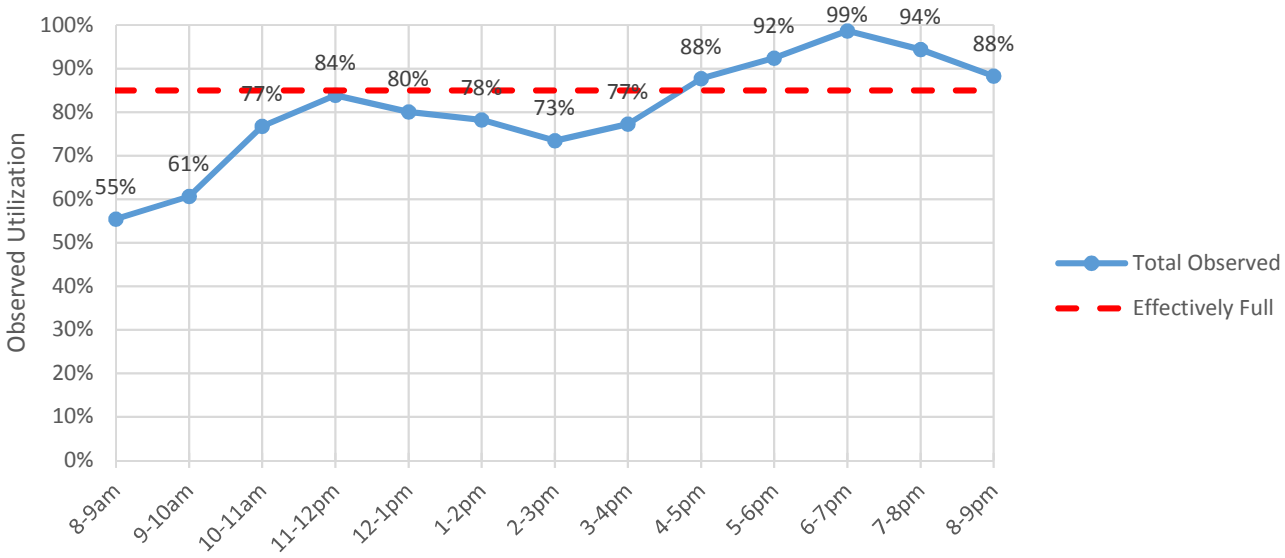


Figure 18: Commercial St Thursday 2-Hour Metered Occupancy

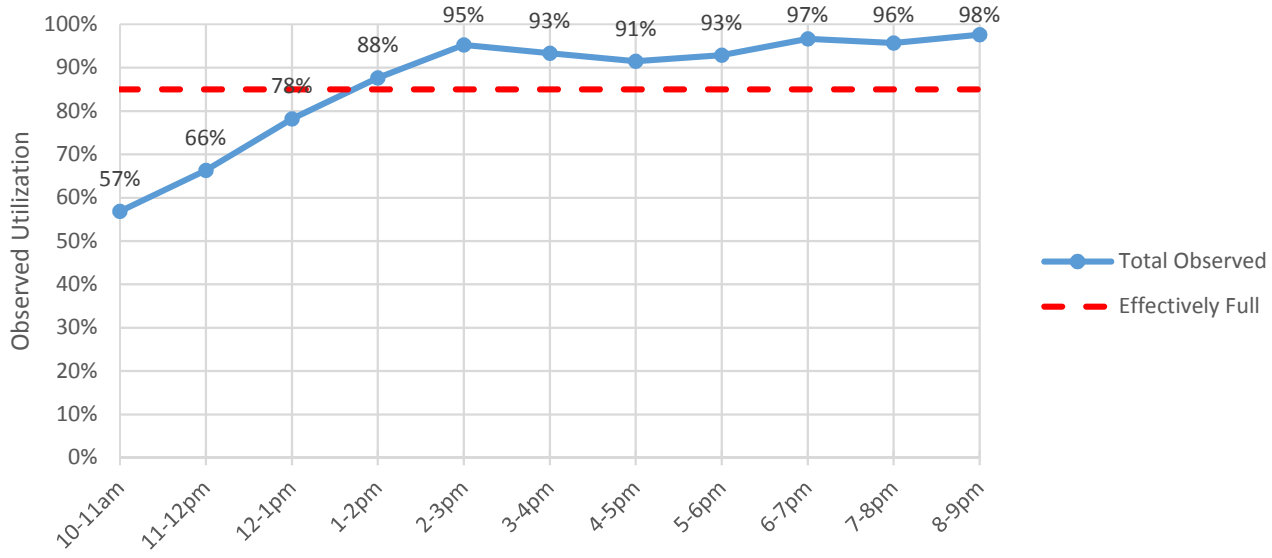


Figure 19: Commercial St Saturday 2-Hour Metered Occupancy

E.4.2 Exchange St from Congress St to Fore St

Exchange St from Congress St to Fore St was effectively full between 12pm and 6pm on Thursday. On Saturday, this section of Exchange St was effectively full all day except for 3-4pm.

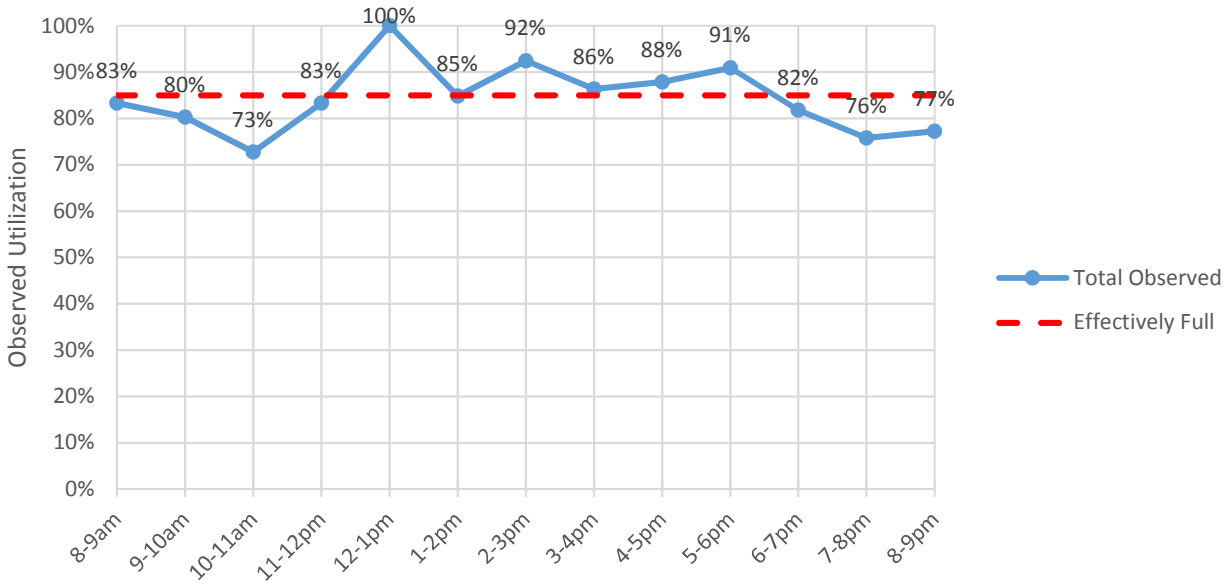


Figure 20: Exchange St Thursday 2-Hour Metered Occupancy

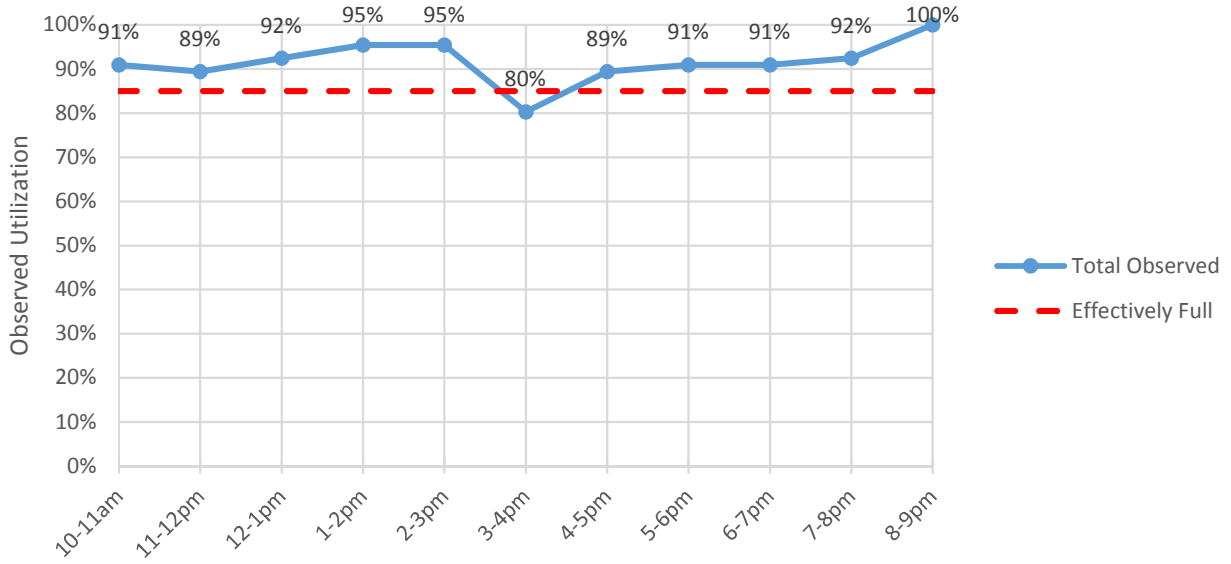


Figure 21: Exchange St Saturday 2-Hour Metered Occupancy

E.4.3 Middle St from Union St to Franklin St

On Thursday, Middle St from Union St to Franklin St was effectively full at 10am, 12pm, 2pm, 3pm and 7pm. On Saturday, this section of Middle St was effectively full between 12pm and 3pm then again from 4pm on.

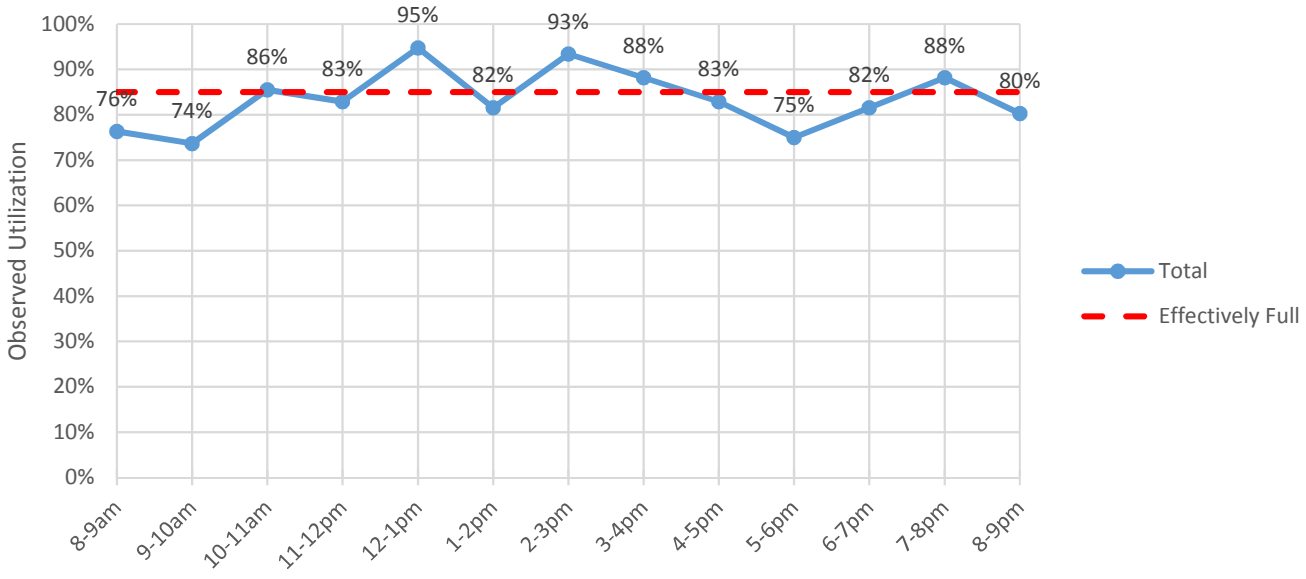


Figure 22: Middle St Thursday 2-Hour Metered Occupancy

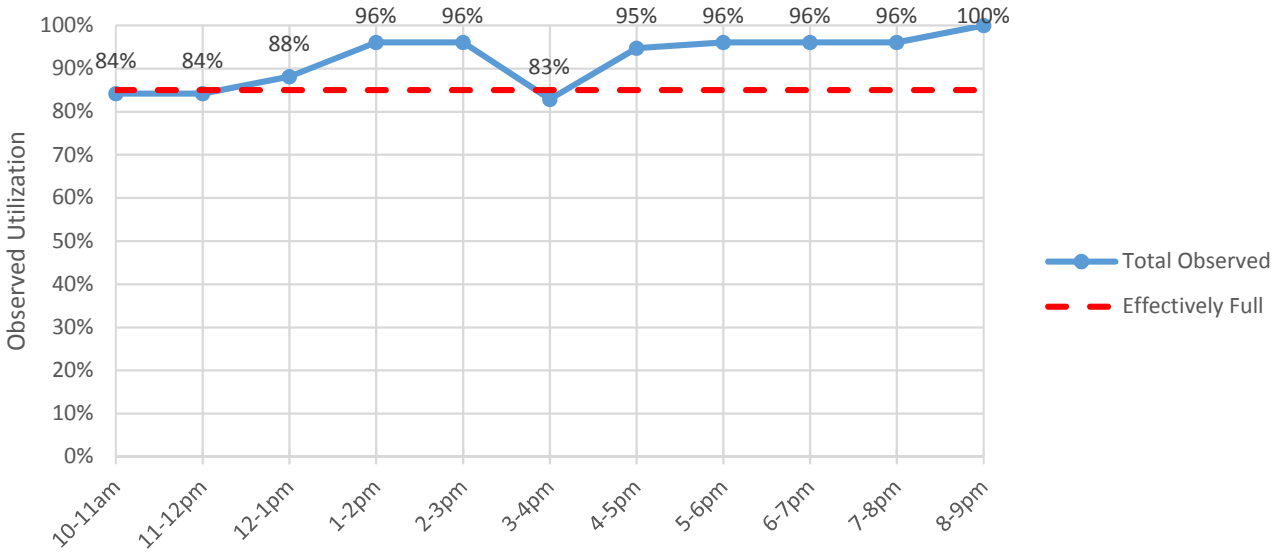


Figure 23: Middle St Saturday 2-Hour Metered Occupancy

E.4.4 Spring St from High St to Union St

On Thursday, Spring St between High St and Union St was the only street sampled that was not effectively full on average during the sample day. On Saturday, this section of Spring St did not become effectively full on average until 7pm.

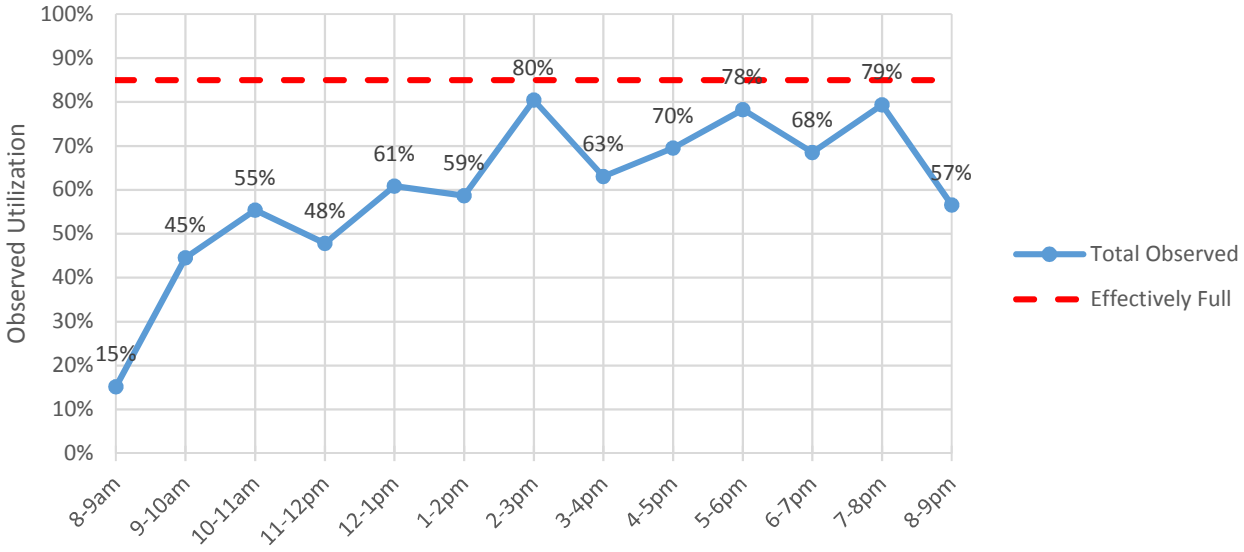


Figure 24: Spring St Thursday 2-Hour Metered Occupancy

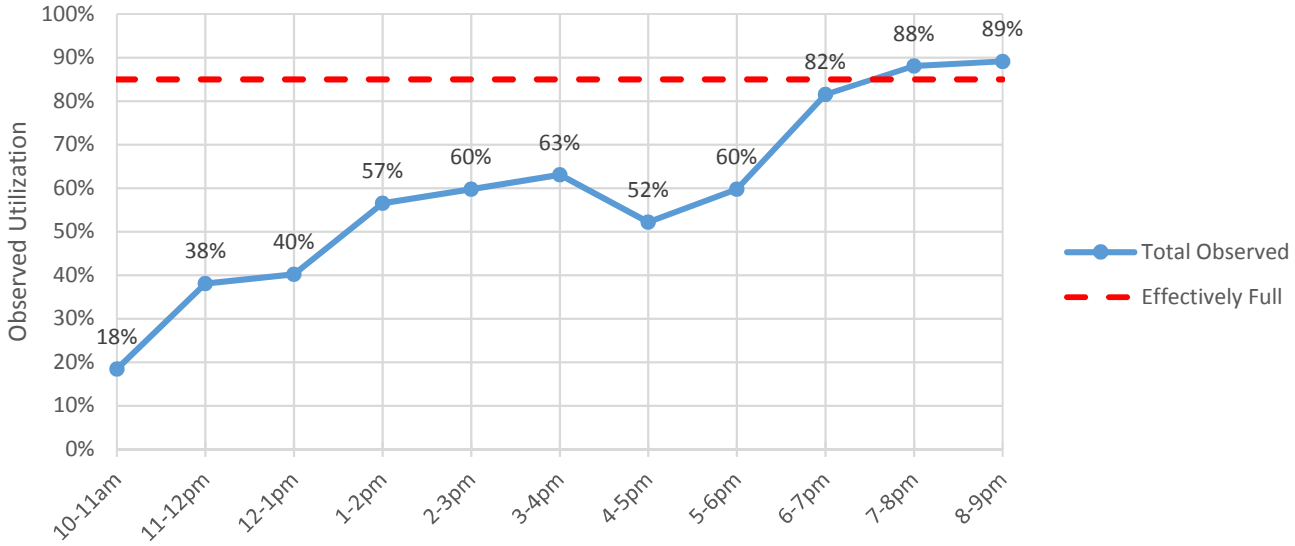


Figure 25: Spring St Saturday 2-Hour Metered Occupancy

E.4.5 Casco St between Cumberland Ave and Congress St

On Thursday, Casco St between Cumberland Ave and Congress St was briefly effectively full at 9am on Thursday, but then fell well below that until 6pm when it became 100% occupied. On Saturday, Casco St was effectively full between 11am on, reaching 100% occupied at 4pm and remaining nearly that high through 8pm.

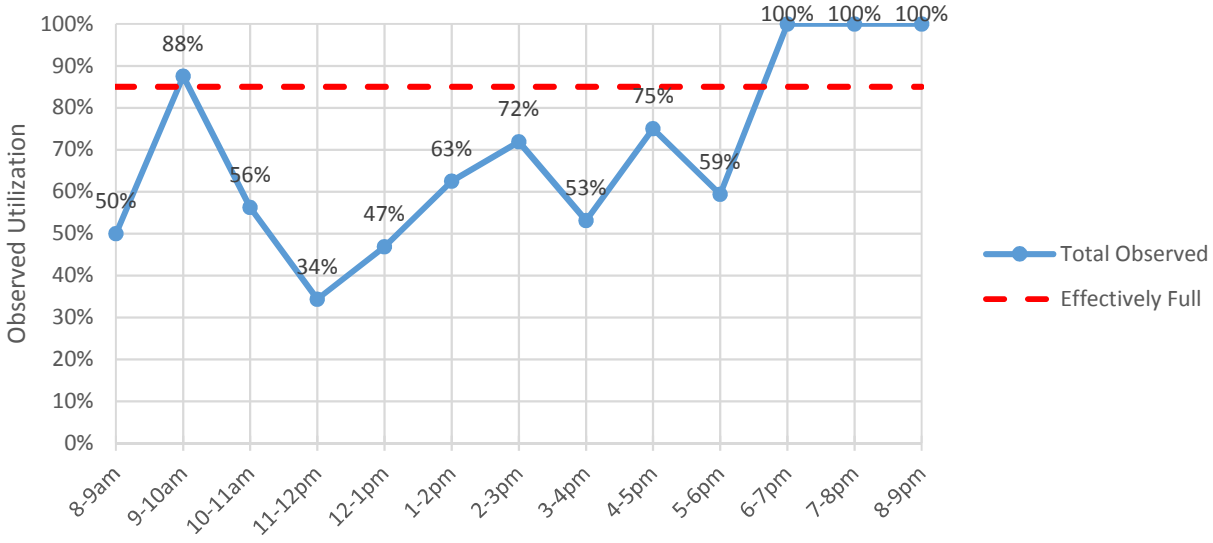


Figure 26: Casco St Thursday 2-Hour Metered Occupancy

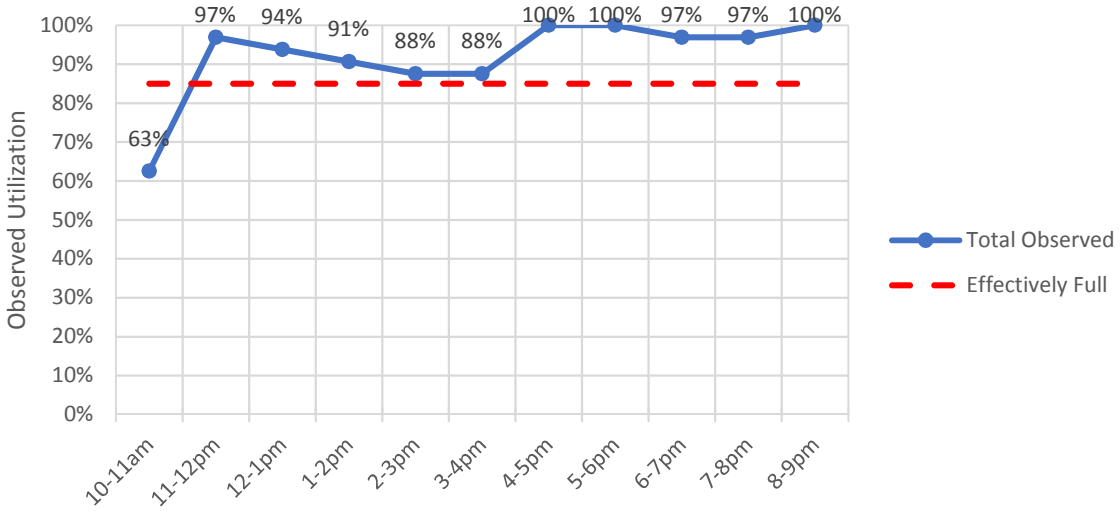


Figure 27: Casco St Saturday 2-Hour Metered Occupancy

E.5 On-Street Parking: Occupancy by Block-Face

In this section, on-street parking occupancy in 2-hour metered zones is shown by block-face.

E.5.1 Thursday 2-Hour Metered Zone Occupancy by Block-Face

Starting with Figure 28 and ending with Figure 34, Thursday parking occupancies in the 2-hour zones at 9am, 11am, 1pm, 3pm, 5pm, 7pm and 8pm are shown respectively.

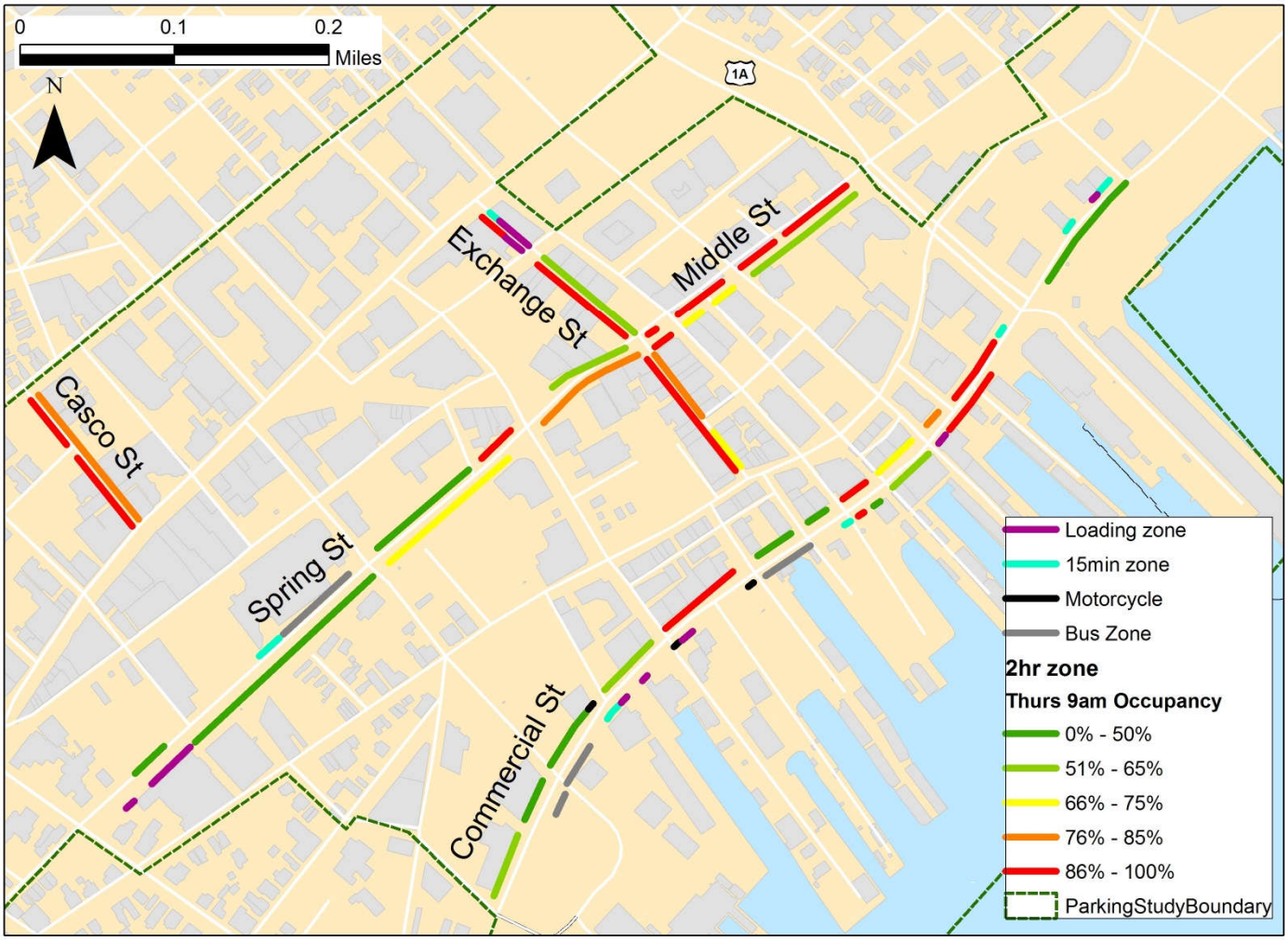


Figure 28:Thursday 9am Parking Occupancy by Block-Face

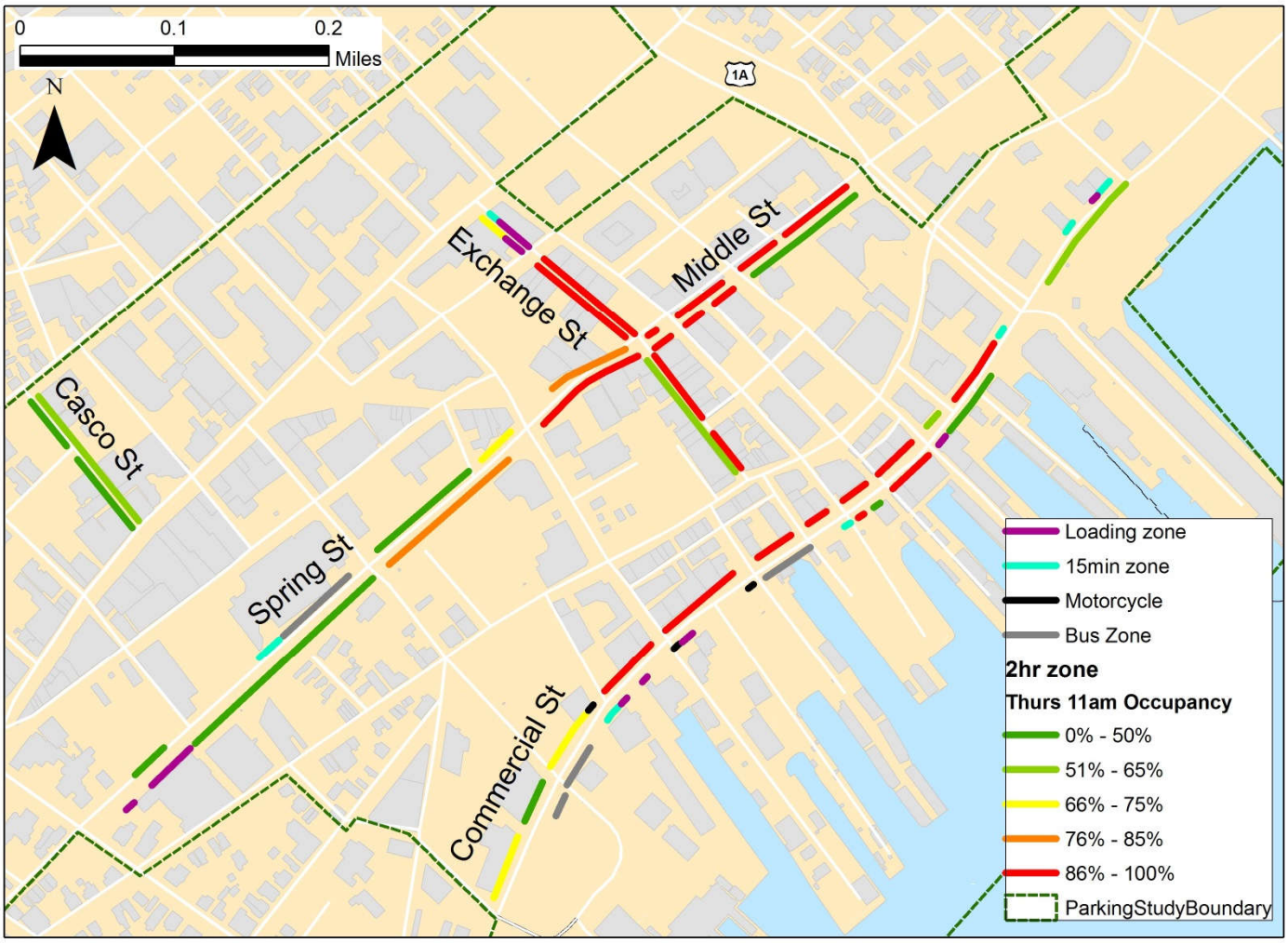


Figure 29: Thursday 11am Parking Occupancy by Block-Face

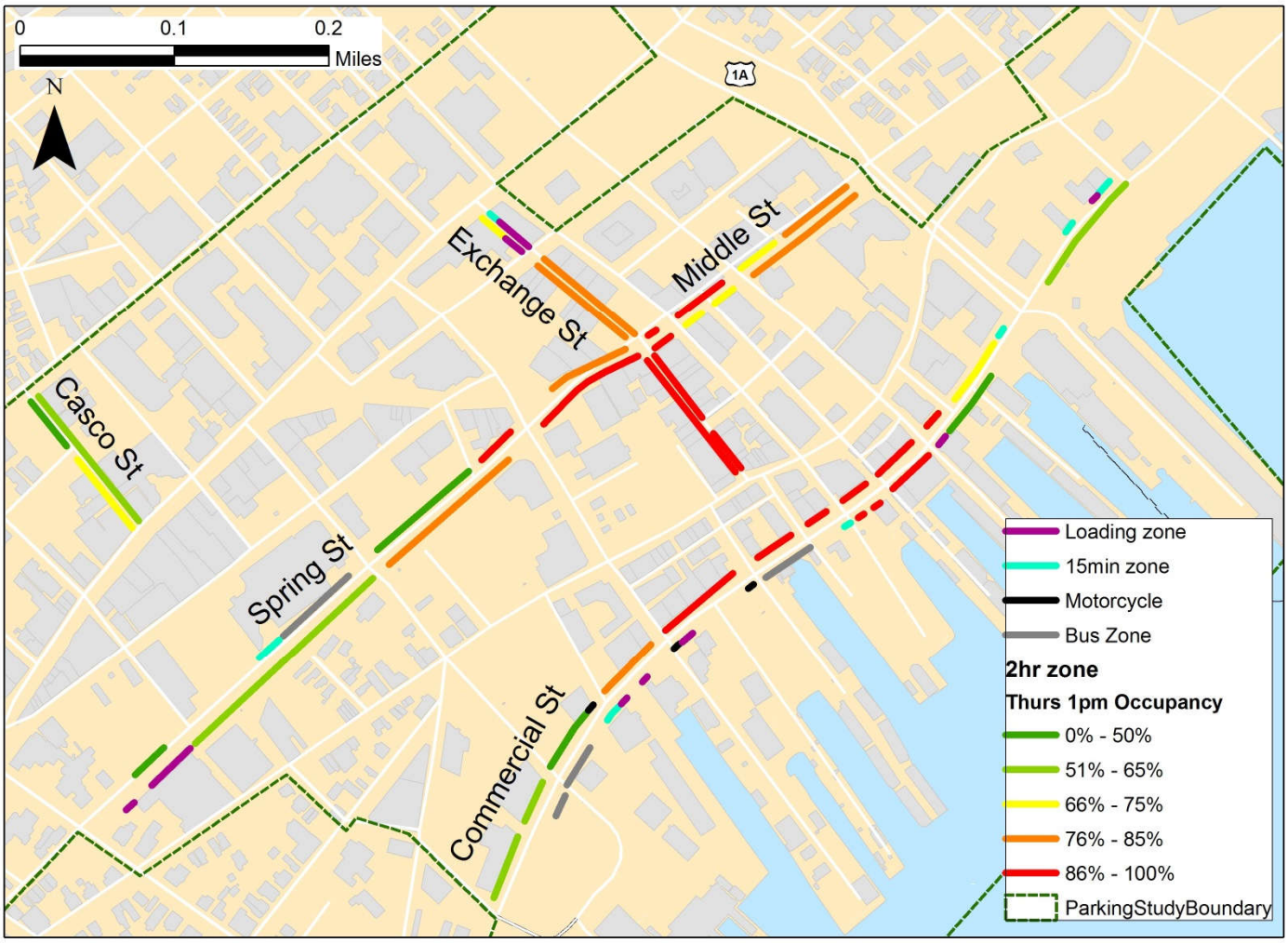


Figure 30: Thursday 1pm Parking Occupancy by Block-Face

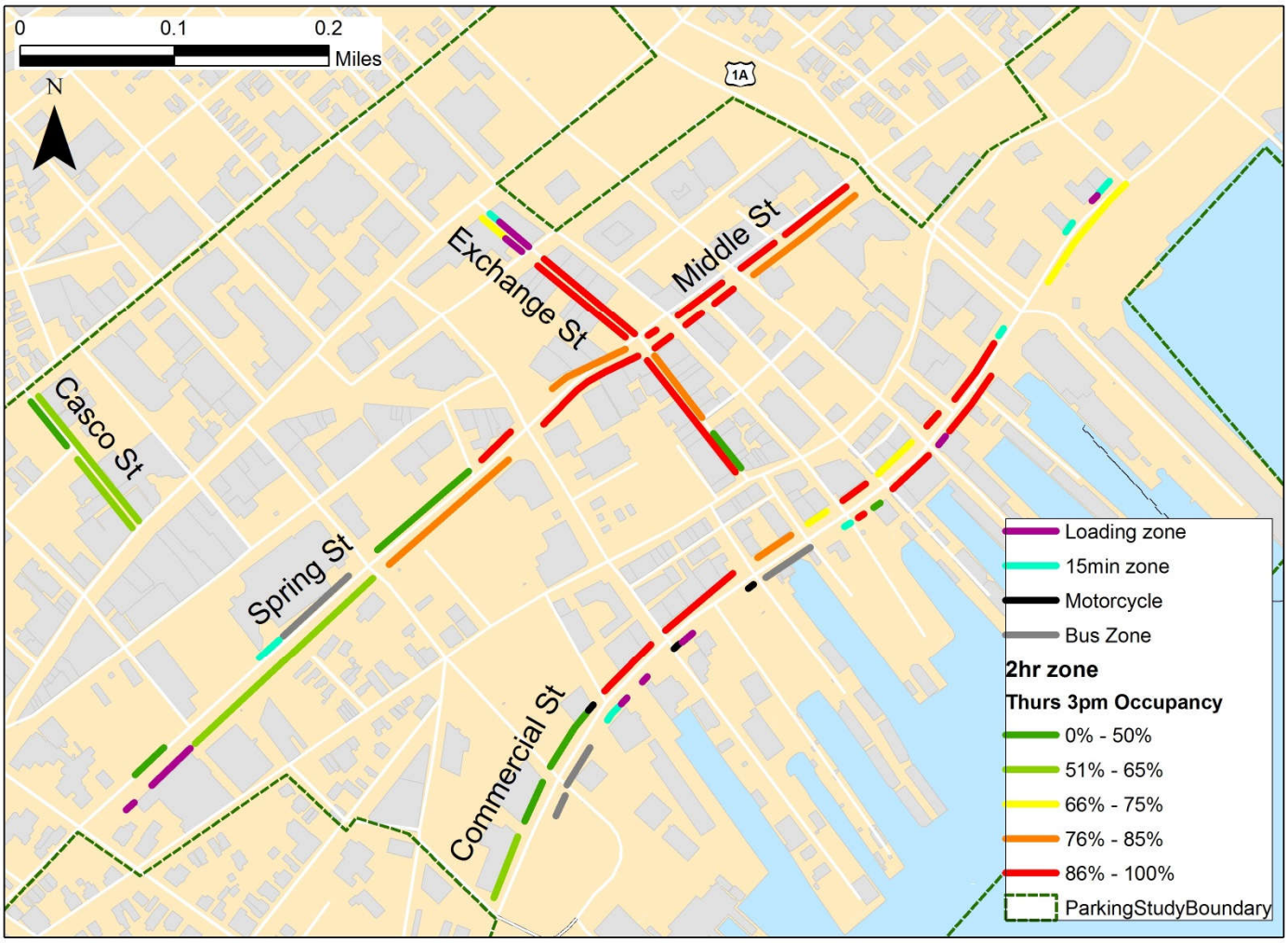


Figure 31: Thursday 3pm Parking Occupancy by Block-Face

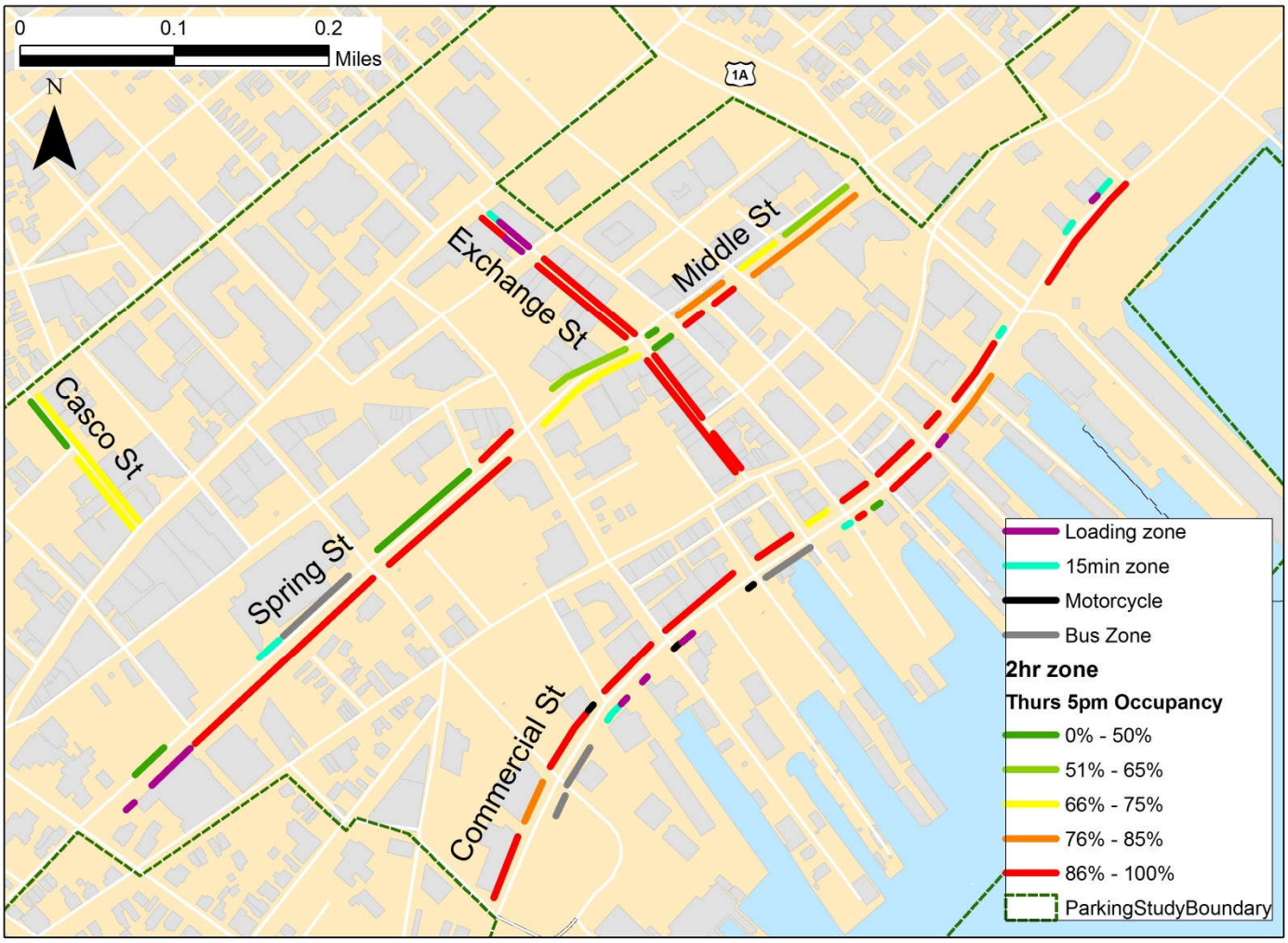


Figure 32: Thursday 5pm Parking Occupancy by Block-Face

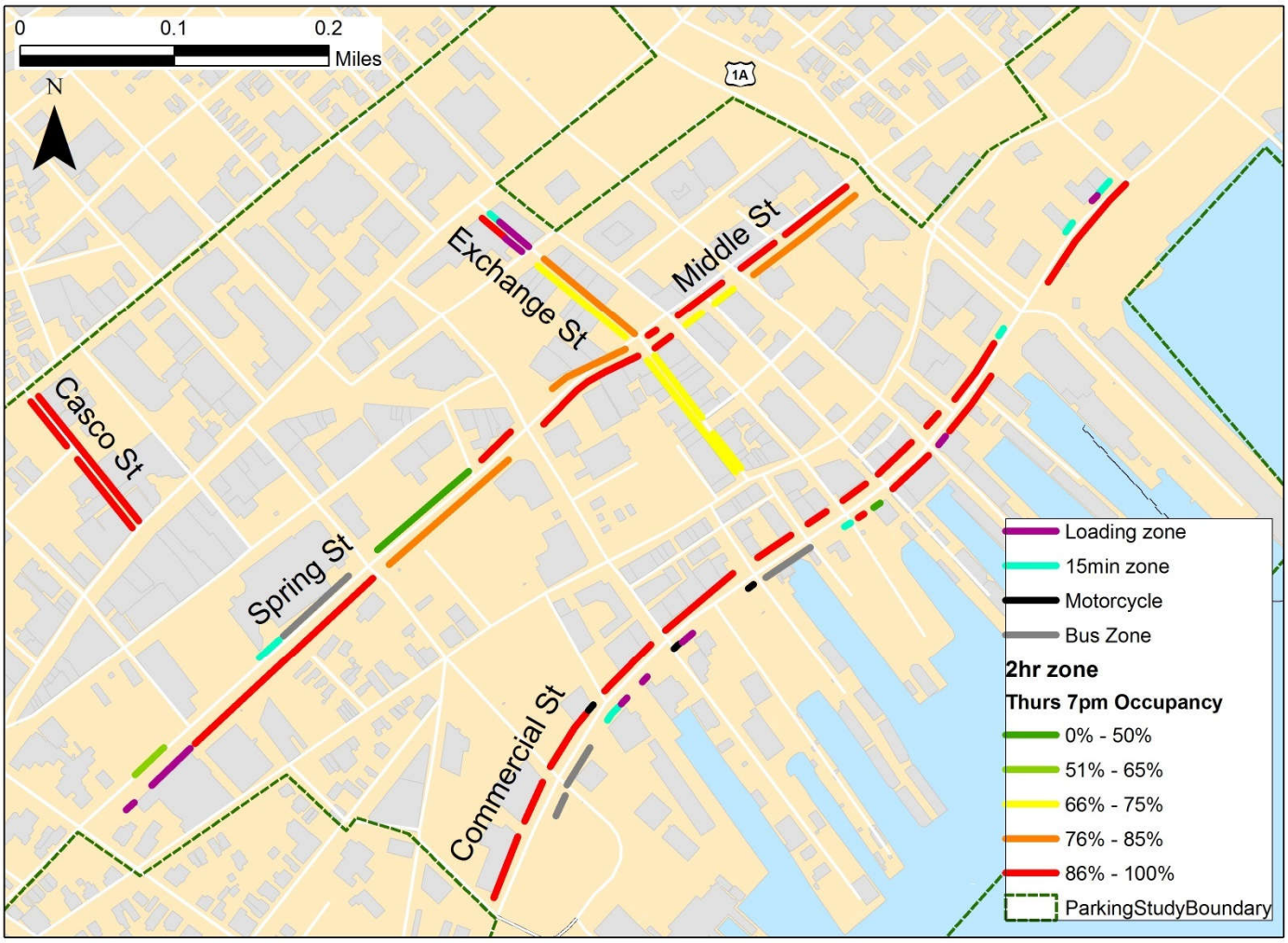


Figure 33: Thursday 7pm Parking Occupancy by Block-Face

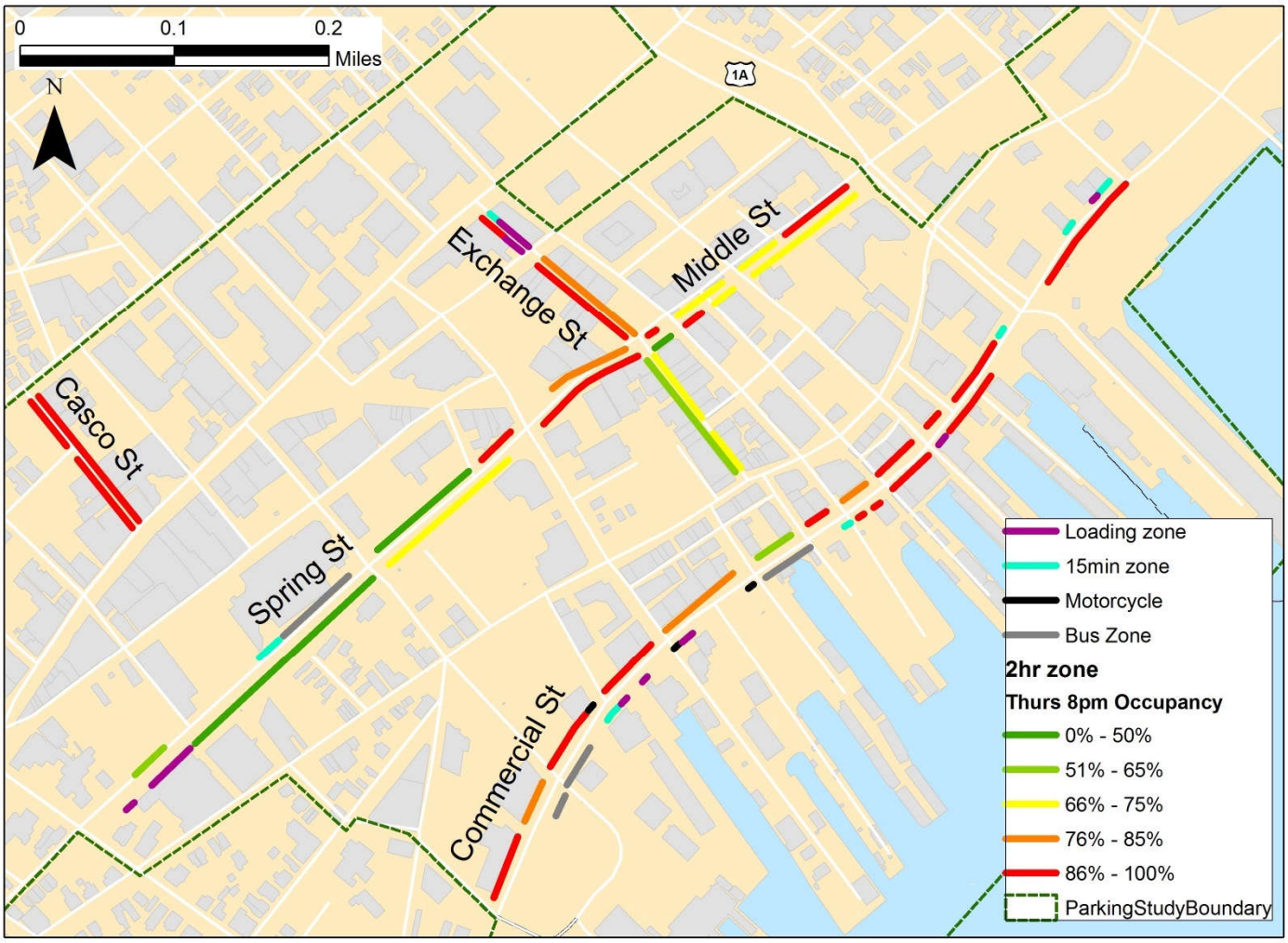


Figure 34: Thursday 8pm Parking Occupancy by Block-Face

E.5.2 Saturday 2-hour Metered Zone Occupancy by Block-Face

Starting with Figure 35 and ending with Figure 40, Saturday parking occupancies at 11am, 1pm, 3pm, 5pm, 7pm and 8pm are shown respectively.

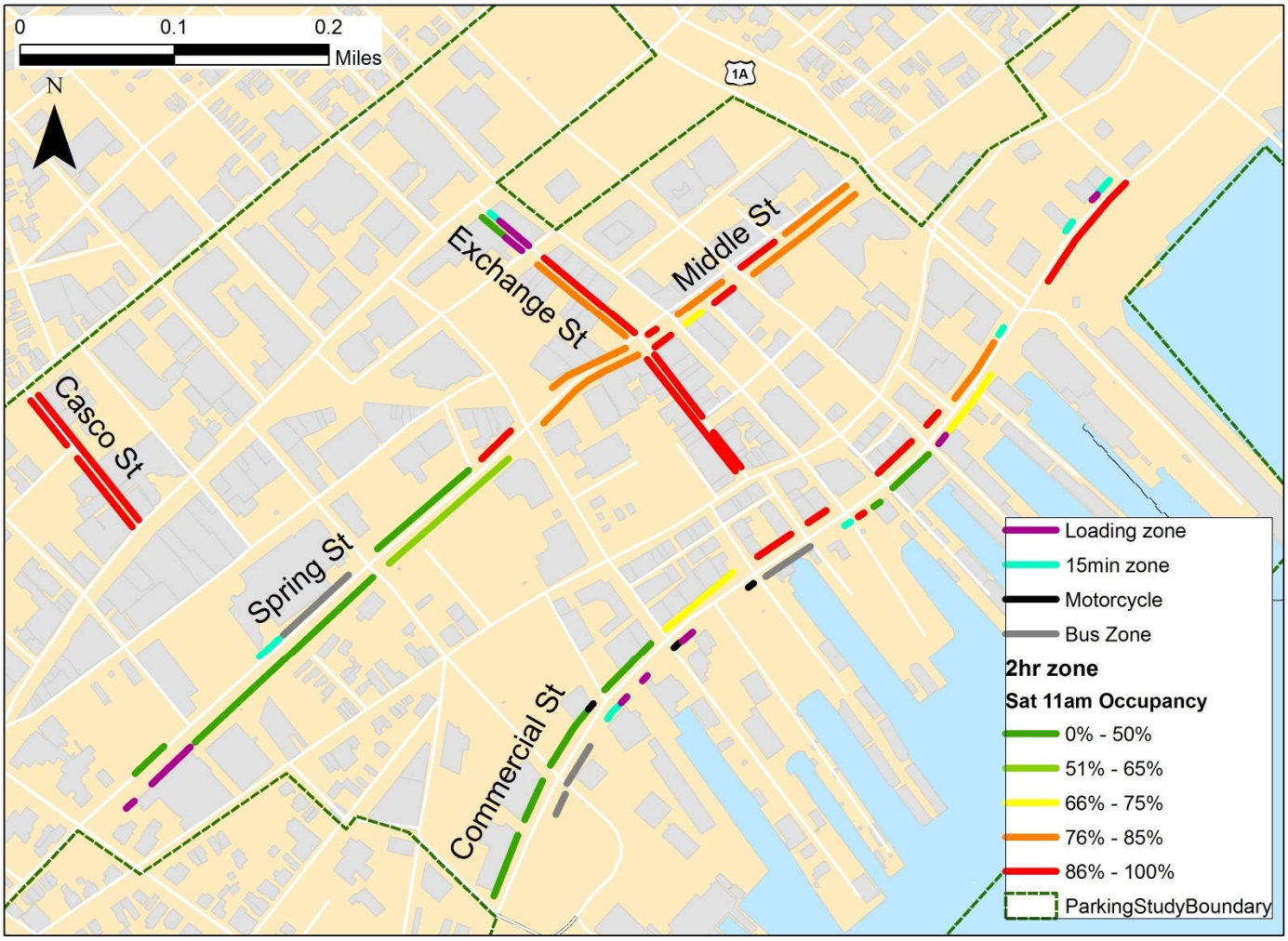


Figure 35: Saturday 11am Parking Occupancy by Block-Face

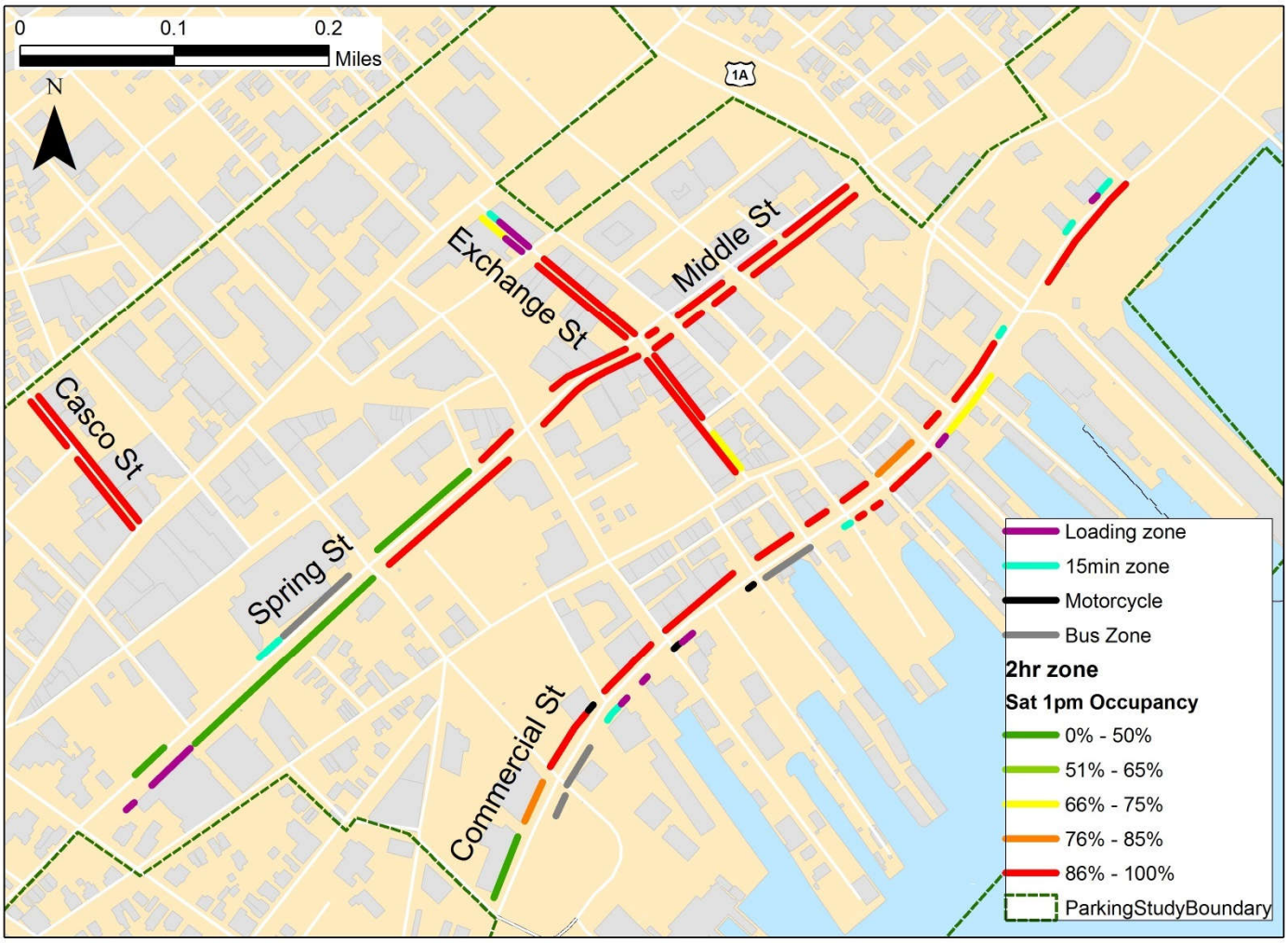


Figure 36: Saturday 1pm Parking Occupancy by Block-Face

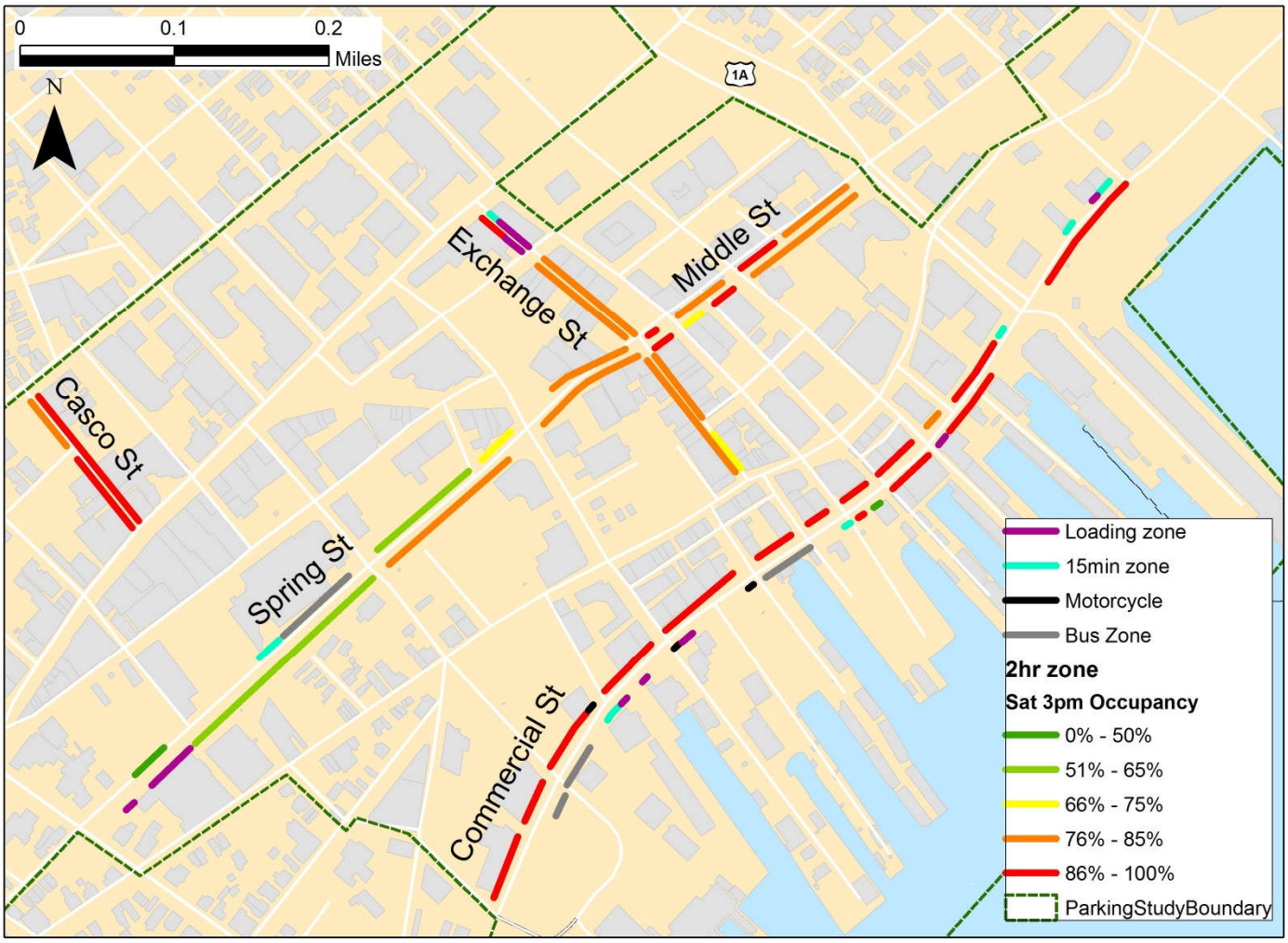


Figure 37: Saturday 3pm Parking Occupancy by Block-Face

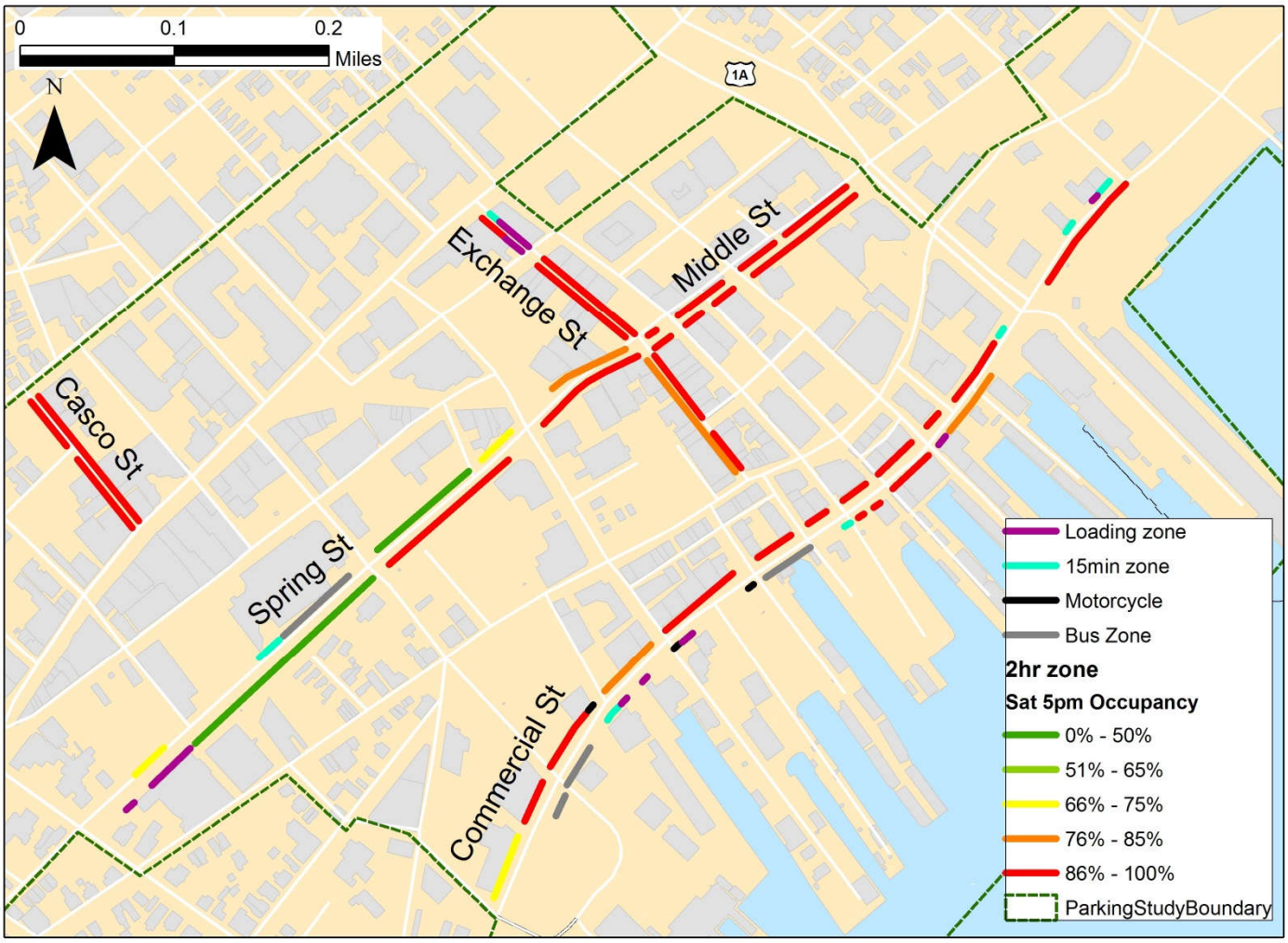


Figure 38: Saturday 5pm Parking Occupancy by Block-Face

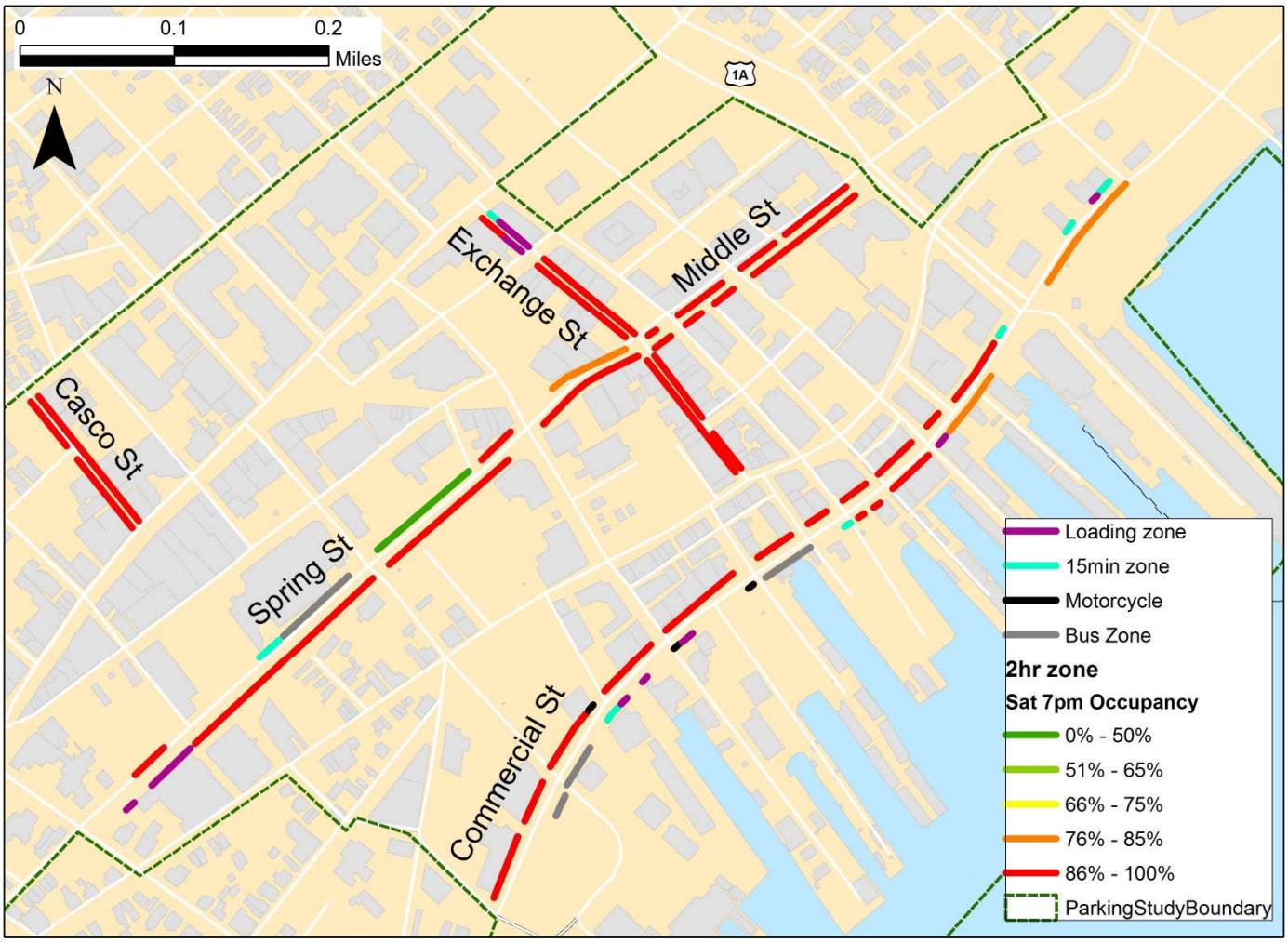


Figure 39: Saturday 7pm Parking Occupancy by Block-Face

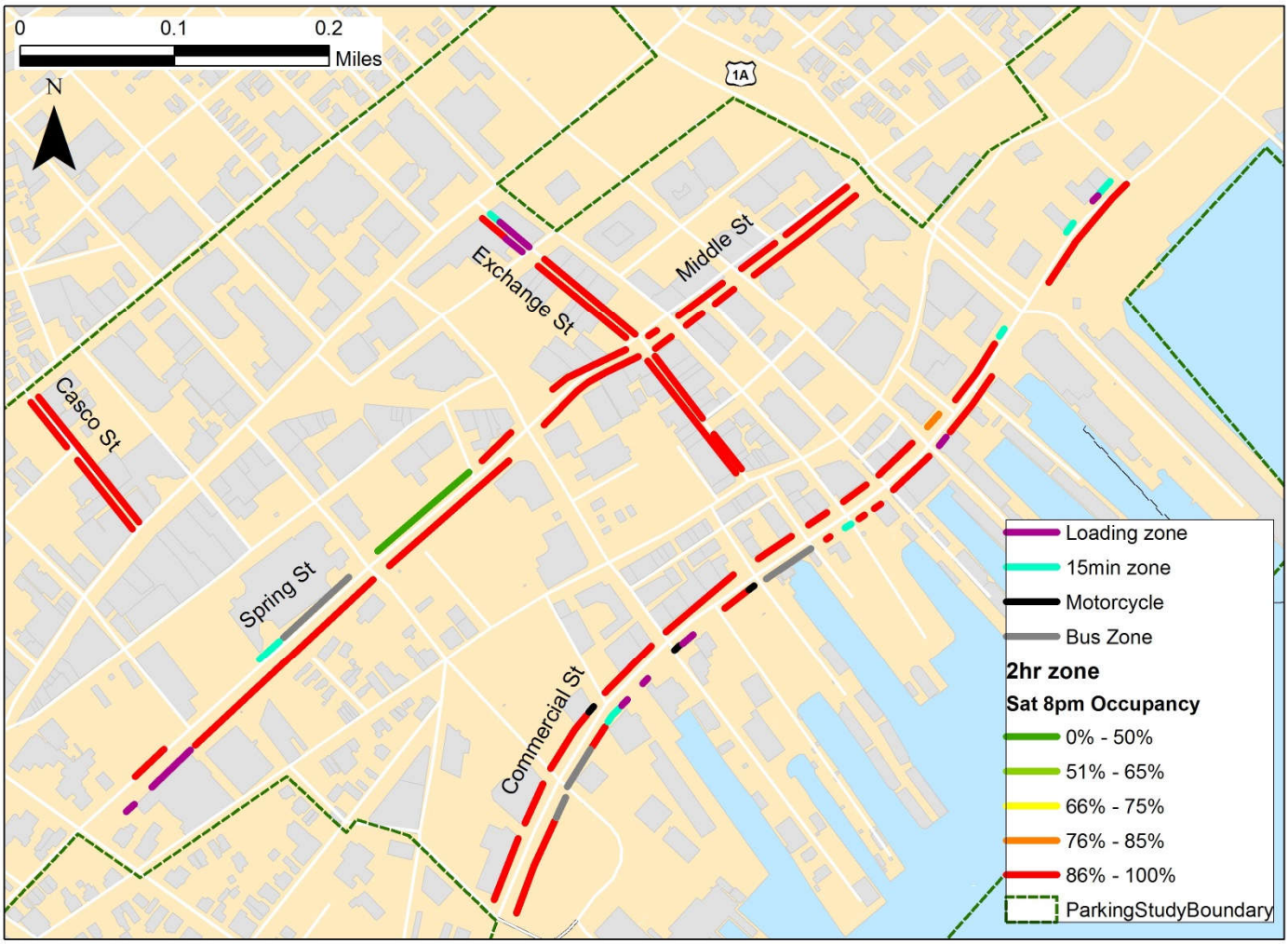


Figure 40: Saturday 8pm Parking Occupancy by Block-Face

E.6 On-Street Parking Duration and Turnover in 2-Hour Metered Zones

Parked vehicle duration and turnover are important metrics to understand parking behavior. When on-street parking occupancy is high, it is more desirable for parking turnover to also be high so that users have a greater chance of finding an open space. When the observed data for this study was collected, in December of 2016, the City of Portland's on-street meter fee was $1 per hour for 2-hour limited zones. The hourly fee and time limit aim to facilitate parking turnover between 9am and 6pm Monday through Saturday.

Average on-street parking duration and turnover by block face was calculated between 8am and 6pm for Thursday and Saturday using observed partially recorded license plate data. Because the observation intervals were 1 hour apart, an assumption had to be made about observed vehicle duration. If a vehicle was observed only once on a block-face it was assigned a duration of 0.5 hours. A vehicle that was observed for exactly two count intervals on a block-face was assigned a duration of 1.5 hours. Exactly 3 observations and the vehicle was assigned a duration of 2.5 hours, and so on. The average parked vehicle duration for each block face was calculated using the formula

$$\mathrm{D} = \frac{\sum_x (N_x \quad X \quad I)}{N_T}$$

Where D = average parking duration, h/veh;
N_x = number of vehicles parked for x intervals;
X = number of intervals parked;
I = length of the observation interval, h;
N_T = total number of parked vehicles observed.

The average turnover rate for parked vehicles follows as the inverse of average duration. In Figure 41 and Figure 42, the average parked vehicle durations by block-face are shown for the Thursday and Saturday samples.

The results show that on both Thursday and Saturday, the block-faces on Exchange St and Middle St had a lower parked vehicle duration and higher turnover rate compared to Casco St and Spring St. This is a positive sign given that Exchange and Middle St had some of the highest rates of parking occupancy.

Commercial St shows more of a range of parking durations by block-face which tended to be 1 to 2 hours closer to the center of the Old Port on Thursday while block faces west of Cross St (north side of the street) and east of Franklin St had an average parking duration under 1 hour. On Saturday, average durations on Commercial St tended to be higher, between 1 and 2 hours on the north side of the street throughout.

There is one block-face on Commercial St west of Center St (south side of the street) that had unrestricted angled parking on the observation days. The unrestricted parking was also observed in an adjacent bus loading zone to this block-face, presumably because it was not bus tourist season. This was the location of the longest on-street parking duration observed in the study area. On Thursday, this block-face had an average parking duration of just over 5 hours per vehicle between 8am and 6pm which is a turnover rate of less than 0.2 vehicles per hour. On Saturday, the duration was just over 2.5 hours per vehicle, a turnover rate of 0.4 vehicles per hour. This example illustrates how the metered and time limited block-faces maintain a higher turnover rate compared to unrestricted and free on-street parking.

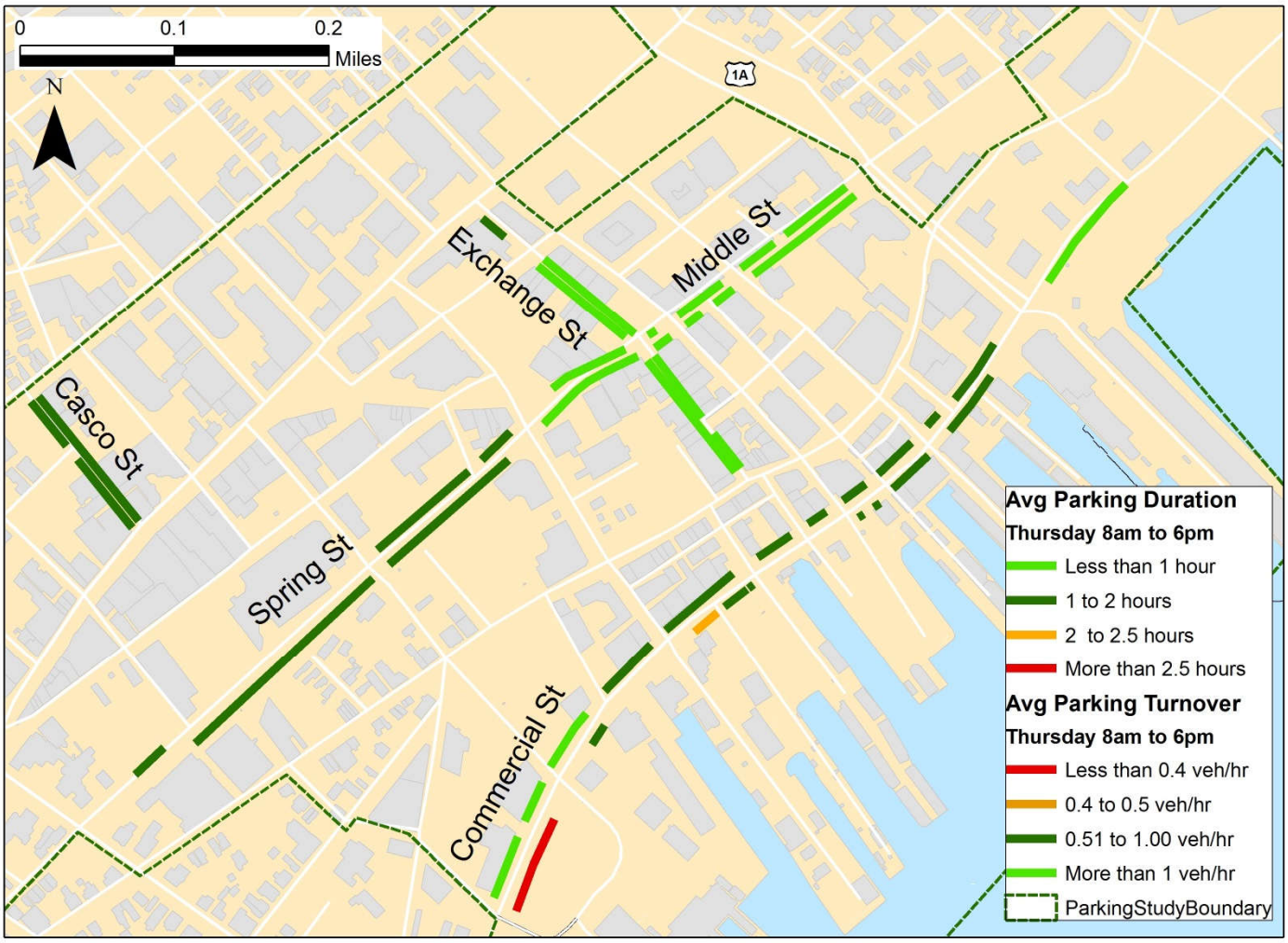


Figure 41: Thursday Average Duration and Turnover in 2-Hour Metered Zones 8am-6pm

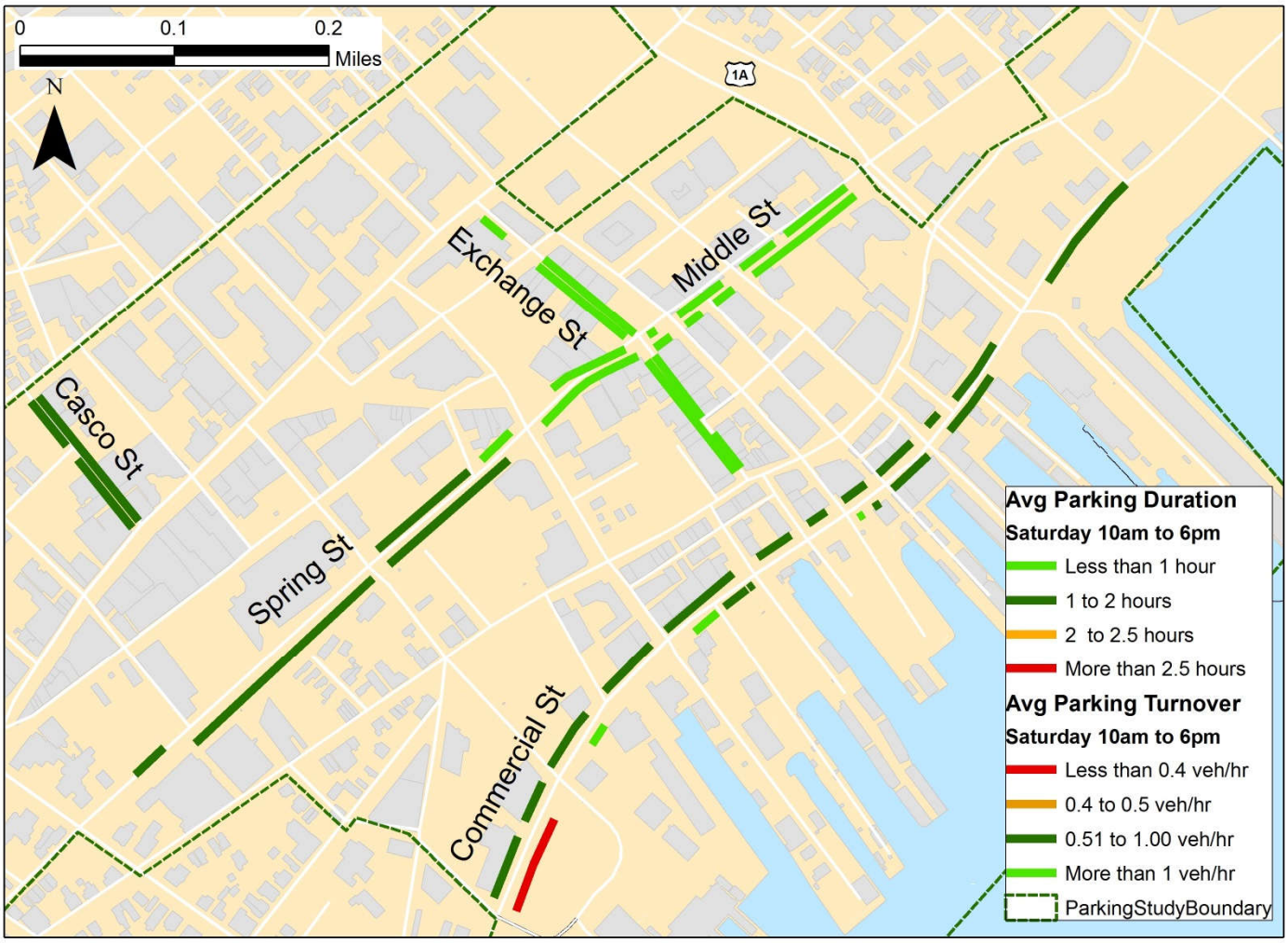


Figure 42: Saturday Average Duration and Turnover in 2-Hour Metered Zones 10am-6pm

F. Summary of Observed Parking Results

In this section, the observed occupancy rates from the structured, surface lot, and on-street samples are projected onto the total parking supply in each respective category to estimate the total number of occupied spaces between 8am and 8pm. The results presented in this section have not yet been adjusted for seasonality. Table 26 summarizes the Thursday observed occupancy rates by hour.

Figure 43 displays the projected parking occupancy in the study area based on the Thursday, December 1st observations. Private use only structured parking is displayed as 100 percent occupied since the spaces are reserved and are not resold to the transient public even when vacant. The effectively full level of vehicles for the study area represents the capacity when the surface lots and structured parking are 90 percent occupied and the on-street supply is at 85 percent occupied. The Thursday peak occurred at 12pm when an estimated 11,560 spaces were occupied leaving about 2,450 vacant spaces below the effective capacity of 14,011 spaces.

Table 26: Thursday Observed Occupancies and Projected Total Spaces Occupied

	Surface Lots		On-Street		Public Use Structured		Private Structured
Observation Period	**Observed Occupancy**	**Projected Spaces Occupied**	**Observed Occupancy**	**Projected Spaces Occupied**	**Observed Occupancy**	**Projected Spaces Occupied**	**Reserved**
8am	46.3%	2,970	54.5%	1,230	60.1%	3,790	705
9am	*	3,645	63.9%	1,440	67.5%	4,260	705
10am	67.4%	4,320	71.9%	1,620	69.5%	4,390	705
11am	*	4,450	73.2%	1,650	70.0%	4,420	705
12pm	71.5%	4,580	79.2%	1,780	70.9%	4,470	705
1pm	*	4,545	74.8%	1,680	70.6%	4,450	705
2pm	70.4%	4,510	80.3%	1,810	67.9%	4,290	705
3pm	*	4,170	75.7%	1,700	60.7%	3,830	705
4pm	59.8%	3,830	82.4%	1,850	45.8%	2,890	705
5pm	*	3,020	84.3%	1,900	29.2%	1,840	705
6pm	34.4%	2,210	84.0%	1,890	24.3%	1,530	705
7pm	*	1,720	87.1%	1,960	21.2%	1,330	705
8pm	19.2%	1,230	78.6%	1,770	18.7%	1,180	705

***Interpolated Estimate**

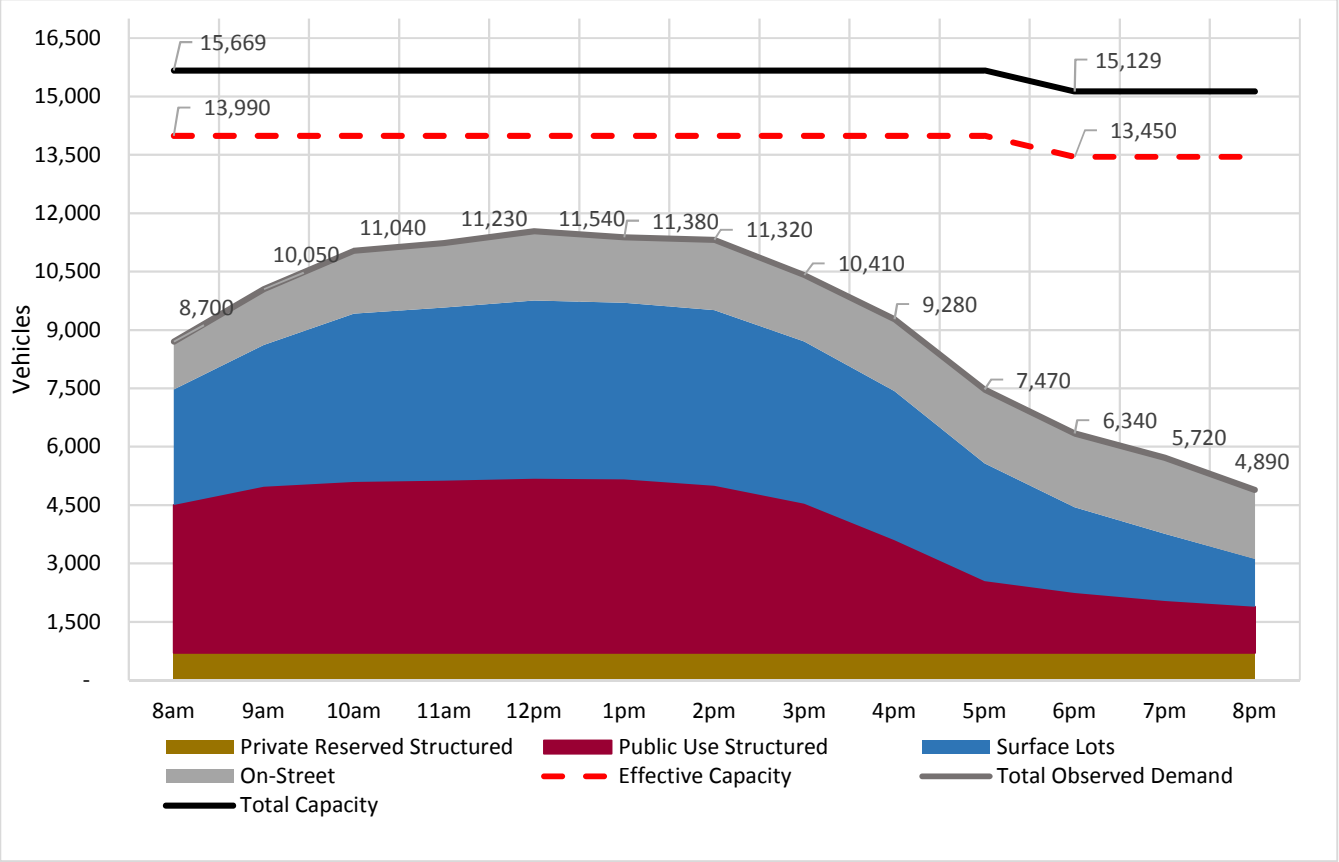


Figure 43: Thursday Projected Total Occupancy in the Study Area Based on the December 1st Sample

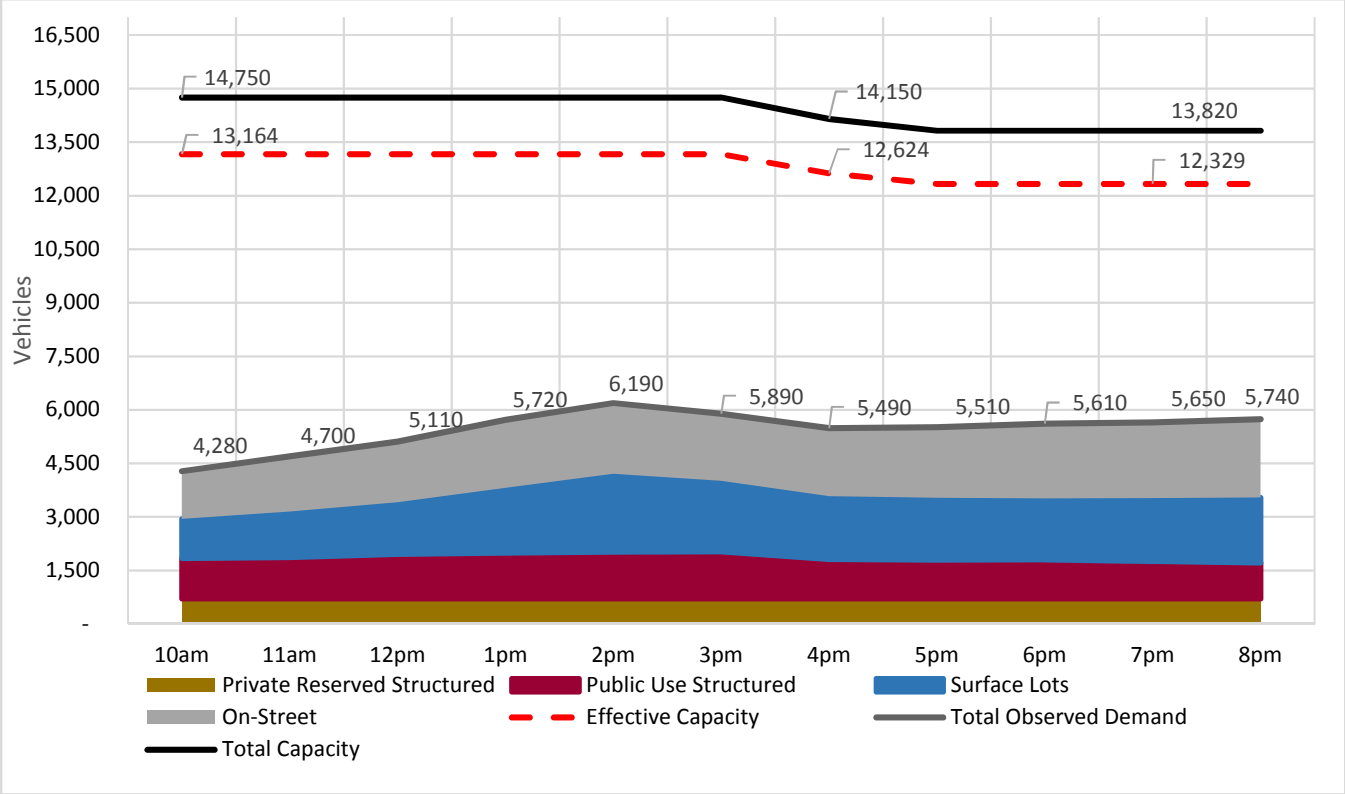
Table 27 summarizes the Saturday observed occupancy rates by hour. Figure 44 displays the projected parking occupancy in the study area based on the Saturday, December 3rd observations.

Table 27: Saturday Observed Occupancies and Projected Total Spaces Occupied

	Surface Lots		On-Street		Public Use Structured		Private Structured
Observation Period	**Observed Occupancy**	**Projected Spaces Occupied**	**Observed Occupancy**	**Projected Spaces Occupied**	**Observed Occupancy**	**Projected Spaces Occupied**	**Reserved**
10am	19.1%	1,110	58.9%	1,330	19.0%	1,130	705
11am	*	1,280	69.0%	1,550	19.5%	1,160	705
12pm	24.8%	1,450	75.5%	1,700	20.9%	1,250	705
1pm	*	1,820	84.3%	1,900	21.6%	1,290	705
2pm	37.5%	2,190	88.1%	1,980	22.0%	1,310	705
3pm	*	1,980	83.6%	1,880	22.0%	1,320	705
4pm	30.3%	1,760	84.9%	1,910	20.7%	1,110	705
5pm	*	1,740	87.4%	1,970	21.6%	1,090	705
6pm	29.3%	1,710	92.9%	2,090	21.8%	1,100	705
7pm	*	1,770	94.1%	2,120	20.8%	1,050	705
8pm	31.4%	1,830	97.5%	2,190	20.1%	1,010	705

***Interpolated Estimate**

Figure 44: Saturday Projected Total Occupancy in the Study Area Based on the December 3rd Sample



Projected results from the observed Saturday had a peak of approx. 6,200 parked vehicles at 2pm leaving about 7,300 vacant spaces before the effective capacity of 13,525 is reached.

Looking in more detail at the distribution of the observed vacant space, the next two figures show how many vacant spaces remained before the effectively full level was reached in each subarea zone at the peak hour. In Figure 45, we see that during the peak hour of 12pm on the observed weekday, Subarea Zone 1 had the highest number of vacant spaces particularly on-street spaces and structured spaces. On-Street spaces in Subarea Zones 2 and 4 were above 85 percent occupied during the peak hour, therefore no on-street vacancy is shown for those zones. Subarea Zone 7, the Eastern Waterfront had the most vacancy in surface lots at the peak hour.

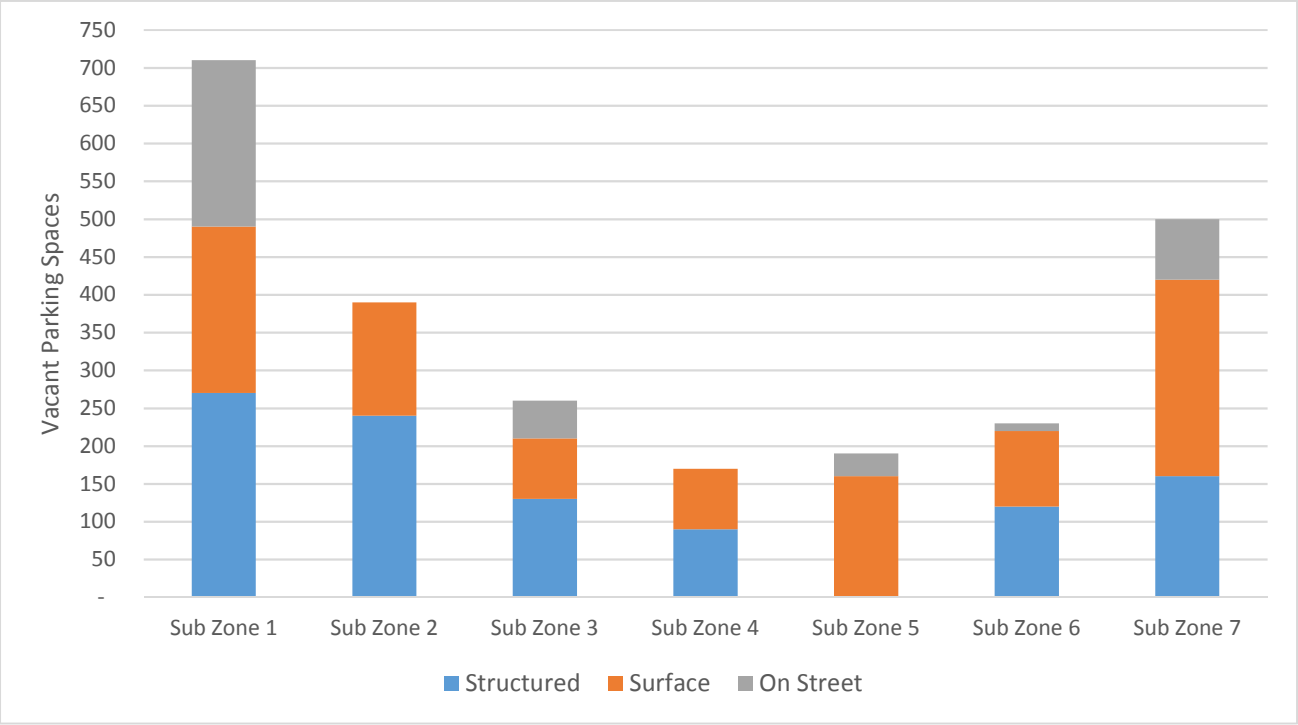


Figure 45:The Number of Vacant Spaces Until Effectively Full on Thursday at 12pm by Subarea

It is likely that not all of the observed vacant spaces were available for use depending on off-street parking management. While garages use a computer to minimize vacant space that must be held for absent monthly customers, some surface lots that are operated more manually may hold more vacant space open for absent monthly customers, although holding more vacant monthly spaces open than necessary is not in an operator's best interest.

During the observed peak hour on Saturday, there were many more overall vacant spaces observed due to higher vacancies in structured and surface lot parking. However, the peak hour on Saturday had far fewer vacant on-street spaces before the effectively full level of 85 percent occupancy. The only subarea that had less vacancy during the Saturday peak hour compared to the Thursday peak hour was Subarea Zone 6 surrounding the Ferry Terminal on the Waterfront.

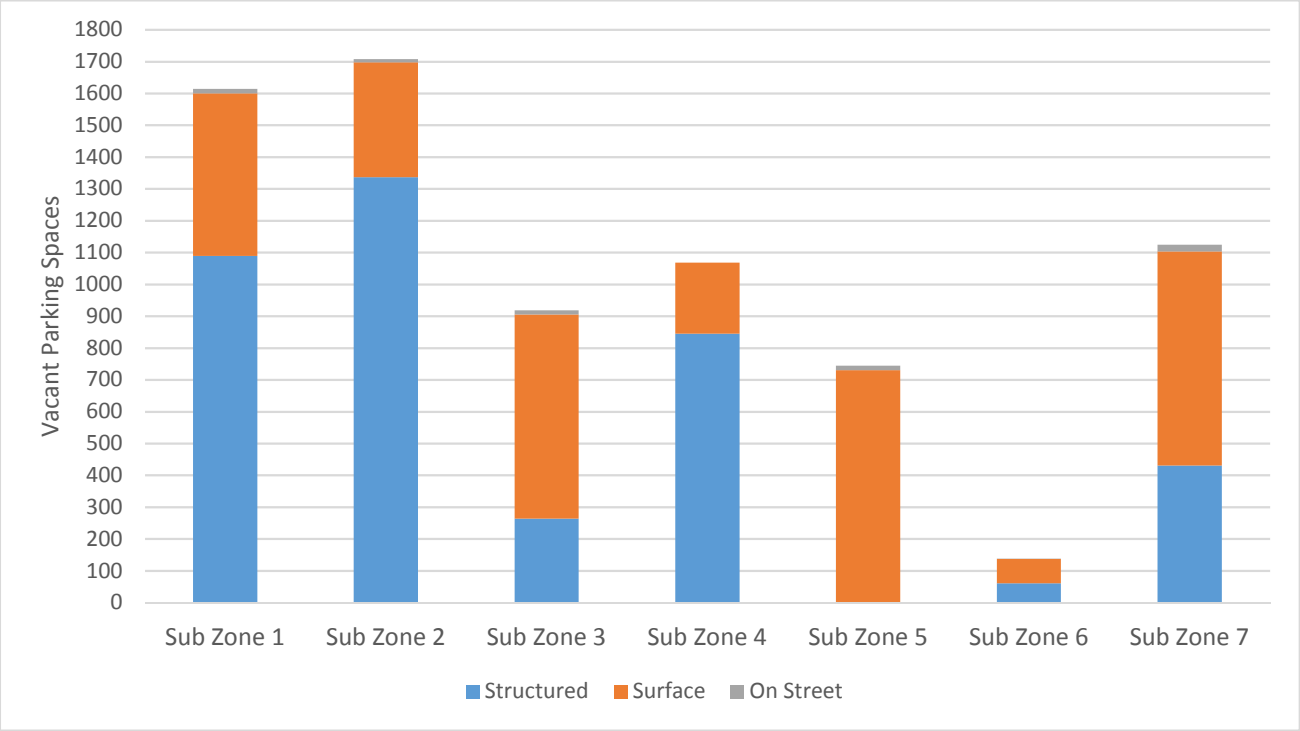


Figure 46: The Number of Vacant Spaces Until Effectively Full on Saturday at 2pm by Subarea

The vacant space charts are useful to understand where additional transient parking demand during the peak season might be accommodated within the study area.

G. Seasonal Analysis

In this section, the observed parking demand data is compared to annual parking demand curves at two sample garage locations to determine if the sampled days in December were a good representation of recurring regional demand, parking demand from seasonal variation in island ferry ridership is analyzed, and additional parking demand from higher levels of day visitors and overnight visitors during the summer season is estimated using data from the Maine Office of Tourism.

G.1 Recurring Regional Demand

Because the data collection occurred in December, it is important to look at the results in the context of parking demand from other times during the year. Data on customer entrance and exit volumes annually is not usually disclosed by private parking operators because the information is related to revenue. Data from the two publicly operated garages in the study area, Elm St and Spring St, are analyzed here to put the observed results from the December sample days into an annual context. Based on the location of the Elm St and Spring St garages, both are located in the north-west quadrant of the study area, it is likely that annual demand patterns at these garages are better indicators of recurring employment, retail, arena event, and restaurant related parking demand, rather than seasonal demand related to waterfront tourism and ferry passenger activity.

Data from the year prior to this study at the Elm St and Spring St garages were obtained. Figure 47 shows the December 1st daily parking demand with other Thursday demand levels during the year at the Elm St garage. The December 1, 2016 daily demand fell at the 81st percentile of Thursdays, well above the median (50th percentile) peak demand for Thursday.

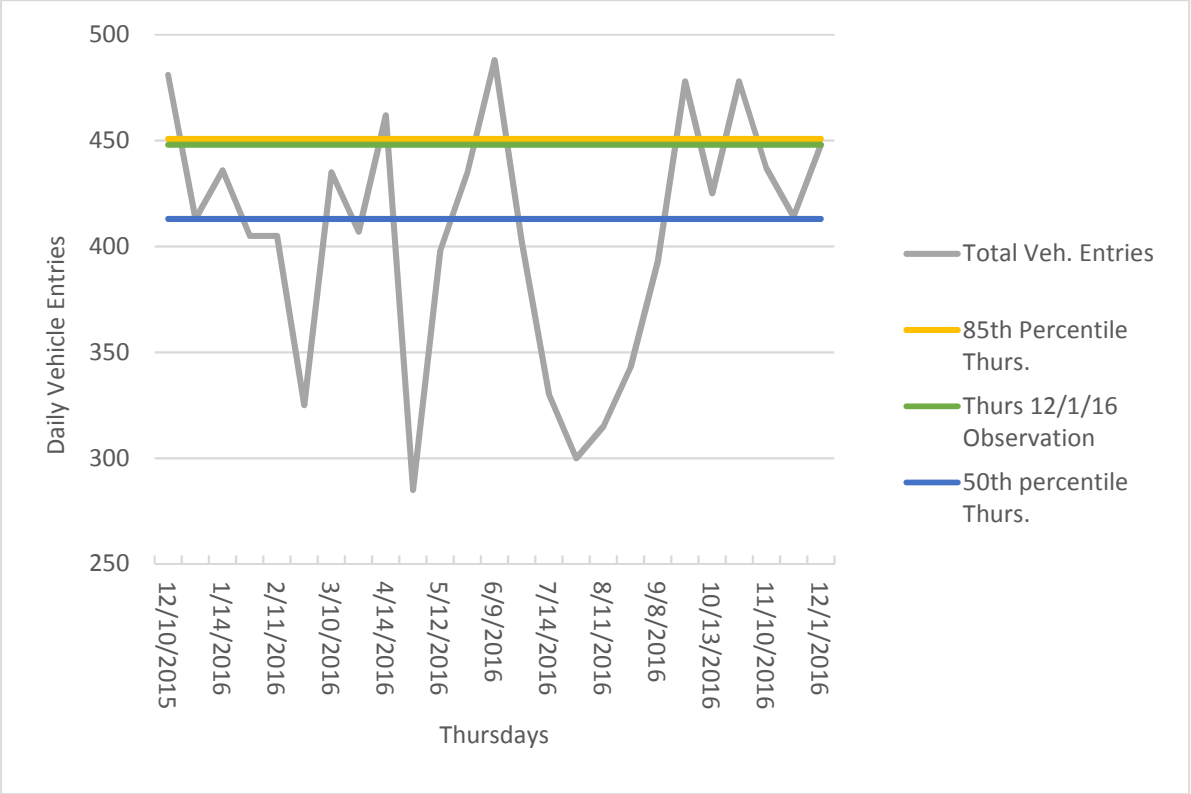


Figure 47: Recent Thursday Demand Variation at Elm St Garage

Thursday demand data from different seasons during the year at the Spring St Garage is shown in Figure 48. The December 1st 2016 data at the Spring St garage placed in the 87th percentile, corroborating that the Thursday sample date was well above average in parking demand, at least in the vicinity of the Elm St and Spring St garages.

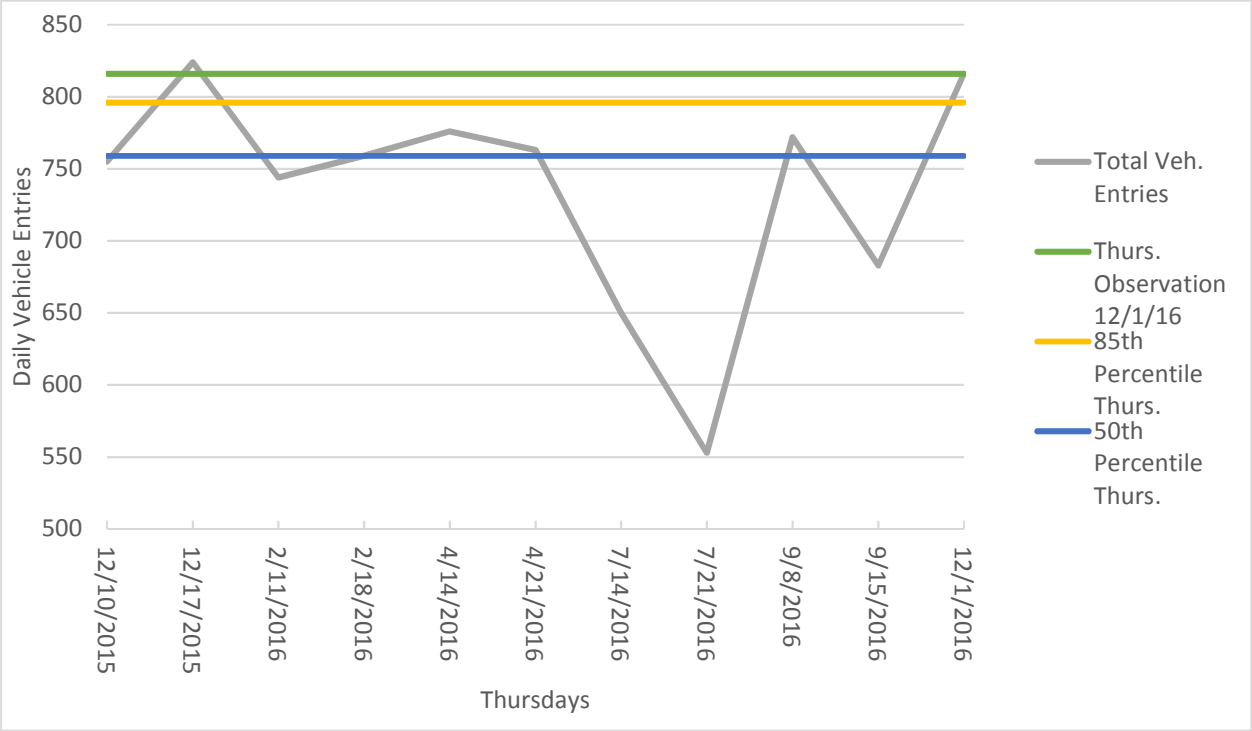


Figure 48: Recent Thursday Demand Variation at Spring St Garage

The same comparisons were made between the Saturday, December 3rd observations at Elm St and Spring St using annual Saturday data at each location. Figure 49 shows that the Elm St garage sample on December 3rd fits in near the 85th percentile of Saturday parking demand in the past year at that location. In Figure 50, however, we see that the December 3rd data at the Spring St garage is very close to the 50th percentile Saturday demand at that location. The observation day did not include an arena event and this is likely the reason for the observed demand at that location placing close to the median. The highest demand on Saturdays at Spring St appears to correspond with arena events during the year.

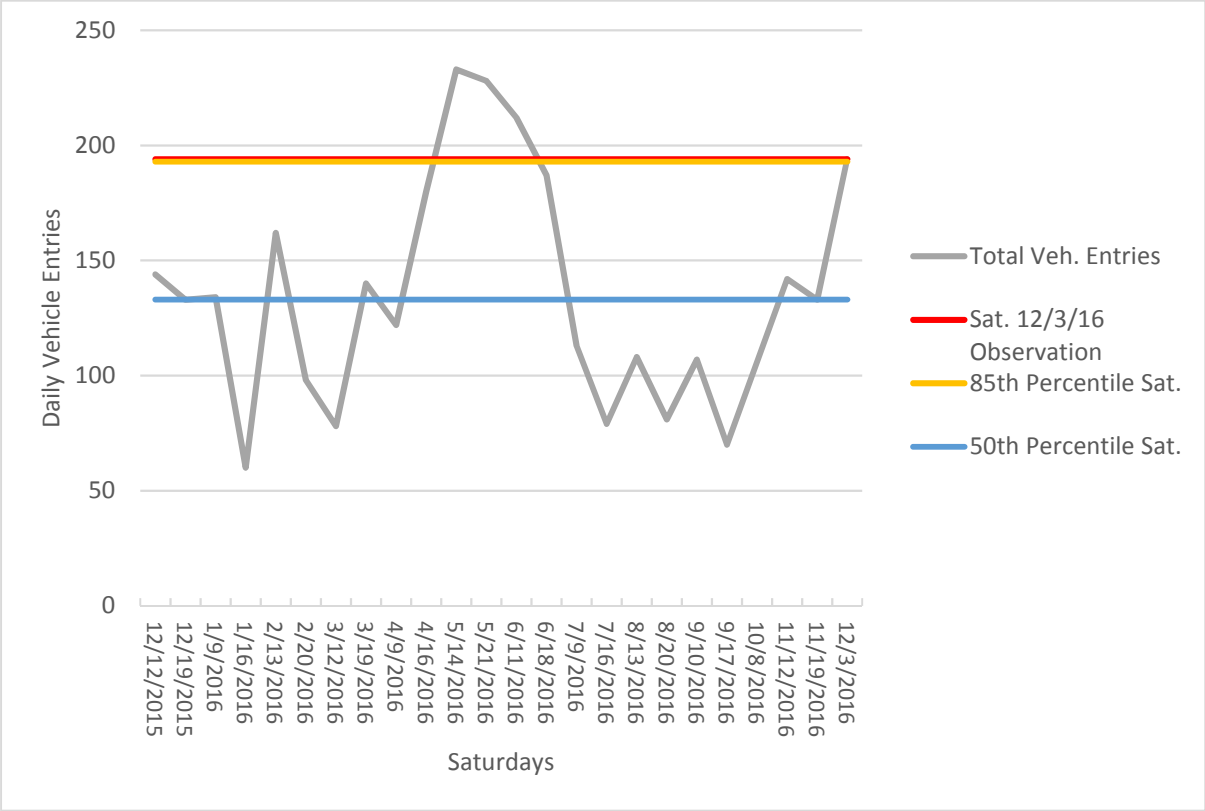


Figure 49: Recent Saturday Demand Variation at Elm St Garage

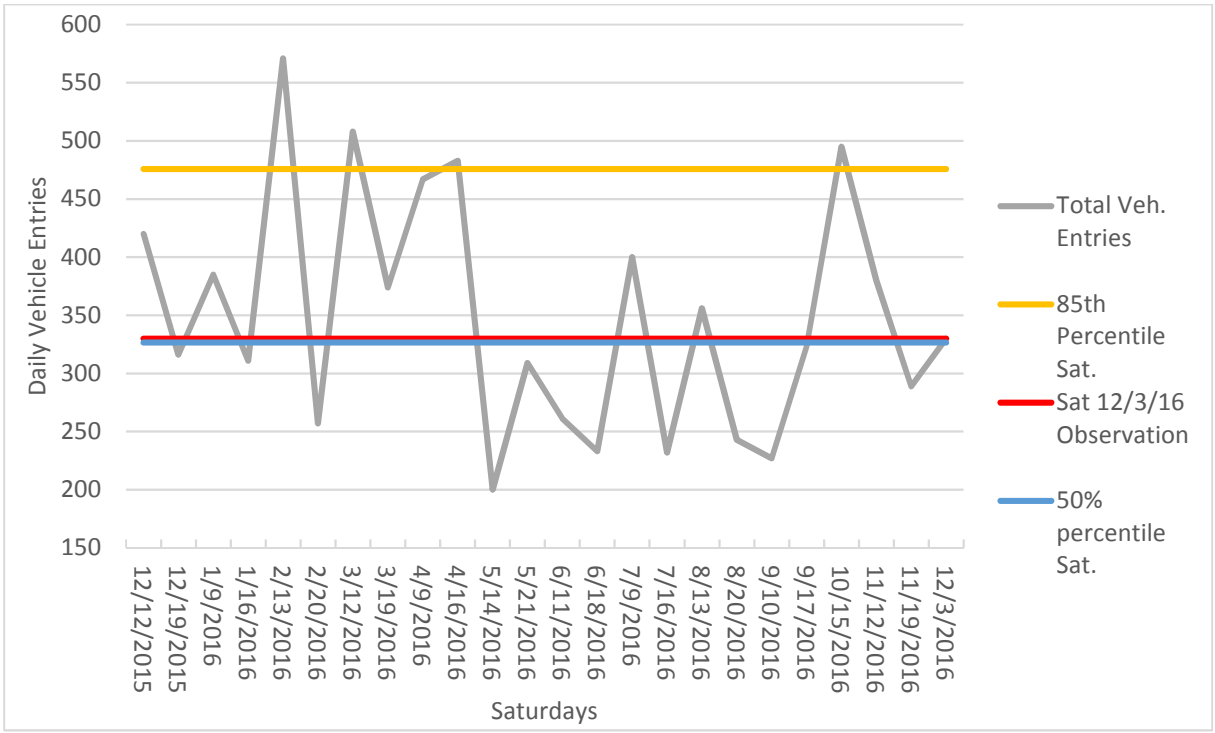


Figure 50: Recent Saturday Demand Variation at Spring St Garage

Based on the annual trends at Spring St and Elm St, we conclude that the December sample days were very likely a good representation of average to higher than average recurring regional parking demand in the study area based on the location of these garages.

It is interesting to note that both Elm St and Spring St garages appear to show lower demand for parking during July and August, when a higher percentage of office workers and educators would be expected to be on vacation. It does not appear that Elm St and Spring St attract a high volume of tourism parking during the summer. We were unable to investigate the annual trends at other privately-operated garages because operators typically do not share annual data. Further data collection in the summer season would be useful to determine whether other garages and lots see a downturn in recurring employee parking during the summer and also to find out which facilities are attracting peak season visitor parking demand.

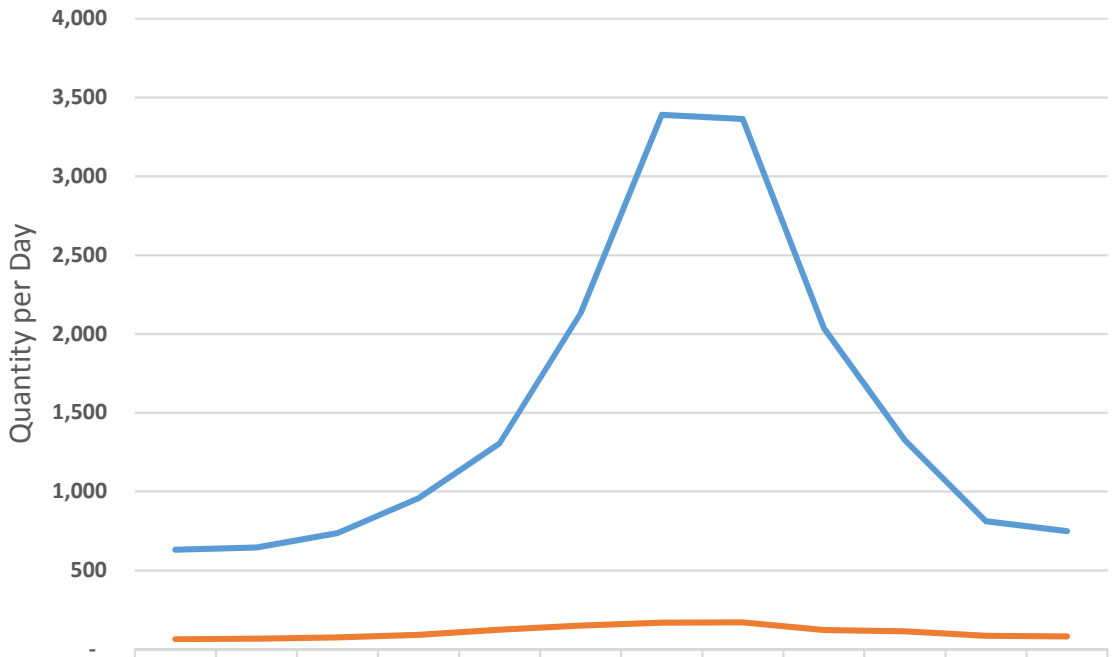
G.2 Seasonal Variation in Island Resident and Island Visitor Parking

In this section, an estimate of additional peak season parking demand in the study area associated with island ferry passenger activity is made using passenger data from Casco Bay Lines, employment data, and assumed automobile mode shares.

The City of Portland's Waterfront is home to the Casco Bay Lines Ferry Terminal, which serves as a vital transportation hub for residents of and visitors to several islands in Casco Bay including Peaks Island, Little Diamond Island, Great Diamond Island, Cliff Island, and Long Island. The parking garage located at the ferry terminal is known to house the vehicles of many island residents and a waitlist estimated at several years long exists for the opportunity to purchase monthly parking there. Island residents with a residential sticker from the City may also park in designated non-metered (but time limited) zones located on the Eastern Waterfront for days at a time, although finding an on-street space has become more difficult for islanders as development has occurred on the Eastern Waterfront. Additionally, island residents and visitors to the islands may purchase parking at other structured and surface lot facilities in the study area, if and when available.

For context, according to 2015 American Community Survey estimates, the island communities served by the Casco Bay Transit District have a year-round resident population of 1,258 people living in 589 year-round occupied households. Year-round island residents own 744 vehicles in total. The number of year-round island households owning at least one vehicle was 400. During the peak Summer season, the number of occupied households increases to 1,803. The ACS does not estimate seasonal population or seasonal vehicle ownership.

Available data describing travel to and from the islands consists of Casco Bay Lines ferry passenger monthly totals, on-board vehicle transport monthly totals, and worker flow data between the mainland and the islands for primary job holders. Ferry passenger volume variation is highly seasonal, the summer season is much higher than the rest of the year. Figure 51 shows the trend of average daily passenger and on-board vehicle volumes by month for the most recent year available.



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV *	DEC *
Avg Ferry Passengers per Day	631	646	736	957	1,306	2,134	3,391	3,365	2,036	1,325	812	750
Avg Vehicles per Day	64	67	74	92	124	151	168	171	122	113	85	81

Figure 51: Average Daily Ferry Passenger and Vehicle Volumes by Month

Source: Casco Bay Lines, 2016 monthly passenger and vehicle data. *November and December data are from 2015 as 2016 data for those months was not yet available at the time of the data request.

According to Longitudinal Employer-Household Dynamics (LEHD) data from 2014, the most recent year available, the number of workers who live on an island served by a Casco Bay Lines Ferry and hold a primary job on the mainland is approximately 550. Additionally, the number of workers who live on the mainland but hold a primary job on one of the islands totals approximately 100.

Subtracting the expected number of commuting workers to and from the islands from the average daily passenger totals for a given month leaves a remainder of passengers that consists of visitors, full-time island residents making non-work trips, and seasonal island residents (depending on the month). Table 28 shows the difference between August and December passengers after subtracting out the expected number of recurring work commute trips.

Table 28: Peak Season Ferry Passenger Difference

CBL Ferry Passengers	Dec	Aug	Difference (Aug-Dec)
Avg. Round Trip Passengers/Day	750	3,365	
Island Resident Workers who Commute Daily to Work on the Mainland (Primary Jobs)	-550	-550	
Mainland Residents Workers who Commute Daily to the Islands (Primary Jobs)	-100	-100	

Remaining Round Trip Passengers to/from the Islands per Day	=100	=2,715	2,615

Sources: Casco Bay Lines, 2016 monthly passenger and vehicle data; 2014 LEHD data, U.S. Census Bureau

To estimate the vehicle parking demand on the mainland associated with the August and December ferry passenger demand, some assumptions need to be made about how workers and non-workers travel to and from the ferry terminal. The following assumptions are made in the absence of more specific data on travel behavior to and from the islands particularly for non-work trips:

- Of the approximately 550 island resident workers who commute to the mainland, employment data shows that approximately 100 of these workers work in the Downtown/Old Port. It is assumed that these commuters by and large do not drive between the ferry terminal and their work destination.
- For the remaining 450 island resident workers, a drive mode share equivalent to the City of Portland's for work trips is assumed for travel between the ferry terminal and their work destination. The City's rate in 2015 was 73 percent drive alone, and about 9 percent carpool consisting of parties between 2 to 4 people.[13]
- For the approximately 100 workers who commute from the mainland to the islands, the City of Portland's drive alone and carpool to work mode shares are also assumed.
- For all other passengers including visitor trips, year-round island resident non-work trips, and seasonal island resident trips, it is assumed that average travel party size is 2.5, which was the average travel party size for day visitor parties to the Portland region in 2015[14]. A drive mode share of 82 percent is assumed based on the total automobile mode share of work travel in the City of Portland in 2015 in lieu of more specific data.

Applying the stated assumptions, an estimate for parking demand in the study area arising from ferry passenger activity is presented in Table 29. The average daily number of vehicles transported round trip on-board the ferry is subtracted from the estimated parking demand since those vehicles traveled with the passengers rather than remaining parked in the study area.

Table 29: Estimate of Peak Season Differential in Ferry Parking Demand

Vehicles	Dec	Aug	Difference (Aug-Dec)
Parking Demand Estimate for Island Resident Workers Who Commute by Car from the Ferry Terminal (Primary Jobs)	350	350	
Parking Demand Estimate for Mainland Residents who Commute by Car to the Islands	80	80	
Parking Demand Estimate for Remaining Passengers to/from the Islands	30	890	
Total Estimated Vehicles	460	1,320	
Average Ferry Transported Vehicles per Day	- 81	-171	
Estimate of Average Daily Ferry Parking Demand in the Study Area	=379	=1,149	**770**

[13] 2015 American Community Survey 5-year estimate. Work travel mode share for the City of Portland adjusted for commuting workers only (those who did not work from home).

[14] Maine Office of Tourism Visitor Tracking Research 2015 Calendar Year Annual Report: Regional Insights Greater Portland & Casco Bay. April 2016.pg 29.

The net additional 770 vehicles are added to the observed demand from December as a seasonal adjustment to the peak season for increased ferry parking demand. Because the passenger data from Casco Bay Lines does not give weekday vs. weekend variation in passenger demand, the average of 770 additional vehicles are added to both weekday and Saturday peak season estimates.

In addition to the Casco Bay Lines, the Eastern Waterfront hosts the international ferry to Nova Scotia that operates May through October. Based on average daily passenger data from 2014-2016, an average daily walk-on passenger total is 25. It is estimated that parking demand related to the walk-on passengers is 10 vehicles, raising the peak adjustment for combined ferry parking demand to 780 vehicles.

It is assumed that the impact of the additional 780 parked vehicles in the peak season would be allocated to the subarea zone of the Ferry Terminal, Subarea Zone 6, and then to the Eastern Waterfront, Subarea Zone 7, following that to Subarea Zones 4 in the Old Port and Subarea Zone 5 on the Central Waterfront, which are adjacent to Subarea Zone 6.

It is clear that added parking demand of approximately 780 vehicles from the increase in seasonal ferry ridership alone could consume most of the off-street December observed vacant parking spaces shown in Figure 45 for the following zones: Subarea Zone 6 (200-225 spaces), Subarea Zone 7 (400-425 spaces), Subarea Zone 4 (125-150 spaces), and Subarea Zone 5(125-150 spaces) which collectively had about 850-950 vacant off-street spaces at 12pm on a December weekday.

G.3 Summer Day Visitor Parking Demand Adjustment

A seasonal adjustment is estimated to account for the additional day visitor parking demand in the study area expected during the peak summer season. Detailed survey data commissioned by the Maine Office of Tourism are used to create the estimate. In the surveys, a day visitor to the Portland/Casco Bay region is defined as a traveler who originated within the state of Maine or from up to 100 miles from Maine's borders and traveled more than 50 miles from home to reach their destination. Day visitor trip purposes included leisure, visit friend/relative, and business. The average weekday and weekend day visitor parking demand to the study area is estimated for both the winter and summer seasons for the purpose of understanding the difference. The percentage of day visitors who reported visiting Peaks Island (7 percent) was subtracted from the adjustment so as not to overlap with the seasonal ferry passenger demand adjustment.

Several assumptions were made where specific data was not available. The automobile share of day visitor parties to the study area is estimated to be 93 percent. The automobile mode share of overnight visitors was between 81-93percent[15]. It is assumed that day visitors would have less time to travel by train or airplane, and therefore would be likely to drive at a rate closer to the high estimate for overnight visitors.

It is assumed that the volume of day visitors is on average 15 percent greater on weekend days as compared to weekdays. This is in keeping with tourism markets where leisure travel is dominant. Table 30 summarizes the derivation of estimated day visitor parking demand to the study area for the winter and summer seasons. The result is an estimated additional 1,710 vehicles on a peak season weekday and an additional 1,960 vehicles on a peak season Saturday.

[15] Maine Office of Tourism Visitor Tracking Research 2015 Calendar Year Annual Report. Prepared by DPA for the Maine Office of Tourism. March 2016. Pg. 34.

Table 30: Estimation of Seasonal Day Visitor Adjustment Factors to the Study Area

	Winter	Summer	Difference (Summer-Winter)	Variable/Equation
Months	Dec.-April	May-August		
Number of days in 2015/2016	151	123		A
Number of weekdays	105	86		B
Number of weekend days	46	37		C
Estimated total seasonal day visitation in Maine[16,17]	2,609,957	15,468,062	12,858,105	D
Day visitor primary destination was greater Portland/Casco Bay Region[14,15]	14%	11%		E
Share of day visitors to the greater Portland/Casco Bay region that visited the study area not including visitors to Peaks Island[18]	42%	42%		F
Average day visitor travel party size[19]	2.5	2.5		G
Automobile mode share of day visitors, assumed	93%	93%		H
Estimated seasonal day visitors to the study area	153,465	714,624	561,159	(D*E*F)
Daily average day visitors to the study area	1,016	5,810	4,794	(D*E*F)/A
Daily average day visitor parking demand to the study area	378	2,161	1,783	(D*E*F*H)/(A*G)
Weekday average day visitors to the study area (assume weekdays are 15% lower than weekend days)	972	5,559	4,587	(D*E*F)/(B+1.15*C)
Weekend average day visitors the study area (assume weekend days are 15% higher than weekdays)	1,118	6,393	5,275	1.15*(D*E*F)/(B+1.15*C)
Estimated weekday average day visitor parking demand in the study area	362	2,068	**1,710**	((D*E*F)/(B+1.15*C))*H/G
Estimated weekend average day visitor parking demand in the study area	416	2,378	**1,960**	1.15*((D*E*F)/(B+1.15*C))*H/G

[16] Maine Office of Tourism Visitor Tracking Research Summer 2016 Seasonal Topline. Prepared by DPA for the Maine Office of Tourism. October 2016. pgs. 19,25.

[17] Maine Office of Tourism Visitor Tracking Research Winter 2016 Seasonal Topline. Prepared by DPA for the Maine Office of Tourism. June 2016. pgs. 19,25.

[18] Maine Office of Tourism Visitor Tracking Research 2015 Calendar Year Annual Report: Regional Insights Greater Portland & Casco Bay. April 2016. Pgs. 42. (Sum of day visitors who reported visiting either the Waterfront (27%), the Museum of Art (10%), or the State Theater (5%).

[19] Maine Office of Tourism Visitor Tracking Research 2015 Calendar Year Annual Report: Regional Insights Greater Portland & Casco Bay. Prepared by DPA for the Maine Office of Tourism. April 2016. Pg. 29.

G.4 Summer Overnight Visitor Parking Demand

In this section, a seasonal adjustment is estimated to account for the additional overnight visitor parking demand in the study area expected during the peak summer season. The methodology uses a combination of published hotel occupancy rates in Portland for 2016, seasonal variation in statewide hotel occupancy rates, and Institute of Transportation Engineers (ITE) parking generation factors for urban hotels. The percent of overnight visitors (7 percent) who reported visiting Peaks Island in a survey commissioned by the Maine Office of Tourism[20] was subtracted because they are already captured in the seasonal ferry passenger parking demand adjustment.

Table 31 summarizes the derivation of the peak season overnight visitor parking demand adjustment. The result is an additional 260 vehicles on a peak season weekday and 400 vehicles on a peak season Saturday.

[20] Maine Office of Tourism Visitor Tracking Research 2015 Calendar Year Annual Report. Prepared by DPA for the Maine Office of Tourism. March 2016. Pg. 23.

Table 31: Estimation of Seasonal Overnight Visitor Adjustment Factors to the Study Area

Description	Result	Formula
Maine hotel occupancy annual rate 2015[21]	57%	A
Maine hotel occupancy winter rate[22]	42%	B
Maine hotel occupancy summer rate[19]	78%	C
Portland hotel occupancy annual rate 2015[18]	70%	D
Estimated Portland hotel occupancy Winter rate	55%	D-(A-B)
Estimated Portland hotel occupancy Summer rate	91%	D+(C-A)
Number of days in Dec. 2015-April 2016	151	E
Number of weekdays Dec. 2015-April 2016	105	F
Number of weekend days Dec. 2015-April 2016	46	G
Estimated winter weekday hotel occupancy in Portland (assuming weekdays are 10% lower)	54%	(55%)/((F+1.1*G)/E)
Estimated winter weekend hotel occupancy in Portland (assuming weekend days are 10% higher)	59%	1.1*(54%)
Number of days May-August 2016	123	H
Number of weekdays May-August 2016	86	I
Number of weekend days May-August 2016	37	J
Estimated summer weekday hotel occupancy in Portland (assuming weekdays are 10% lower)	89%	(91%)/((I+1.1*J)/H)
Estimated summer weekend hotel occupancy in Portland (assuming weekend days are 10% higher)	97%	1.1*(89%)
Hotel Rooms in the study area	1,393	K
Winter hotel weekday parking generation[23]	478	K*54%*0.64
Winter hotel Saturday parking generation[20]	740	K*59%*0.9
Summer hotel weekday parking generation (-7% for Peaks Island Visitors) [20]	735	(K*89%*0.64)-7%
Summer hotel Saturday parking generation (-7% for Peaks Island Visitors) [20]	1,137	(K*97%*0.9)-7%
Adjustment factor for weekday overnight visitor parking	**260**	Wkdy summer-winter
Adjustment factor for weekend day overnight visitor parking	**400**	Wkend summer-winter

[21] Maine Lodging Outlook 2016. Prepared for MEREDA by Pinnacle Advisory Group.
[22] 2015 Maine Lodging Study. June 2015. Prepared by DPA for The Maine Office of Tourism. Pgs. 16.
[23] ITE Parking Generation 4th Edition. 2010. Institute of Transportation Engineers. 0.64 vehicles/occupied room for weekdays and 0.9 vehicles/occupied room for weekends.

G.5 Adjusted Seasonal Demand

Combining the demand curves from the observed December sample in Section E with the estimated adjustments for peak season ferry travel, peak season day visitors, and peak season overnight visitors, a new adjusted estimate of peak season weekday parking demand is produced as shown in Figure 52. The peak season adjustments result in a parking demand that is higher than effective capacity between 12pm and 2pm on weekdays. Peak vehicle demand is estimated as approximately 14,300 vehicles, which is approx. 320 vehicles more than the effective capacity.

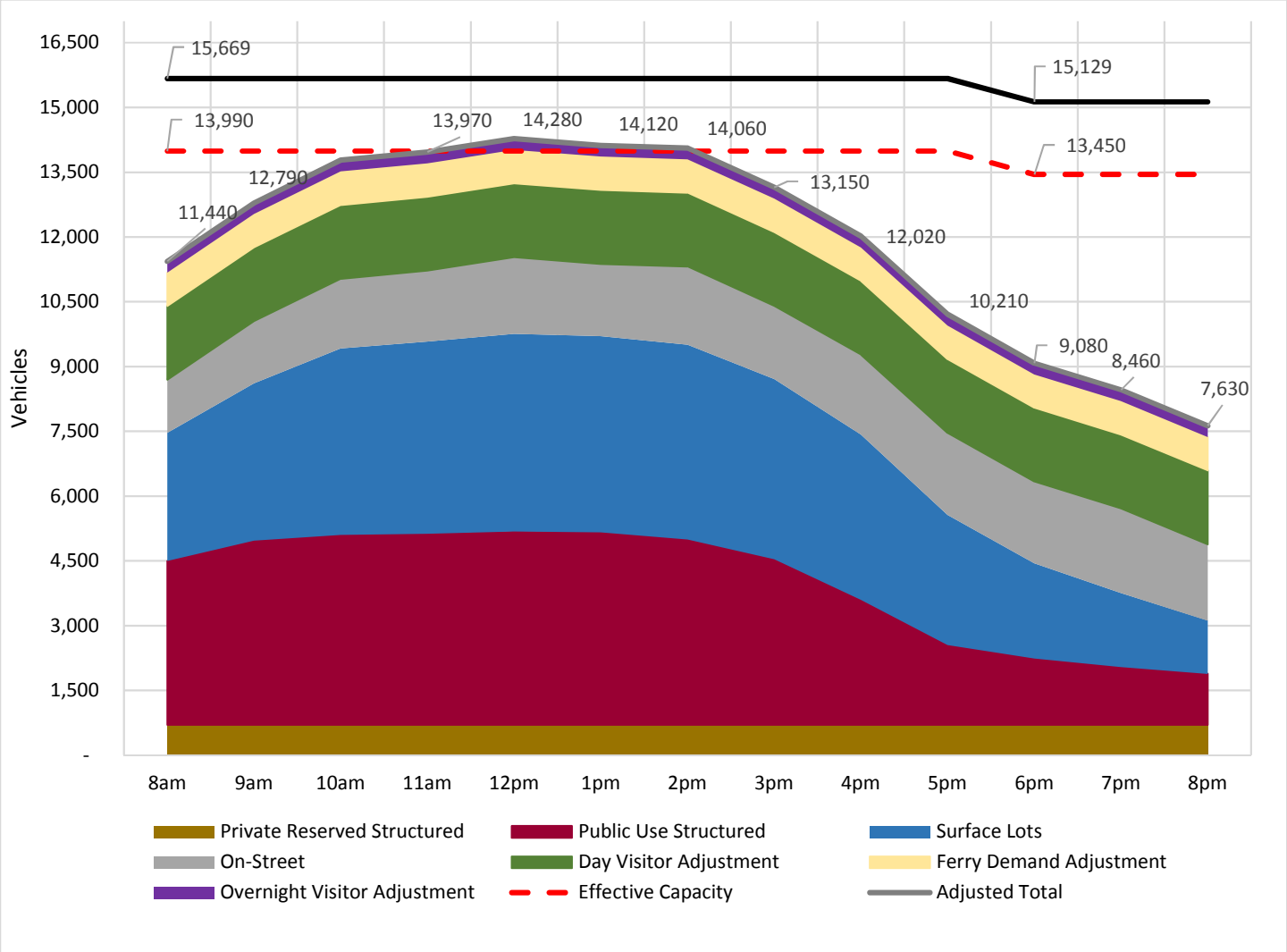


Figure 52: Weekday Observed Demand with Additional Summer Visitor Demand

Figure 53 shows the Saturday observed parking demand with added peak season adjustments. The peak occurs at 2pm with approx. 9,320 vehicles parked, about 4,300 vehicles below Saturday effective capacity.

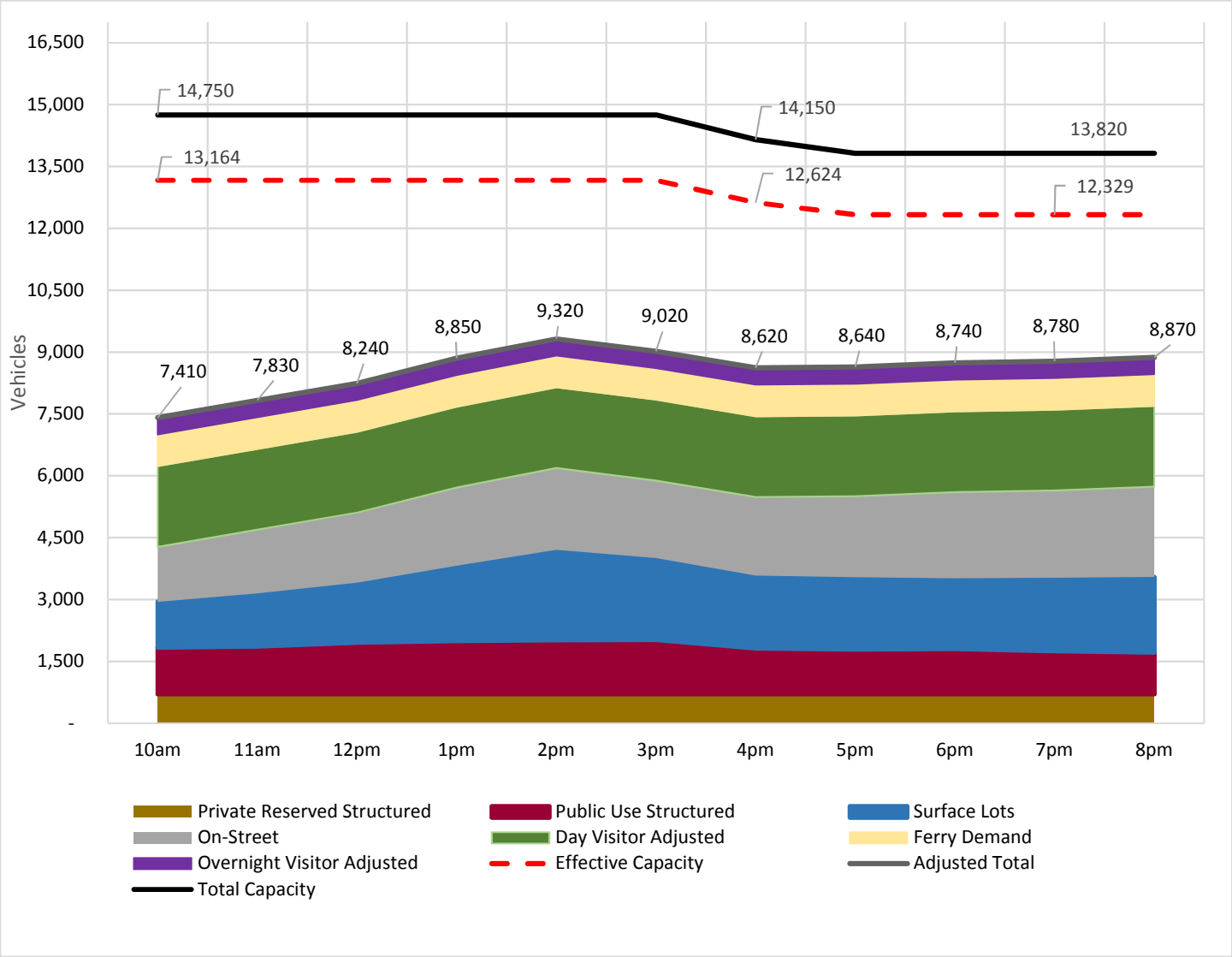


Figure 53: Weekend Observed Demand with Additional Summer Visitor Demand

H. Land Use-Based Analysis of Parking Demand

A second method to estimate parking demand in the study area is theoretical parking demand based on existing land use development with engineering industry standard parking generation factors. Land use-based parking demand analysis estimates how much parking a development will generate based on factors derived from averaged historical observed parking data found in studies of similar land uses. A commonly used source of parking generation factors is the Institute of Transportation Engineers (ITE) Parking Generation, 4th Edition. Although still the engineering standard for estimating the parking demand of new development when no applicable local parking case studies exist, the methodology has been called into question for reliance for too few or out of date samples used to calculate the factors, and overly conservative results leading to overdesigned parking.[24] The methodology also results in only a single answer for a parking supply, usually enough parking to satisfy a chosen peak.

To improve upon the results of land use-based parking analysis, the Urban Land Institute (ULI) Shared Parking 2nd Ed. Methodology can be used together with ITE factors to distribute parking demand by time of day based on the type of land use. Shared parking factors are also based on averaged observed land use specific parking studies. The ULI Shared Parking methodology allows for the estimation of how adjacent or nearby land uses may or may not be able to use the same parking supply in a complimentary way based on a distributed parking demand curve for each land use.

The steps taken to create a land-used based estimate for the Portland study area were:

- Commercial building use data by floor were obtained from the City's Tax Assessor office at the parcel level.
- Additional data on residential parcels were obtained from the City's GIS department.
- Vacancy rates of 7 percent for office, 1 percent for residential, and 2 percent for retail/restaurant were applied after consultation with the City Planning Department.
- The hotel occupancy level in the study area was set at 70 percent based on the 2015 average annual hotel occupancy for Portland[25]
- Assumptions had to be made about the percentage of internal capture trips in the study area for each land use. Internal capture is the expected share of trips that are attracted to a land use while the customer's vehicle is already parked for another purpose. An example occurs when an office worker goes to lunch on foot while their vehicle is parked at their office and the lunch trip does not extend the time the vehicle would already have been parked. Internal capture trips increase with dense mixed-use development, much like the study area. Low rates of internal capture of 10 percent or less were assumed except for restaurants in the study area which were assumed to have a 50 percent internal capture rate.
- ITE Parking Generation rates were used to calculate a peak parking demand for each identified land use at the 50th and 85th annual percentile demand levels according to ITE. The 50th percentile is intended to represent an average day, while the 85th is regarded to be the highest peak that should be designed for while remaining economical.
- The results of the ITE Parking Generation calculations were next processed through a spreadsheet of land use specific ULI Shared Parking time-of-day factors and then a spreadsheet of internal capture rates.
- The resulting charts give a combined peak parking demand by time of day that also shows how the parking demand of individual land uses crest and fall during the day while consuming and yielding shared parking.

[24] Shoup, Donald C.(2003) Truth in Transportation Planning. *Journal of Transportation Statistics*. Vol. 6 No. 1 2003.
[25] Maine Lodging Outlook 2016. Prepared for MEREDA by Pinnacle Advisory Group.

Figure 54 is the shared parking curve for the ITE generated weekday 50th percentile demand of the study area. The results of the 50th percentile calculation had a peak at 2pm of 14,470 vehicles, 480 vehicles more than effective study area capacity at that time. Noticeably, the 50th percentile land-used based estimate is not far off from the peak adjusted observed estimate in the prior section which found an average peak season high of 14,300 vehicle at 12pm. This is indicative of the reputation of ITE Parking Generation factors as over predicting parking demand.

Another point made apparent from the land-use based parking demand calculations is that Downtown Portland appears that it would have difficulty hosting a mid-day event at Cross Insurance Arena during the summer on a weekday. The Arena parking demand was generated using the seating capacity as an input variable. Cross arena has a seating capacity of 6,733 and is predicted by ULI Shared Parking Factors to have a peak parking demand of 2,200 vehicles. An event using the full seating capacity of the Arena held mid-day during the peak season could push parking demand several hundred over the total capacity of the study area according the land-use based calculations. Evening and weekend events at the Arena, however, appear to be well accommodated for parking.

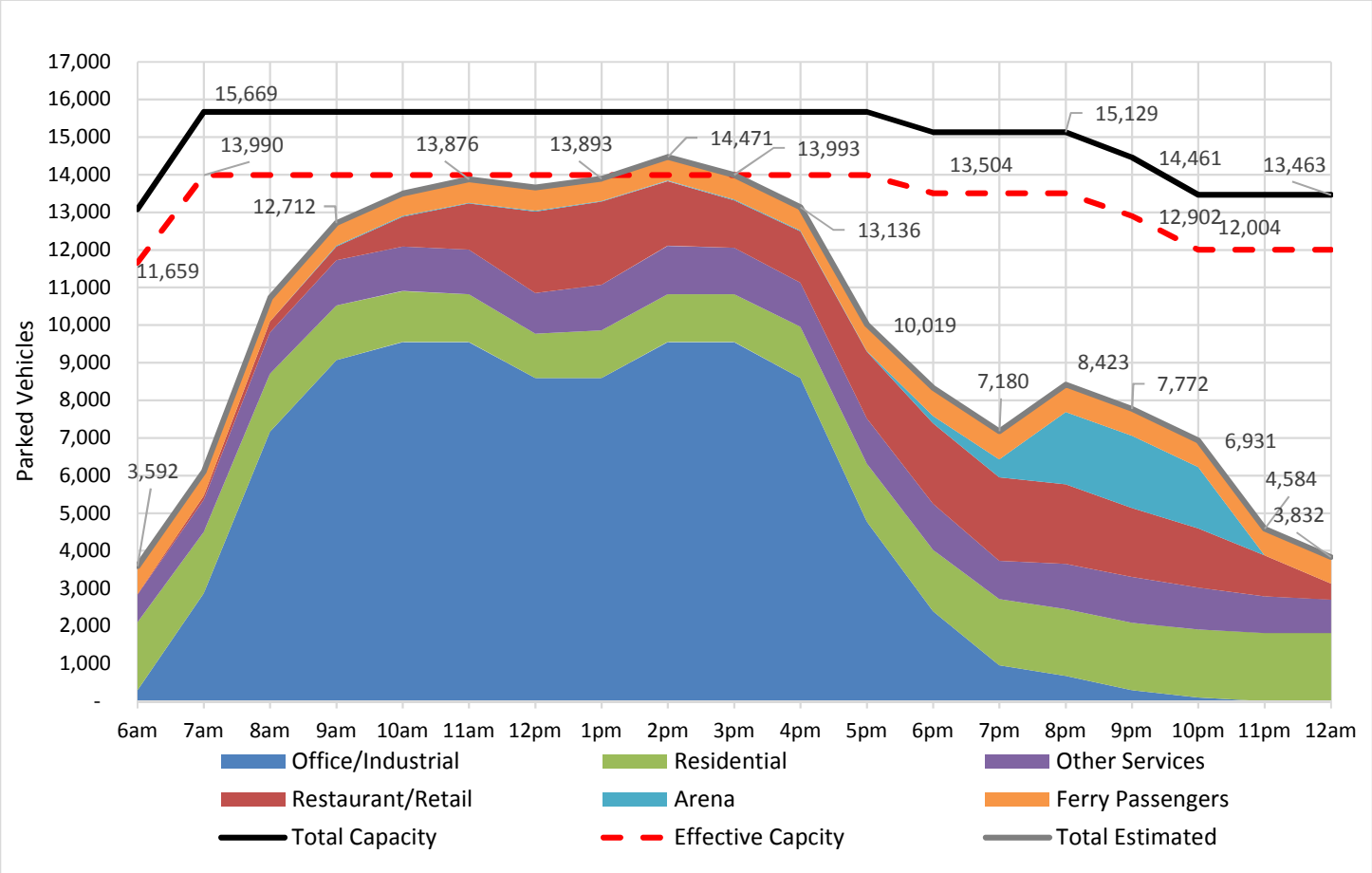


Figure 54: Weekday 50th Percentile Peak Demand Land-Use Calculated

Figure 55 has the resulting shared parking curve for the ITE generated Saturday 50th percentile demand showing a peak at 8pm of 10,350 vehicles assuming an arena event in the evening. Without an arena event, the peak occurred at 12pm with 9,390 vehicles. Again, what is meant to be an average annual Saturday using the ITE land-use based factors turned out very close to the observed occupancy with peak season adjustment which had a Saturday peak of 9,320 at 2pm.

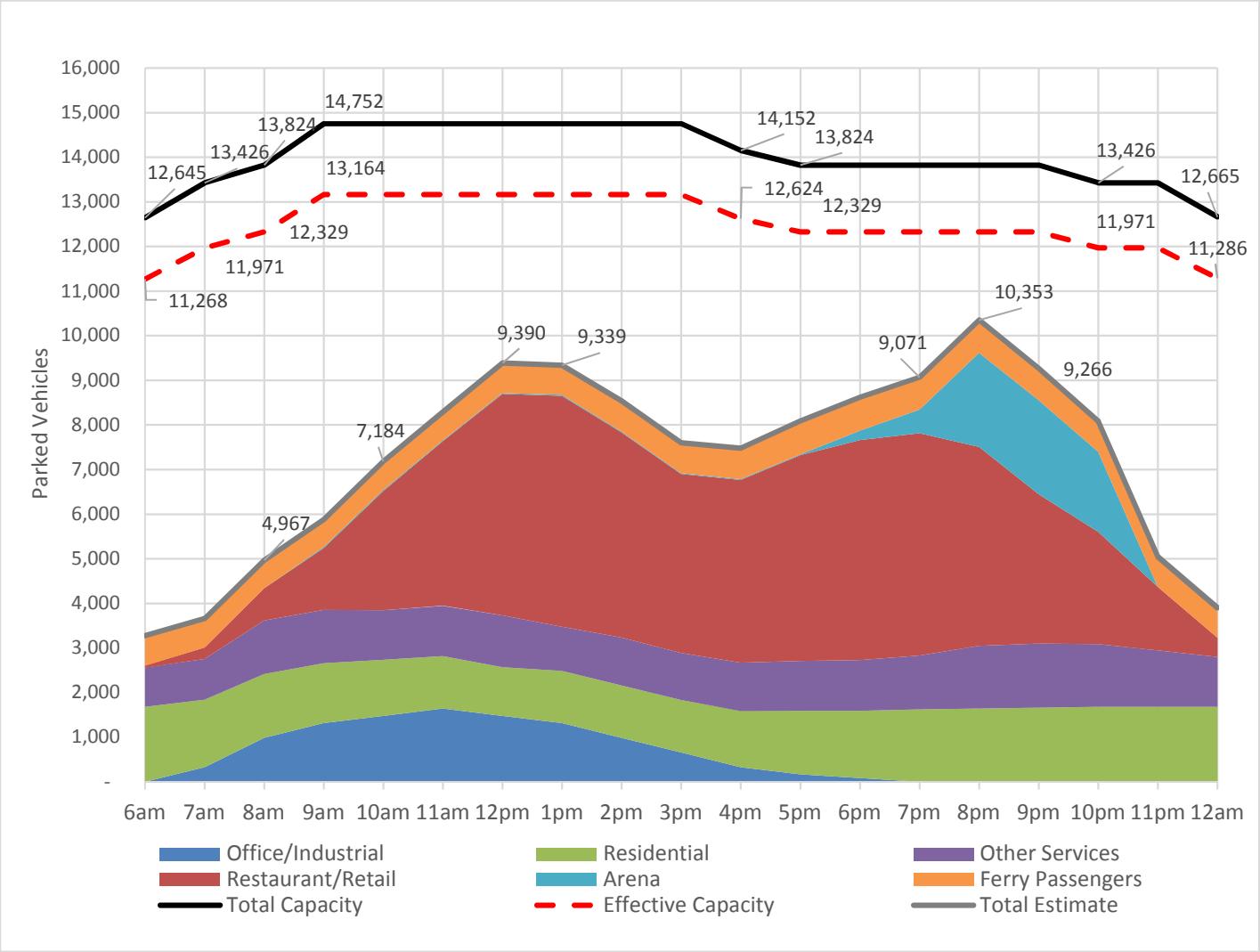


Figure 55: Saturday 50th Percentile Peak Demand Land-Use Calculated

When the weekday 85th percentile demand factors from ITE were applied to the study area land use, the results came out unreasonably high with a peak of 17,270 at 2pm, approximately 1,500 more than the total parking capacity of the study area. Such an occurrence would leave no open parking space in the study area and would also fill the public use spaces in the quarter mile buffer area. It is unlikely that this is a good representation of the peak season in the Portland study area and for this reason, the ITE 85th percentile demand factors are not applied further in this study. The 50th percentile ITE demand factors together with the ULI Shared Parking methodology appear to better approximate what was found to be a likely peak scenario based on the observed and adjusted results.

I. Existing Conditions Conclusion

In conclusion, Table 32 summarizes the following for the weekday existing conditions:

1) The results of the observed parking occupancy analysis performed in December, which was found to likely be a good representation of recurring parking demand but lacked peak season visitor and increased ferry passenger parking demand.

2) The observed parking occupancy analysis with calculated adjustments to account for additional peak summer season parking demand related to higher ferry passenger ridership and higher levels of overnight and day visitors.

3)The theoretical land-use based parking demand estimated using ITE Parking Generation (4th Ed.) factors together with ULI Shared Parking (2nd Ed) factors at the 50th percentile demand, which was found to be more realistic as an approximation of peak season demand for the study area compared to the results using 85th percentile factors.

Weekday Peak								
Demand Estimation Method	Peak Hour	Full Capacity of Study Area at Peak	Effectively Full Occupancy Level	Peak Demand	Spaces Available Until Effectively Full	Reserve Spaces Remaining	Total Remaining Spaces	Parking Demand Reduction Needed
Observed Occupancy Dec. 2016	12pm	15,670	13,990	11,540	2,450	1,680	4,130	-
Observed Occupancy Dec. 2016 + Peak Season Adjustments	12pm	15,670	13,990	14,280	-290	1,390	1,390	**290**
ITE/ULI Land-Use Calculated Demand (50th percentile factors)	2pm	15,670	13,990	14,470	-480	1,200	1,200	**480**

Table 32:Weekday Existing Parking Demand Results Summary

While the observed parking occupancy in December was found to be 2,450 below effective capacity, after adjusting average daily parking demand for the peak season, we find that the study area is likely approximately 290 vehicles over effective parking capacity during the mid-day peak hour in the peak summer season. The land-use based calculation of parking demand using 50th percentile factors estimated that the study area is 480 vehicles over effective parking capacity. Travelers to the Study area do have access to an additional 1,300 off-street spaces with an effective capacity of 1,170 spaces within a quarter mile of the study area. However, this additional supply is shared with demand generated outside of the study area which was not calculated during this study.

It was found that a high-range estimate of monthly parking supply within the study area, 10,750, is below estimated employee monthly parking demand, 11,070. Additional monthly parking supply outside of the study area, such as parking structures north of Cumberland Ave, have some additional monthly parking shared with land-use outside of the study area and this additional supply appears to be needed to accommodate monthly employee parking demand in the study area. Given the tight market for monthly parking, it is likely that unrestricted parking on streets surrounding the study area are being used by employees of the study area.

It was found that during the peak summer season on a weekday, added parking demand related to higher ferry passenger ridership levels alone is of an order magnitude capable of consuming much of the peak period off-street

vacant parking observed during December in zones surrounding the Casco Bay Ferry Terminal. When day and overnight visitor parking demand is added to the weekday summer peak, a majority of whom visit the Old Port and Waterfront, the pattern of how the vacant space observed during December fills up would appear to emanate from the Ferry Terminal and Waterfront consuming vacant space gradually outward to Cumberland Ave.

On Saturday, it was found that off-street parking facilities were well below effective capacity. Table 33 summarizes the Saturday existing conditions case:

Saturday Peak								
Demand Estimation Method	Peak Hour	Full Capacity of Study Area at Peak	Effectively Full Occupancy Level	Peak Demand	Spaces Available Until Effectively Full	Reserve Spaces Remaining	Total Remaining Spaces	Parking Demand Reduction Needed
Observed Occupancy Dec. 2016	2pm	14,750	13,160	6,190	6,970	1,590	8,560	-
Observed Occupancy Dec. 2016 + Peak Season Adjustments	2pm	14,750	13,160	9,320	3,840	1,590	5,430	-
ITE/ULI Land-Use Calculated Demand (50th percentile factors)	12pm	14,750	13,160	9,390	3,770	1,590	5,360	-
ITE/ULI Land-Use Calculated Demand (50th percentile factors) with 8pm Arena Event	8pm	13,820	12,330	10,350	1,980	1,490	3,470	-

Table 33: Saturday Existing Parking Demand Results Summary

On-street parking during the weekday sample was found to be below 85 percent occupied overall in the study area except for during the evening at around 7pm. Individual streets varied however, and it was found that Commercial St was over capacity after 4pm, Exchange St was over capacity between 11am and 6pm, Middle St was over capacity between 11am and 3pm and then again at 7pm, and Casco St was over capacity after 6pm.

Saturday on-street parking was above 85 percent occupied overall in the study area for much of the day after 1pm which is likely giving the perception that there is little parking to be found when in fact, off-street parking is abundant on Saturday, though at a higher price. Commercial St was over capacity from 1pm on. Both Middle St and Exchange St were over capacity during all sampled hours except for 3pm. Spring St was over capacity after 6pm. Casco St was over capacity from 11am onward.

J. Projected Future Parking Supply and Demand

This chapter of the report projects future parking supply and demand considering ferry passenger growth, tourism trends to the Casco Bay Region, and three land use development scenarios that include new parking supply. Our methodology is outlined here:

1). First, using recent historic ferry passenger and ferry vehicle transport data, we determine a daily parking demand for ferry passengers 10 years into the future during the peak season.

2). Considering data from the Maine Office of Tourism, we determine if an additional growth factor for visitor parking demand is needed in addition to the projected parking demand from ferry passenger growth and new land use development.

3). Next a land use development analysis is carried out in the following steps:

a. A set of approved and likely development projects in the next 10 years were obtained from the City of Portland. Three build-out levels, 50%, 75%, and 100% build out, are calculated to create three development scenarios. The scenarios are compared with population growth estimates from Portland's Comprehensive Plan and state employment growth estimates.

b. The three development scenarios are then apportioned to the study area using the subarea zone geography convention from the existing conditions chapter.

c. A combination of ITE Parking Generation (4th Ed) and ULI Shared Parking (2nd Ed) methods are used to calculate a time distributed daily parking demand for each scenario based on land use development.

d. An accounting of the new development generated parking demand, newly built parking, and eliminated parking due to construction reveals whether the development scenarios are projected to be parking demand neutral, create a net new parking supply surplus, or create a future parking supply deficit.

J.1 Projected Ferry Passenger Parking Demand

Casco Bay Lines Ferry passenger ridership between the City of Portland Waterfront and the Casco Bay Islands has grown in recent years by 12.5% between 2012 and 2016. A 10-year growth projection of ferry passenger parking demand is calculated here continuing the recent 5-year growth trend. Table 34 shows the compound annual growth rates (CAGRs) for annual passenger and vehicle volumes between 2012 and 2016.

Table 34: Casco Bay Lines Passenger Growth 2012-2016

Round-Trip Passengers	2012	2013	2014	2015	2016	Total % Growth 2012-2016	Compounded Annual Growth Rate
Annual Total	491,624	492,740	492,222	547,188	552,868	12.5%	2.4%
Round-Trip Transported Vehicles	2012	2013	2014	2015	2016	Total % Growth 2012-2016	Compounded Annual Growth Rate
Annual Total	15,413	12,978*	16,068	17,168	19,998	29.7%	5.3%

* In 2012 the car ferry was dry docked and service was subcontracted

The passenger and vehicle growth rates were then used to project peak daily passenger and vehicle totals in 2027 as shown in Table 35. To convert ferry passenger and transported vehicle volumes to projected parking demand, the same set of assumptions that were made as in Section G.2 of the existing conditions chapter were applied. Those assumptions were:

- Employment data shows that approximately 18% of the island resident workers who commute to the mainland work in the Downtown/Old Port. It is assumed that these commuters by and large do not drive between the ferry terminal and their work destination.
- For the remaining island resident workers, a drive mode share equivalent to the City of Portland's for work trips is assumed for travel between the ferry terminal and their work destination. The City's rate in 2015 was 73% drive alone, and about 9% carpool consisting of parties between 2 to 4 people.[26]
- The City of Portland's drive alone and carpool to work mode shares are also assumed for the workers who commute from the mainland to the islands,
- For all other passengers including visitor trips, year-round island resident non-work trips, and seasonal island resident trips, it is assumed that average travel party size is 2.5, which was the average travel party size for day visitor parties to the Portland region in 2015[27]. A drive mode share of 82% is assumed based on the total automobile mode share of work travel in the City of Portland in 2015 in lieu of more specific data.

Included in the future projection is an assumed rate of growth of the number of work commuters traveling to and from the islands. Commuter populations were increased by 8 percent in keeping with the Portland Comprehensive Plan goal of 8 percent population growth in 10 years. The result was a projection of an additional peak season daily parking demand of 230 vehicles for ferry passengers using Casco Bay Lines as shown in Table 35. The ferry parking projection will be added to both weekends and weekdays.

[26] 2015 American Community Survey 5-year estimate. Work travel mode share for the City of Portland.
[27] Maine Office of Tourism Visitor Tracking Research 2015 Calendar Year Annual Report: Regional Insights Greater Portland & Casco Bay. April 2016.pg 29.

Table 35: Projected Additional Ferry Parking Demand in 2027

Passengers	Aug-16	Projected Aug 2027	Difference (2027-2016)
Avg Round Trip Ferry Passengers/Day	3,365	4,472	
Year-round Island Resident Workers who Commute to Work on the Mainland (Primary Jobs)	550	594	
Year-Round Mainland Residents who Work on the Islands	100	108	
Remaining Passengers to/from the Islands	2,715	3,770	1,056
Vehicles	**Aug-16**	**Projected Aug 2027**	**Difference (2027-2016)**
Parking Demand Estimate for Island Resident Workers Who Commute by Car from the Ferry Terminal (Primary Jobs)	350	380	
Parking Demand Estimate for Mainland Residents who Commute by Car to the Islands	80	80	
Parking Demand Estimate for Remaining Passengers to/from the Islands	890	1,240	
Total Estimated Vehicles	1,320	1,700	
Average Ferry Transported Vehicles per Day	-171	-318	
Estimate of Ferry Parking Demand in the Study Area	=1,149	= 1,382	**230**

Forecasts of passenger demand for international ferry service to Nova Scotia were unavailable. Based on average daily passenger data from 2014-2016, an average daily walk-on passenger total of 25 will be held constant for the future weekday and weekend projections. It is estimated that parking demand related to the walk-on passengers is 10 vehicles.

The results project a total ferry passenger parking demand of 240 additional vehicles in 2027. Ferry parking demand peaks in the evening and during the early morning hours before 7am. During the day, parking demand dips slightly as island residents make trips using their vehicles and visitors return to their vehicles. The time of day demand distribution from the Casco Bay Parking Garage is used an approximation for the time of day distribution for ferry parking demand.

J.2 Tourism Considerations

The Maine Office of Tourism does not forecast visitor levels, although it does set future goals for increased visitation, such as first-time visitation and business visitation. Recent data on 2016 from the office of tourism showed another strong year for increased visitors in Maine. Between 2012 and 2016, visitation grew by from 28 million visitors to 35.8 million visitors, which was a 28% percent increase overall and a compound annual growth rate of 5%. However, visitation to the Greater Portland Casco Bay Region is not necessarily growing at the same rate as the state Maine

because a lower percentage of visitors reported making the Portland region their primary destination in 2016 as compared to 2012[28] [29] [30].

Our future estimate of overnight visitor parking demand to the study area is based on the growth in hotel rooms in each development scenario. An occupancy rate of 70%, the annual average from 2016, is applied into the future scenarios.

Similar to the existing conditions land use-based parking analysis, the future parking demand estimates are based on land-use generated parking demand using ITE Parking Generation (4th Ed) factors at the 50th percentile demand level together with ULI Shared Parking (2nd Ed). The 50th percentile demand level factors were found to be a better representation of Portland's existing conditions peak season than 85th percentile factors, which produced an unreasonably high peak too dissimilar from observed occupancy and calculated seasonal adjustment factors.

Land-use based parking generation does not delineate between resident and visitor parking demand, total demand is based on the quantity of land-use development. The peak demand from the parking generation factors is already an approximation of the high demand season, meaning additional demand from tourism does not need to be added unless it is believed that tourism is increasing beyond the rate suggested by new development. New retail, restaurant, and hotel development specified in the future projects have been sized in anticipation of tourism. Additionally, we are accounting for growth in ferry passenger ridership in the future demand estimates, based on passenger growth since 2012, which is a way of accounting for projected island tourism growth.

J.3 Land-Use Development Scenarios Parking Analysis

Information on a set of approved and potential future projects within a 10-year time frame was obtained from the City of Portland's Planning Department and the Economic Development Department. Figure 56 shows the approximate location of future projects within or very near the study area. The study area is shown divided into seven subarea zones as defined in the existing conditions chapter for the sake of discussion. The location of the projects suggests both a concentration of new parking demand in Subarea Zones 3 and 5, and a second concentration of new parking demand in Subarea Zone 7, the Eastern Waterfront, that will include new demand in the eastern edge of Subarea Zone 6 at the Maine State Pier.

[28] Maine Office of Tourism Visitor Tracking Research 2012 Calendar Year Annual Report. Prepared by DPA. Pgs. 52,77. Seventeen percent of annual day visitors reported making the Portland region their primary destination.
[29] Maine Office of Tourism Visitor Tracking Research Winter/Spring 2016 Seasonal Topline pgs24,25. Fourteen percent of winter and spring day visitors reported making the Portland region their primary destination.
[30] Maine Office of Tourism Visitor Tracking Research Summer 2016 Seasonal Topline pgs24,25. Eleven percent of day visitors reported making the Portland region their primary destination.

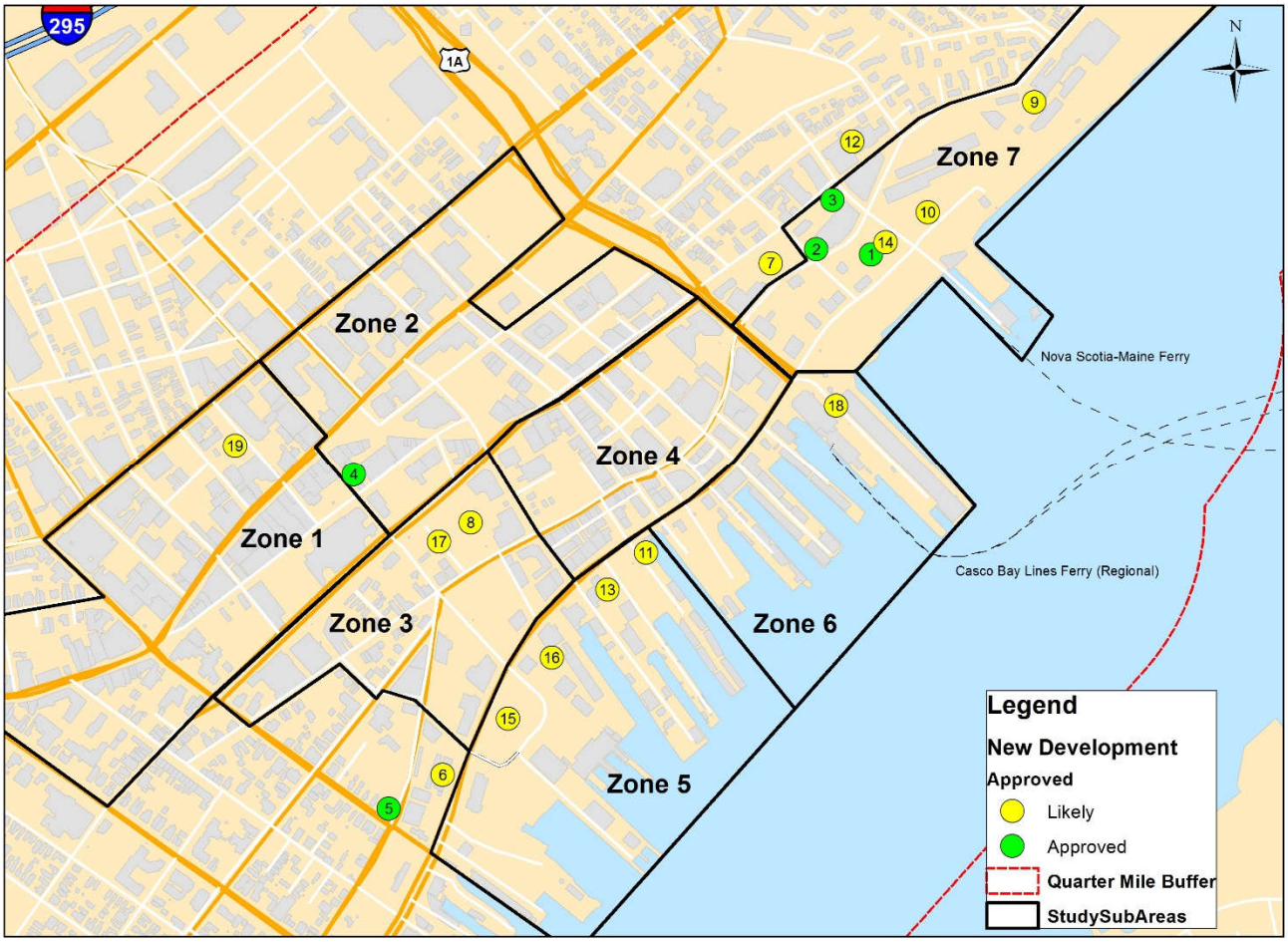


Figure 56: Future Development Projects: Approved and Likely

J.3.1 Approved but Unoccupied Land Use Developments

The developments in Table 36 are either under construction or now complete but were not occupied and therefore did not generate parking demand at the time of the parking occupancy surveys in December 2016. As a result of not having been included in the existing conditions analysis, they are included here in the future analysis.

Table 36: Approved Development Projects

Map No.	Project Description
1	158 Fore Street (AC Hotel) – 150 room hotel/4,000SF restaurant with 65 parking spaces in the Ocean Gateway Garage
2	33 India Street - 5,964SF retail/8 residential units with 44 parking spaces used in the Ocean Gateway Garage
3	8 Middle Street – 39,526SF Office/5,032SF Retail Units with 124 parking spaces used in the Ocean Gateway Garage
4	121 Center Street – 8,859SF expansion of Aura entertainment venue with 60 parking spaces used in nearby existing lots
5	101 York Street – 63 residential units/7,000SF restaurant/9,955SF retail with 211 parking spaces (95 existing surface parking spaces eliminated)

J.3.2 Assumed Future Land Use Developments Likely to Occur

Some of the developments anticipated in the next 10 years are expected to provide on-site parking, those developments are grouped in Table 37. Other developments plan to provide parking by using existing spaces in a nearby lot or garage, those developments are included in Table 38.

Table 37: Likely Developments with On-Site Parking

Map No.	Project Description
6	383 Commercial Street (former Rufus Deering site) – 22,691SF retail/275 residential units with 390 parking spaces
7	209 Fore Street (Next to Hampton Inn) – 136 hotel room with 97 parking spaces
8	3 Portland Square - 300,000SF office/30,000SF retail/35,000SF restaurant/84 residential units/145 room hotel with 1480 parking spaces (547 existing surface spaces eliminated)
9	58 Fore Street (Portland Company) – 123,917SF office/50,273SF retail/638 residential units/132 room hotel/3,800SF restaurant with 616 parking spaces
10	Thames Street Surface Lot – 80,000SF office with 450 parking spaces (100 existing spaces eliminated)
11	Fisherman's Wharf – 93 room hotel/30,405SF office/7,625SF retail/5,200SF restaurant with 501 parking spaces (261 existing surface parking spaces eliminated)
12	Shipyard Brewery Expansion – 3,382SF retail/103 residential units with 420 parking spaces
13	230 Commercial Street (Union and Widgery Wharf) – 18,000SF office/10,000SF mixed use with 179 parking spaces (208 existing surface parking spaces eliminated)
19	Brown St Garage- 257 space parking structure for the tenants of 511 Congress St. (67 existing surface spaces eliminated)

Table 38: Likely Developments without On-Site Parking

Map No.	Description
14	158 Fore Street –48,000SF office /21,000SF retail/48-unit residential building
15	Portland Fish Pier– 10,000SF marine use/20,000SF office (20 surface parking spaces eliminated)
16	Portland Fish Pier– 20,000SF office/10,000SF light manufacturing
17	Cotton Street – 10,000SF retail/10,000SF restaurant/20,000SF office/20,000SF residential (50 spaces eliminated)
18	40 Commercial Street (Maine State Pier) – 20,000SF office

J.3.3 Development Scenario Summaries

Aggregating all identified development projects by land use type, the full build out scenario is summarized in Table 39. The amount of new parking built is shown, as well as any parking eliminated from construction.

Table 39: Summary of Approved and 10-Year Likely Future Development: Full Build-Out

	Subarea Zone							
	1	**2**	**3**	**4**	**5**	**6**	**7**	**Total**
Full Build-Out								
Residential Units	-	-	104	-	338	-	813	**1,255**
Restaurant Sqft	-	-	45,000	-	12,200	-	7,800	**65,000**
Office Sqft	-	-	320,000	-	88,405	20,000	291,443	**719,848**
Retail Sqft	-	-	40,000	-	52,843	-	85,651	**178,494**
Hotel Rooms	-	-	145	-	93	-	418	**656**
Industrial Sqft	-	-	-	-	20,000	-	-	**20,000**
Other Sqft	-	8,859	-	-	-	-	-	**8,859**
	-	-	-	-	-	-	-	**-**
Newly Built Parking	257	-	1,480	-	1,281	-	1,583	**4,601**
Eliminated Parking	67	-	597	-	639	-	100	**1,403**
Net New Parking	190	-	883	-	642	-	1,483	**3,198**
Existing Parking Reserved	-	60	-	-	-	-	233	**293**

Two additional scenarios were created to view the results of what might happen if less development than anticipated were to occur. As a simplified way of doing this, the likely to occur but not previously approved projects listed in Table 37 and Table 38 were reduced in total size to create a scenario described as all approved development plus 75 percent of likely development, summarized in Table 40. Similarly, Table 41 summarizes the last scenario described as all approved development plus 50 percent of likely development.

Table 40: Summary of Approved Development Plus 75 Percent of Likely 10-Year Development

	Subarea Zone							
	1	**2**	**3**	**4**	**5**	**6**	**7**	**Total**
Approved+ 75%								
Residential Units	-	-	78	-	269	-	616	**963**
Restaurant Sqft	-	-	33,750	-	10,900	-	6,850	**51,500**
Office Sqft	-	-	240,000	-	66,304	15,000	218,582	**539,886**
Retail Sqft	-	-	30,000	-	42,121	-	66,987	**139,108**
Hotel Rooms	-	-	109	-	70	-	351	**530**
Industrial Sqft	-	-	-	-	15,000	-	-	**15,000**
Other Sqft	-	8,859	-	-	-	-	-	**8,859**
	-	-	-	-	-	-	-	**-**
Newly Built Parking	193	-	1,110	-	1,014	-	1,187	**3,504**
Removed Parking	50	-	448	-	503	-	75	**1,076**
Net New Parking	143	-	662	-	511	-	1,112	**2,428**
Existing Parking Reserved	-	60	-	-	-	-	233	**293**

Table 41: Summary of Approved Development Plus 50 Percent of Likely 10-Year Development

	Subarea Zone							
	1	**2**	**3**	**4**	**5**	**6**	**7**	**Total**
Approved+ 50% Potential								
Residential Units	-	-	52	-	201	-	419	**671**
Restaurant Sqft	-	-	22,500	-	9,600	-	5,900	**38,000**
Office Sqft	-	-	160,000	-	44,203	10,000	145,722	**359,924**
Retail Sqft	-	-	20,000	-	31,399	-	48,324	**99,723**
Hotel Rooms	-	-	73	-	47	-	284	**403**
Industrial Sqft	-	-	-	-	10,000	-	-	**10,000**
Other Sqft	-	8,859	-	-	-	-	-	**8,859**
	-	-	-	-	-	-	-	**-**
Newly Built Parking	129	-	740	-	746	-	792	**2,406**
Removed Parking	34	-	299	-	367	-	50	**749**
Net New Parking	95	-	442	-	379	-	742	**1,657**
Existing Parking Reserved	-	60	-	-	-	-	233	**293**

J.3.4 Population Analysis of Development Scenarios

Between 2000 and 2010, on the Peninsula, the majority of new growth occurred in the vicinity of the Parkside, East Bayside, and India Street neighborhoods, while Downtown, the West End, and a portion of the East End, lost population. As mentioned in section B.4 in the existing conditions chapter, the population lost Downtown between 2000 and 2015 was nearly all due to losses in the population living in group quarters while the population of residents in occupied households grew a small amount, by 0.3 percent.

According to the City's comprehensive plan (2017), the City has set a goal of growing from a current population of 66,681 residents (2016) to a population of 72,000 residents by the year 2027. The desired increase of 5,319 residents represents 8 percent in total population growth and would reflect a compound annual growth rate (CAGR) between 2016 and 2027 of 0.6 percent per year.

The comprehensive plan also says of the City's goal of reaching 72,000 residents that, "This figure falls between the medium and high growth scenarios developed based on USM's county growth model."[31] The USM county growth model estimated a range of 2030 growth scenarios, from a high growth scenario which estimated a population of 81,000 to a low growth scenario which estimated a population of 69,000.

The three development scenarios identified in this study consist of new residential units totaling 1,255, 963, and 671 units respectively for the Full Build-Out, the Approved Plus 75 Percent of Likely Development, and the Approved Plus 50 Percent Development scenarios.

The average household size in the study area is 1.5 residents based on the 2015 American Community Survey 5-year estimate. The population increases resulting from each development scenario relative to the City, the Peninsula, and the study area are summarized in Table 42.

Table 42: 10-Year Relative Population Growth of Development Scenarios

Development Scenario	Residential Units	Est. Pop Growth from Development (1.5 Persons/Unit)	Growth Relative to Study Area (2,589 residents in 2015)	Growth Relative to Peninsula (23,248 residents in 2015)	Growth Relative to City (66,681 residents in 2015)
Approved + 50%	671	1,010	39%	4%	1.5%
Approved + 75%	963	1,440	56%	6%	2.2%
Full Build-Out	1,255	1,880	73%	8%	2.8%

The 10-year Full Build-Out scenario would result in a population growth of 1,880, which is 2.8 percent of the City's current population. The comprehensive plan does not say where the City's goal of 8 percent growth would occur within the City, however should the Full Build-Out occur, the City would need an additional 5.2 percent in population growth relative to the present population, or 3,439 additional residents, in neighborhoods outside of the study area to reach 8 percent total growth by 2027.

Interestingly, the population growth from the Full Build-Out relative to the Peninsula is 8%. This means that if the Full Build-Out were to occur, no further population gain on the Peninsula would be necessary for the Peninsula to have grown in population by the same rate as the City's overall 10-year goal.

[31] Portland's Plan (2017) pg. 100

The Full Build-Out population growth relative to the study area, which has a current resident population of 2,589, would be 73 percent over 10-years, about 9 times the rate of growth compared to the City's overall target of 8 percent. This is in keeping with trends nationally and with the City's comprehensive plan policies related to supporting mixed use growth of Downtown as the center of the City and region.

Between 2000 and 2015, the study area population in occupied households grew by 0.3% total. During the same period, the City population grew by 3.5%, as was shown in Table 6 and Table 7 in the existing conditions chapter. Should the study area experience a relative population growth of 73 percent in the next 10 years, as implied in the Full Build-Out, while the City grows by 8 percent during the same period, it would be a significant change in the relationship between growth in the study area vs. growth in the City overall in recent years. The same can be said of the Approved Plus 50 Percent Likely and Approved Plus 75 Percent Likely scenarios, though less dramatically so. The Approved Plus 50 Percent scenario would grow the study area resident population by 39 percent in 10 years. The Approved Plus 75 Percent Likely scenario would grow the study area by 56 percent in 10 years.

J.3.5 Employment Analysis of Development Scenarios

According to employment forecasts developed by the State of Maine, the City of Portland is expected to see a net increase of 16,610 jobs over the 30-year period from 2010 to 2040, a 25% total increase and a compound annual growth rate of 0.7%. In 2014, the latest estimate available, the City of Portland had 67,648 jobs[32]. Using the same rate of growth rate predicted by the State of Maine, 10 years of growth would result in 73,211 jobs in Portland, an increase of 5,563 jobs which is 8.2% total employment growth.

The study area currently has 17,149 total jobs. Between 2002 and 2014 the study area employment grew by 9.1% while during the same period employment in the City grew by 5.2%. The study area gained employment at 1.75 times the rate of the City during the period.

The implied employment from the three development scenarios was calculated using general employee occupancy factors for each land use. The total number of employees expected in each scenario is summarized in Table 43.

[32] 2014 Longitudinal Household-Employer Dynamics. U.S. Census Bureau

Table 43: 10-year Future Employment Estimated from Development Scenarios

	Development Scenario		
	Approved + 50%	Approved + 75%	Full Build-Out
Land Use Type			
Restaurant Sqft	38,000	51,500	65,000
Office Sqft	359,924	539,886	719,848
Retail Sqft	98,437	137,179	175,922
Hotel Rooms	403	530	656
Industrial Sqft	10,000	15,000	20,000
Estimated Employees			
Restaurant Employees[33]	87	118	149
Office Employees[31]	1,152	1,728	2,304
Retail Employees[31]	179	249	320
Hotel Employees[34]	322	424	525
Industrial Employees[35]	22	33	44
Total Employees	**1,763**	**2,553**	**3,342**

Restaurant= 1 emp/435sf;
Office= (0.8*Gross Floor Area)/250sf;
Retail = 1emp/550sf;
Hotel= 0.8emp/room;
Industrial= 1emp/450sf

[33] For Restaurant, Office, and Retail: U.S. Green Building Council. LEED BD+C: New Construction V4 Appendix 2. Default Occupancy Counts. https://www.usgbc.org/credits/new-construction-existing-buildings-commercial-interiors-core-and-shell-schools-new-constr-3. Accessed July 20, 2017

[34] For Hotel: "Hotel Staff". City-of-Hotels.com. http://www.city-of-hotels.com/165/hotel-staff-en.html. This article quotes the World Tourist Organization in saying that the optimum hotel staff for a 3-star hotel is 8 employees for 10 rooms

[35] For Industrial: Metropolitan Washington Council of Governments. Non -Residential Employment Factors. http://www.mwcog.org/asset.aspx?id=committee-documents/Zl1aVlhe20131217082723.pdf

Table 44 compares the estimated employment from the development scenarios with existing employment totals in the study area and City.

Table 44: 10-year Scenario Employment Growth Relative Comparison

Development Scenario	Estimated Scenario Employment Growth (10-yr)	Growth Relative to Current Study Area Employment (17,149)	Growth Relative to Current City Employment (67,648)	Growth Relative to State Estimate of 10-yr City Employment Growth (5,560)
Approved + 50%	1,763	10%	3%	32%
Approved + 75%	2,553	15%	4%	46%
Full Build-Out	3,342	19%	5%	60%

The Full Build-Out scenario would result in a 10-year employment growth of 19 percent in the study area relative to current employment. While this is a higher rate of employment growth than the State of Maine predicted for the City in a 10-year period (8.2 percent), recent history does suggest that the study area has in fact tended to gain employment at a higher rate than the City.

However, if the study area were to gain 19 percent in employment during a 10-year period when the City gained 8.2 percent, the study area's rate of employment growth would be 2.3 times that of the City. This means that the Full Build-Out scenario would add employment to the study area at a higher rate relative to the City's growth rate compared to the period between 2002 and 2014, when the study area gained employment at 1.75 times the rate of the city.

The Approved Plus 75 Percent Potential scenario represents an employment growth rate in the study area of 15 percent, which would be 1.83 times more than a City employment gain of 8.2 percent, which is more in keeping with the recent past in terms of how study area employment grew relative to the City.

The Approved Plus 50 Percent Potential scenario represents an employment growth rate in the study area of 10 percent, which would be a rate 1.22 times more than a City employment gain of 8.2 percent, a slower rate of employment growth in the study area relative to the City when compared to the period between 2002 and 2014.

J.3.6 Projection of Future Parking Demand

For the existing condition, parking demand was calculated two ways: observed demand with peak season adjustments from tourism and ferry passenger data, and land-used based parking generation. For the 10-year demand projections, only the land-used based method is applied with an adjustment for ferry passenger growth. Attempting to adjust observed parking demand to the future is not typically done.

The development scenarios were apportioned to the study area using the Subarea Zones 1 through 7 geography convention from the existing conditions analysis. A combination of ITE Parking Generation (4th Ed) factors at the 50th percentile demand level and ULI Shared Parking (2nd Ed) factors were then applied to calculate a time distributed daily parking demand for each scenario. The 50th percentile ITE factors were found to be a more realistic approximation of the peak season in Portland compared to ITE's 85th percentile factors in the existing conditions analysis, therefore the 85th percentile factors were not applied to the future scenarios.

J.3.6.1 Future Weekday Results

The following section first presents the results of only the future supply and demand analysis, then the combined future supply and demand with the existing. Figure 57 shows projected parking demand for the 10-year Full Build-Out scenario on a weekday. Between 7am and 5pm, the projected future parking demand is greater than the effective capacity of the net new parking supply.

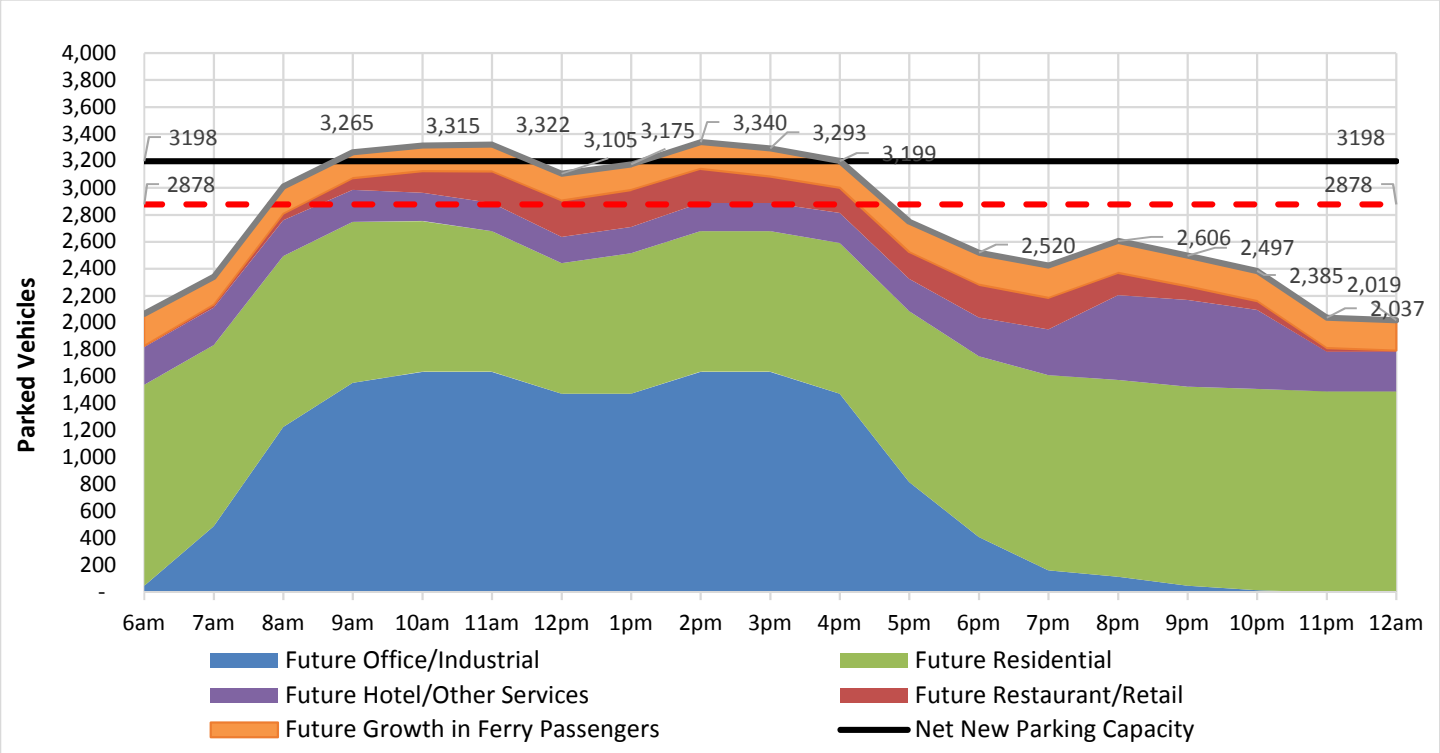


Figure 57: 10-yr Full Build-Out Scenario Only: Projected Weekday Parking Demand vs. Net New Supply

The peak parking demand projected from the new development in the Full Build-Out scenario occurs at 2pm. Table 45 shows the projected demand for each subarea zone at 2pm on a weekday.

Table 45: 10-Year Weekday Full Build-Out Parking Supply and Demand

	Projected Parking Demand from Development at 2pm	Projected New Demand from Ferry Passengers at 2pm	Total Projected Demand at 2pm	Net New Parking Total Capacity	Net New Total Capacity-Demand	Net New Effective Capacity	Net New Effective Capacity-Demand
Zone 1	-	-	-	190	190	171	171
Zone 2	10	-	10	-	(10)	-	(10)
Zone 3	980	-	980	883	(100)	795	(185)
Zone 4	-	-	-	-	-	-	-
Zone 5	580	-	580	642	60	578	-
Zone 6	40	200	240	-	(240)	-	(240)
Zone 7	1,530	-	1,530	1,483	(50)	1,335	(195)
Total	**3,140**	**200**	**3,340**	**3,198**	**(150)**	**2,878**	**(460)**

(Parking Deficit)

Subarea Zone 1 has a surplus of 170 new parking spaces in effective capacity. The development in Subarea Zone 1 is a parking garage intended for an adjacent tenant, which would likely open up space in other existing parking supply in Zone 1 that could absorb most but not all of the excess future peak weekday demand from adjacent Zones 2 and 3 (195 vehicles).

A common theme in all the future scenarios is that future parking demand from the projected growth in ferry passengers causes a net parking deficit in Subarea Zone 6, the location of the Casco Bay Ferry Terminal. There does not appear to be leftover room to accommodate the projected growth in ferry passenger parking demand within the net new parking supply from development. The future developments in Subarea Zone 7 alone appear to be at a deficit of parking supply during the weekday peak of 195 spaces despite approx. 1,500 net new spaces in that zone under the Full Build-Out scenario.

The finally tally for the Full Build-Out has a deficit of 150 in total parking supply, but a deficit of 460 if we consider that a 10 percent reserve supply of the net new parking should be maintained to keep circulation for parking functional.

As was found in the existing conditions analysis, the peak hour of the peak season weekday is likely currently over effective capacity by 290-480 vehicles. The projected deficit from the Full Build-Out scenario could not likely be absorbed into existing parking supply under these conditions without further diminishing the study area's reserve parking capacity needed to maintain a functioning parking system.

There is however, a noteworthy caveat to the future demand results related to residential parking demand. In Figure 57, the scale of future residential development is apparent. The ITE parking generation factors predict 1.2 vehicles per unit for mid-rise urban housing. Based on the 1,255 new housing units in the Full Build-Out scenario, and carrying forward a 1 percent vacancy rate from the existing conditions, the projection for residential parking demand is just under 1,500 vehicles. The ULI time of day curves predict that at 2pm on a weekday, 70 percent of the total residential parking demand will be either occupied by resident vehicles or reserved and therefore not shared by other parking users. However, if the parking supply for the new residential development is managed in a way that maximizes the possibility of parking space re-use when residents are away, particularly during the work day, this could help lower the peak parking demand curve.

Furthermore, our projections retained the internal capture rate for office land use at 2 percent, based on the present, where only 2 percent of the employees in the study are also residents according to the latest available employment data (LEHD 2014). If future residential development in the study area were to attract a higher percentage of residents who also work in the study area, and do not use their vehicle to commute to work, this would raise the internal capture rate for office parking demand. An internally captured office trip does not need an additional office parking space because the resident employee leaves their vehicle at home. In this way, a single parking space would serve either a residential purpose or an office purpose depending on the time of day. It would help lower parking demand to promote or incentivize the occupancy of new residential development with employees (of any kind) who also work in the study area.

The results of the Approved Plus 75 Percent Likely and Approved Plus 50 Percent Likely scenarios are shown in Table 46 and Table 47 respectively. The parking demand deficit in each scenario is lower than the Full Build-Out, though not dramatically so since newly built parking was scaled down along with development in the scenarios. The spatial parking deficit patterns remain the same, since all developments considered likely but not yet approved were scaled down evenly. The projected ferry parking demand was not scaled down with the development in these scenarios. In summary, the Approved Plus 75 Percent Likely scenario resulted in a total parking deficit of 180 spaces, but an effective parking deficit of 410 spaces. The Approved Plus 50 Percent Likely scenario resulted in a total parking deficit of 195 spaces, but an effective parking deficit of 365 spaces.

Table 46: 10-year Weekday Approved Plus 75 Percent Likely Parking Supply and Demand

	Projected Parking Demand from Development at 2pm	Projected New Demand from Ferry Passengers at 2pm	Total Projected Demand at 2pm	Net New Parking Total Capacity	Net New Total Capacity-Demand	Net New Effective Capacity	Net New Effective Capacity-Demand
Zone 1	-	-	-	143	140	128	130
Zone 2	10	-	10	0	(10)	0	(10)
Zone 3	740	-	740	662	(80)	596	(140)
Zone 4	-	-	-	0	-	0	-
Zone 5	450	-	450	511	60	459	10
Zone 6	30	200	230	0	(230)	0	(230)
Zone 7	1,170	-	1,170	1112	(60)	1001	(170)
Total	**2,400**	**200**	**2,600**	**2,428**	**(180)**	**2,185**	**(410)**

Table 47: 10-year Weekday Approved Plus 50 Percent Likely Parking Supply and Demand

	Projected Parking Demand from Development at 2pm	Projected New Demand from Ferry Passengers at 2pm	Total Projected Demand at 2pm	Net New Parking Total Capacity	Net New Total Capacity-Demand	Net New Effective Capacity	Net New Effective Capacity-Demand
Zone 1	-	-	-	95	95	86	90
Zone 2	10	-	10	-	(10)	-	(10)
Zone 3	492	-	492	442	(50)	397	(90)
Zone 4	-	-	-	-	-	-	-
Zone 5	328	-	328	379	50	341	10
Zone 6	21	200	221	-	(220)	-	(220)
Zone 7	805	-	805	742	(60)	667	(140)
Total	**1,656**	**200**	**1,856**	**1,657**	**(195)**	**1,491**	**(365)**

Next, the weekday Full Build-Out scenario parking demand is combined with the existing peak season weekday parking demand from the existing condition land-use based calculations results in Figure 58. The combined parking demand is higher than the future effective capacity between the hours of 10am and 4pm. The projected peak occurs at 2pm when the demand for parking totals approximately 17,800 spaces while the effective capacity is 16,700 spaces.

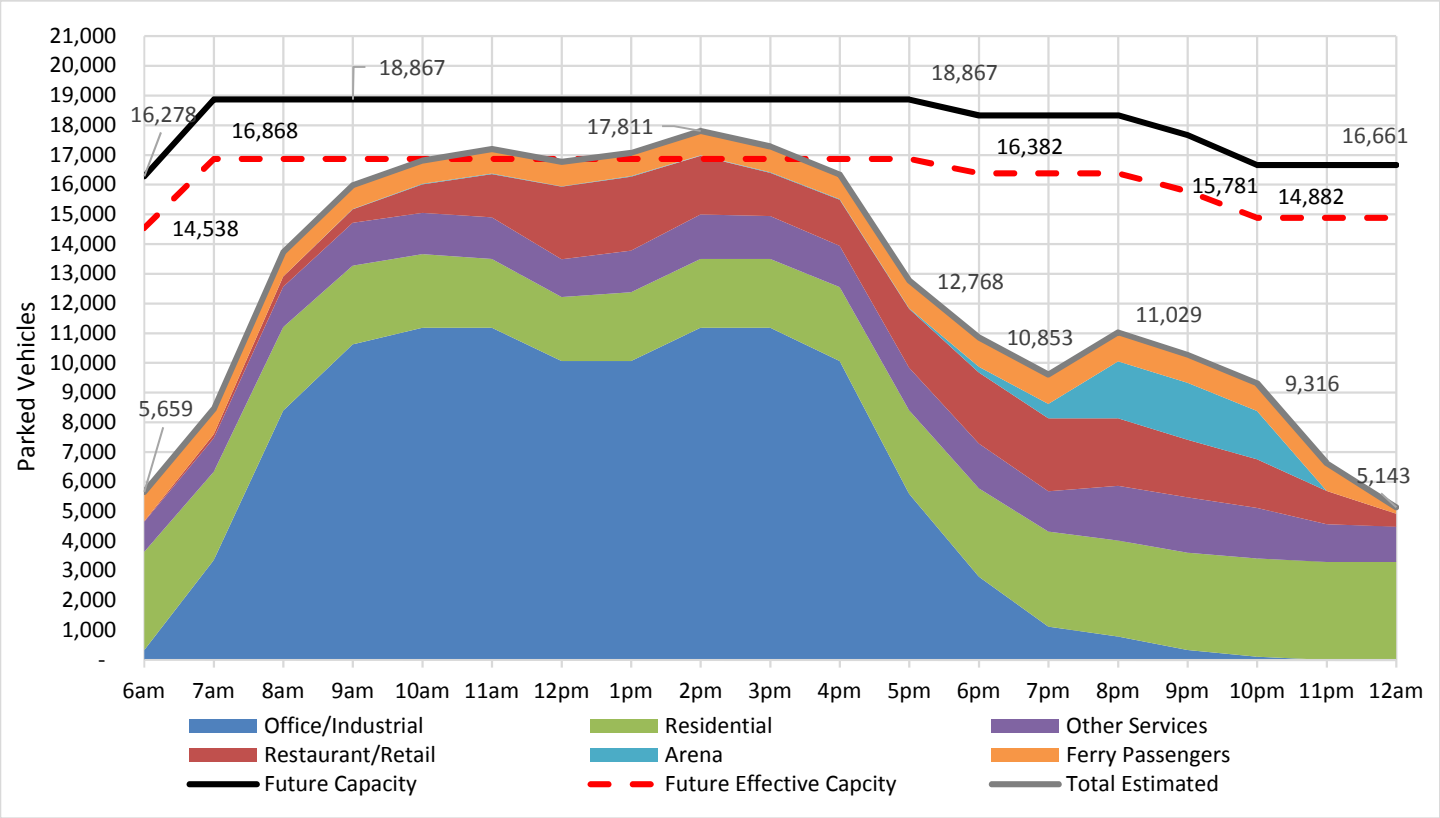


Figure 58: Weekday Peak Season Existing + 10-year Full Build-Out Parking Supply and Demand

To summarize, the weekday peak season and peak hour parking supply and demand of the combined future and existing scenarios is depicted in Figure 59 which shows the total capacity, effective capacity, and peak parking demand for each of the three 10-year future development scenarios. The results appear in tabular form in Table 48.

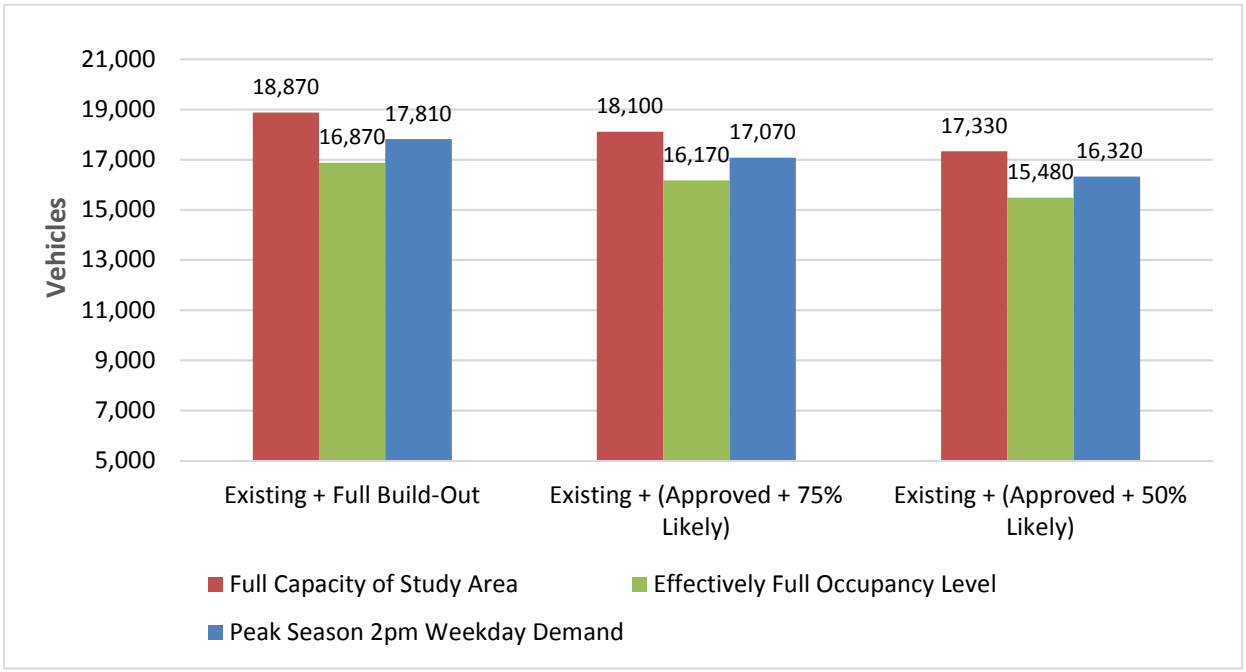


Figure 59: Weekday Peak Season and 2pm Parking Supply and Demand for Combined Existing and Future Scenarios

Table 48: Weekday Peak Season 2pm Parking Supply and Demand for Combined Existing and Future Scenarios

Demand Estimation Method	Peak Hour	Full Capacity of Study Area at Peak	Effectively Full Occupancy Level	Peak Demand	Spaces Available Until Effectively Full	Reserve Spaces Remaining	Total Remaining Spaces	Parking Demand Reduction Needed
Existing + Full Build-Out	2pm	18,870	16,870	17,810	-940	1,060	1,060	**940**
Existing + (Approved + 75% Likely)	2pm	18,100	16,170	17,070	-900	1,030	1,030	**900**
Existing + (Approved + 50% Likely)	2pm	17,330	15,480	16,320	-840	1,010	1,010	**840**

The 10-year projected weekday results show that parking demand would need to be reduced by 940 to remain under the effective capacity of parking supply within the study area in the Existing + Full Build-Out scenario. The Existing + Approved Plus 75 Percent Likely scenario results in a need to reduce parking demand by 900 vehicles to remain under effective capacity. Finally, the Existing + Approved Plus 50 Percent Likely scenario results in a need to reduce parking demand by 840 vehicles.

J.3.6.2 Future Saturday Results

Next, the projected 10-year Saturday parking demand is described. Figure 60 shows the hourly Full Build-Out scenario net new supply and demand alone. Between 6pm and 9pm, the projected future parking demand is greater than the effective capacity of the net new parking supply, which is approximately 2,900 spaces. Demand generated by the new development is projected to rise to just over 3,000 at 8pm, 100 vehicles more than the net new effective capacity to be built.

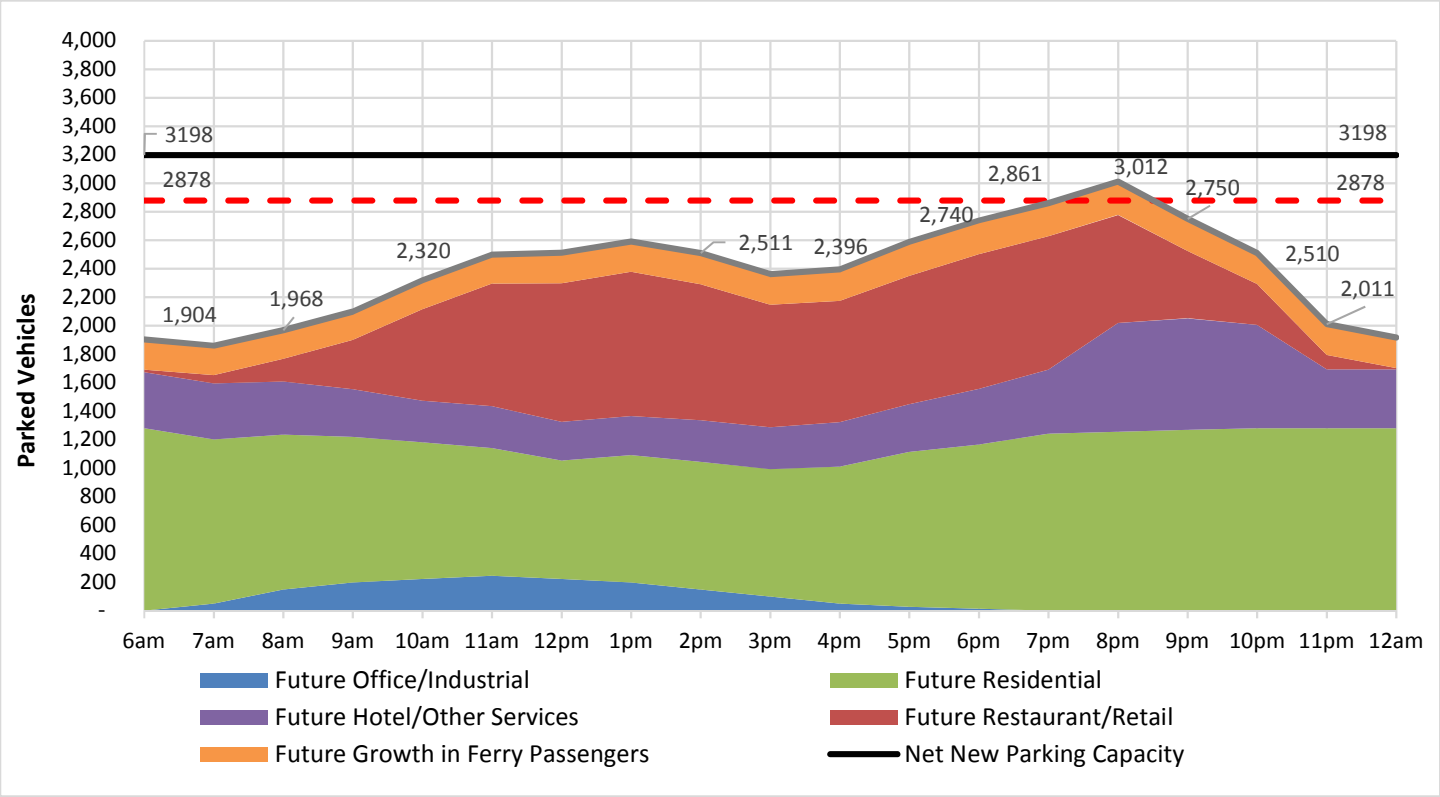


Figure 60: 10-yr Full Build-Out Scenario Only: Saturday Projected Parking Demand vs. Net New Supply

Table 49 shows the 10-year projected parking demand for each subarea zone at 8pm peak hour on Saturday. The development in Subarea Zone 2 is an evening entertainment venue and the generated demand is based on full occupancy of the 1,000 seats. The net new parking in Subarea Zone 3 has a surplus of 395 spaces because of the lack of office demand during the weekend evening peak. In Subarea Zone 5, the net new parking is within 20 spaces of supplying enough parking for the evening generated parking demand in the zone. Ferry passenger parking demand is at its peak in the evening and creates a projected deficit of 240 vehicles generated from the Ferry Terminal in Zone 6. Subarea Zone 7 has a projected deficit of approximately 45 from hotel, retail, restaurant and residential generated demand. While the Full Build-Out scenario creates more net new total parking spaces than demand generated on Saturday at 8pm, there is a parking deficit of approximately 130 spaces relative to net new effective parking capacity.

Table 49: 10-Year Saturday Full Build-Out Parking Supply and Demand

	Projected Parking Demand from Development at 8pm	Projected New Demand from Ferry Passengers at 8pm	Total Projected Demand at 8pm	Net New Parking Total Capacity	Net New Total Capacity-Demand	Net New Effective Capacity	Net New Effective Capacity-Demand
Zone 1	-	-	-	190	190	171	**170**
Zone 2	390	-	390	-	(390)	-	**(390)**
Zone 3	400	-	400	883	480	795	**395**
Zone 4	-	-	-	-	-	-	**-**
Zone 5	600	-	600	642	40	578	**(20)**
Zone 6	-	240	240	-	(240)	-	**(240)**
Zone 7	1,380	-	1,380	1,483	100	1,335	**(45)**
Total	**2,770**	**240**	**3,010**	**3,198**	**180**	**2,878**	**(130)**

The Saturday Approved Plus 75 Percent Likely scenario parking demand deficit is higher than the Full-Build Out because the approved development in Subarea Zone 2 and ferry passenger parking demand are not scaled down while many of the likely developments that include net new parking are scaled down. The Approved Plus 75 Percent Likely result is a deficit of 300 spaces relative to net new effective capacity as shown in Table 50.

Table 50: 10yr Saturday + 75% Likely

	Projected Parking Demand from Development at 8pm	Projected New Demand from Ferry Passengers at 8pm	Total Projected Demand at 8pm	Net New Parking Total Capacity	Net New Total Capacity-Demand	Net New Effective Capacity	Net New Effective Capacity-Demand
Zone 1	-	-	-	143	140	128	**130**
Zone 2	390	-	390	-	(390)	-	**(390)**
Zone 3	300	-	300	662	360	596	**300**
Zone 4	-	-	-	-	-	-	**-**
Zone 5	480	-	480	511	30	459	**(20)**
Zone 6	-	240	240	-	(240)	-	**(240)**
Zone 7	1,080		1,080	1,112	30	1,001	**(80)**
Total	**2,250**	**240**	**2,490**	**2,428**	**(70)**	**2,185**	**(300)**

The Approved Plus 50 percent Likely scenario has a final deficit of 460 relative to net new effective parking supply at 8pm on Saturday as shown in Table 51.

Table 51: 10yr Saturday + 50% Likely

	Projected Parking Demand from Development at 8pm	Projected New Demand from Ferry Passengers at 8pm	Total Projected Demand at 8pm	Net New Parking Total Capacity	Net New Total Capacity-Demand	Net New Effective Capacity	Net New Effective Capacity-Demand
Zone 1	-	-	-	95	95	86	90
Zone 2	390	-	390	-	(390)	-	(390)
Zone 3	200	-	200	442	240	397	200
Zone 4	-	-	-	-	-	-	-
Zone 5	360	-	360	379	20	341	(20)
Zone 6	-	240	240	-	(240)	-	(240)
Zone 7	770		770	742	(30)	667	(100)
Total	**1,720**	**240**	**1,960**	**1,657**	**(305)**	**1,491**	**(460)**

Although all three 10-year Saturday scenarios are projected to generate more parking demand than net effective supply, the existing condition land-used based calculated results had more than enough surplus parking capacity to accommodate the future Saturday demand. Figure 61 combines the Existing and Full Build-Out scenarios.

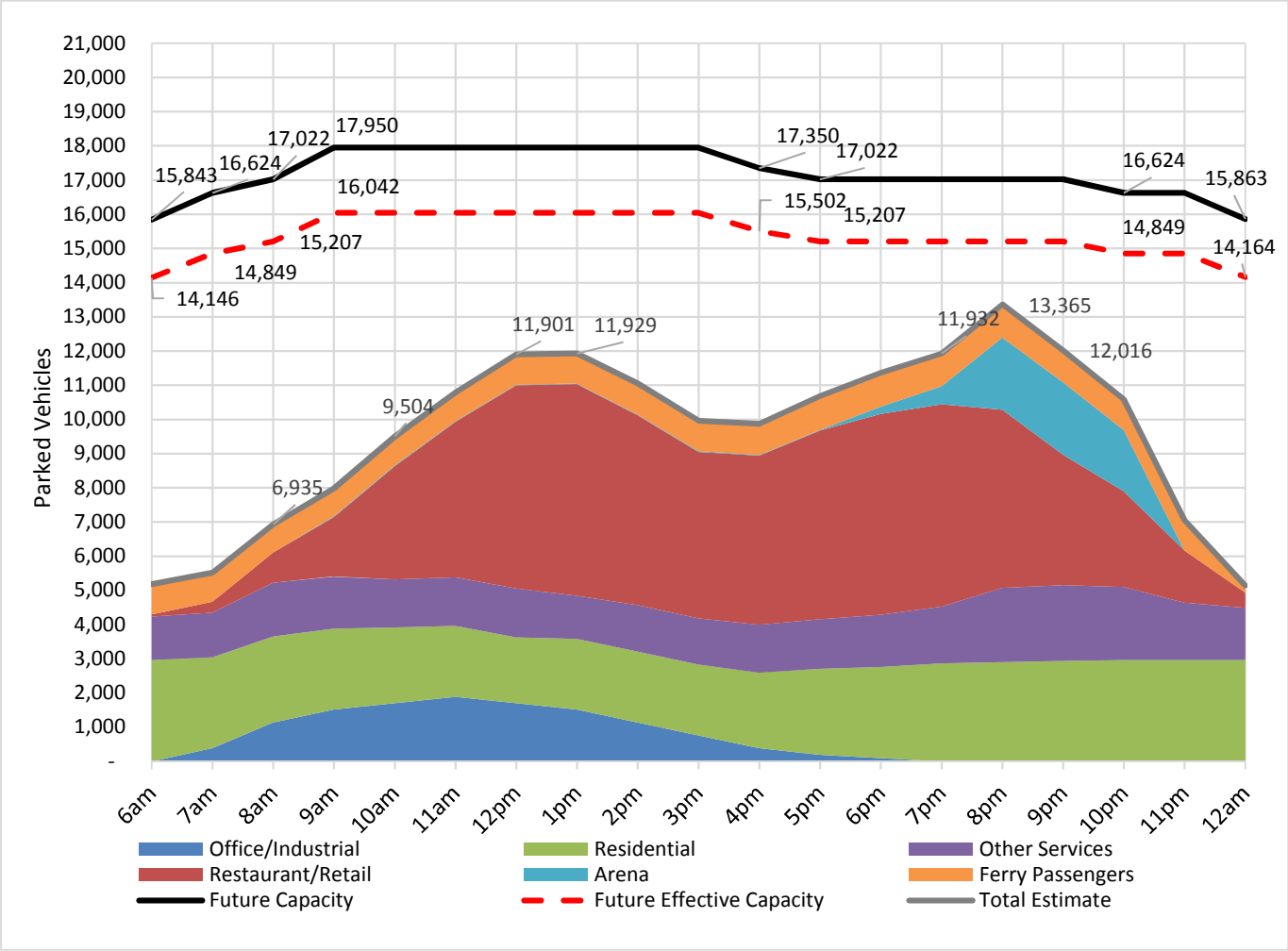


Figure 61: Saturday Peak Season Existing + 10-year Full Build-Out Parking Supply and Demand

The combined existing and future Saturday peak hour results are shown as a chart in Figure 62.

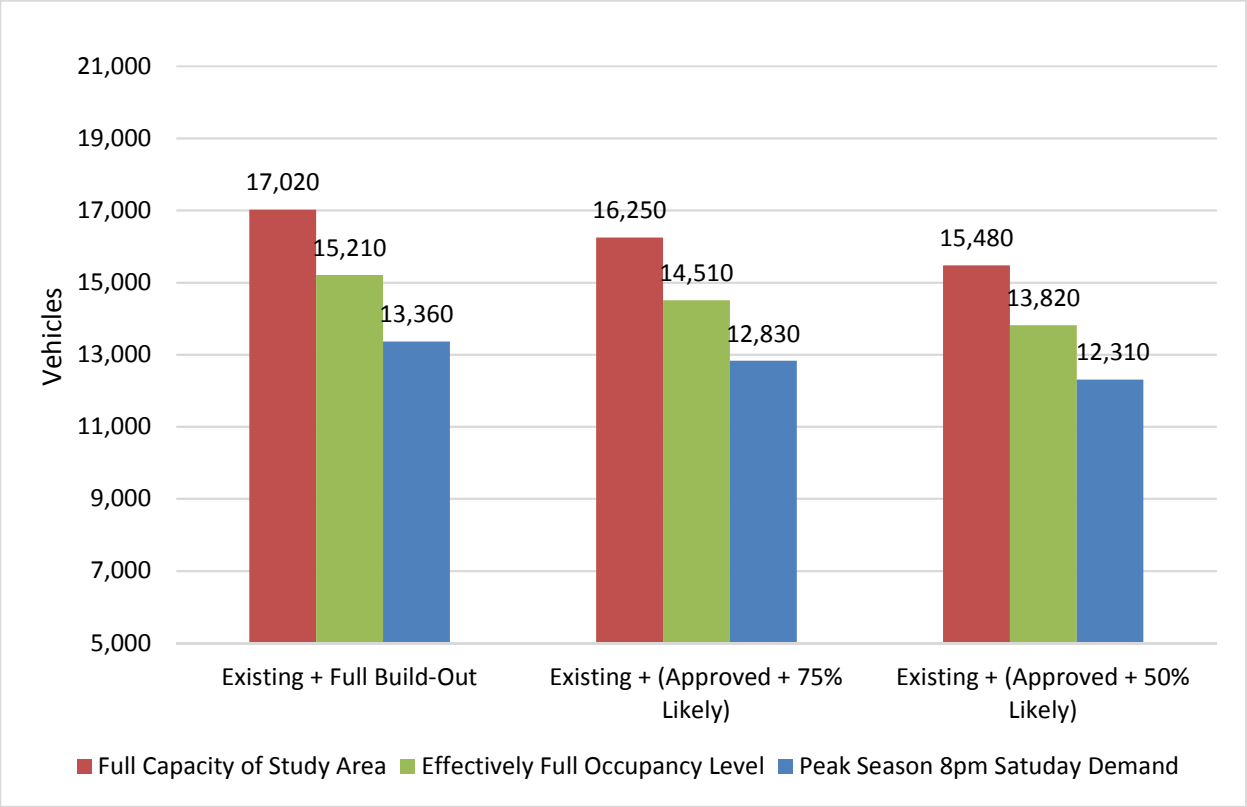


Figure 62: Saturday Peak Season 8pm Parking Supply and Demand for Combined Existing and Future Scenarios

The 10-year combined existing and future parking projections for all scenarios find that, as was the case in the existing condition, parking supply is higher than demand during the Saturday peak as summarized in Table 52. The future scenarios do however result in a slight decrease in the amount of parking available until effectively full on a Saturday at 8pm. In the existing condition, the Saturday 8pm peak had 1,940 available spaces until effectively full, while the Existing plus Full Build-Out scenario has 1,850 spaces available until effectively full. Should the existing trend of over capacity on-street parking with simultaneous under capacity off-street parking continue, the added 10-year parking demand under any of the future scenarios could further shape perceptions of Portland as being a difficult place to find parking.

Table 52: Saturday Peak Season 8pm Parking Supply and Demand for Combined Existing and Future Scenarios

Demand Estimation Method	Peak Hour	Full Capacity of Study Area at Peak	Effectively Full Occupancy Level	Peak Demand	Spaces Available Until Effectively Full	Reserve Spaces Remaining	Total Remaining Spaces	Parking Demand Reduction Needed
Existing + Full Build-Out	8pm	17,020	15,320	13,360	1,960	1,700	3,660	-
Existing + (Approved + 75% Likely)	8pm	16,250	14,510	12,830	1,680	1,740	3,420	-
Existing + (Approved + 50% Likely)	8pm	15,480	13,820	12,310	1,510	1,660	3,170	-

J.4 Conclusion

In the future parking demand section, we have shown the magnitude of approved and likely 10-year development in the Portland study area. The development was shown to exhibit clustering in Subarea Zones 3 and 5 as well as separately in Subarea Zones 6 and 7. Significant increases in study area resident population and employment are anticipated. The rate of population and employment growth would be significantly higher in the study area as compared to rates that have been projected for the City of Portland overall. This is not necessarily incompatible; however, it would require that the study area add employment and especially residents at a higher relative rate than the overall growth rate of the City compared to how the study area and City grew during the past 15 years. This is in keeping with policies of Portland's plan.

A 10-year growth assumption for ferry passenger demand was made by continuing the trend of the previous 5-years. Associated parking demand from ferry passenger growth was calculated to be an additional 240 vehicles during the peak season. The past 5-years saw a healthy growth in ridership, and continuing this trend may result in a future projection somewhat on the high or conservative side. Nevertheless, the future scenarios did not provide enough surplus net new parking that could absorb growing parking demand from ferry passengers.

Although tourism in Maine has been increasing robustly during the last 5-years, the data was not as clear on visitation to the Portland region which may be relatively flat as a lower share of day visitors to the state reported the region as their primary destination even though the total number of state visitors increased. Tourism was accounted for in the future demand analysis as part of the ferry passenger growth trend and it is also embedded in the future land use parking demand generation from the addition of new land use development such as restaurant, retail, and hotels which has been scaled in anticipation of tourism.

Three future development scenarios, a full build and two scenarios that allowed for the possibility of less development, were analyzed using a combination of ITE Parking Generation factors and ULI shared parking factors. The key results are summarized in Table 53, the final figures have been adjusted by the difference between the land-use generated existing conditions results and the observed and adjusted existing conditions results. This calibration was made assuming the observed and adjusted existing conditions results were more accurate than the land-use based results and carrying the difference forward into the future.

Table 53: Future Demand Analysis Adjusted Results

Scenario	Study Area Peak Season Parking Demand Deficit Relative to Effective Capacity (in vehicles during the peak hour)	
	Weekday	Saturday
Existing Condition Observed + Adjusted	290	0
Existing Condition Land-Used Based	480	0
Difference Between Existing Conditions Methods	190	0
#1 Existing Condition Land-Used Based + 10-year Full Build-Out	940	0
#2 Existing Condition Land-Used Based + 10-year Approved & 75% Likely Development	900	0
#3 Existing Condition Land-Used Based + 10-year Approved & 50% Likely Development	840	0
#1-(Difference Between Existing Conditions Methods)	750	0
#2-(Difference Between Existing Conditions Methods)	710	0
#3-(Difference Between Existing Conditions Methods)	650	0
Recommended Planning Range Goal for 10- year Parking Demand Reduction	**700-750**	0

It should be recalled that an additional 1,307 spaces in structured and surface lot parking available to the public with an effective capacity of 1,176 vehicles outside of the study area within a quarter-mile buffer. This additional parking supply serves a combination of travelers destined for the study area and travelers destined for land use outside of the study area. The existing parking demand for land use outside of the study area was not observed. It should not be assumed that this additional capacity can offset the projected parking demand deficit in the study area alone. Analysis in the existing conditions chapter showed that the quarter-mile buffer area parking supply is likely already critical to meeting the monthly parking demand of employees in the study area.

We therefore recommend that the City of Portland plan to reduce weekday parking demand in the study area by a range of 700-750 vehicles in a 10-year horizon. We propose a goal of managing parking demand in the study area to be at or just under the weekday peak hour effective capacity of parking supply inside of the study area, which is projected to be in a range between approximately 15,480 to 16,870 parking spaces depending on the future build scenario.

In the following section, we offer a set of recommendations to address Portland's critical need to manage overall parking demand in the study area and the specific parking demands of key user groups experiencing difficulty parking.

K. Strategy Recommendations and Development

K.1 Introduction

In Task 1, the existing conditions report determined that overall parking demand in the study area, including on-street and off-street parking, is likely 290-480 vehicles over effective parking capacity in the midday period on weekdays during the peak summer season. Furthermore, it was found that during weekday evenings (after 5pm) and on weekends, parking supply in the study area is well below effective capacity overall. However, on-street parking during the evening on weekdays (5pm-8pm) and after 1pm on Saturday is at or over effective capacity along key commercial streets in the study area.

The most urgent existing condition parking challenges are identified as:

- There is a scarcity of monthly parking offered for employees on weekdays during the work day.
- There are limited low-cost parking options for low wage earners in the study area.
- There are limited low-cost multi-day and monthly options for island residents who have a need to park a vehicle on the mainland accessible from the ferry terminal.
- Visitors during the summer season compete with employees of the study area for day parking, contributing to off-street parking scarcity mid-day on weekdays.
- High rates of on-street parking occupancy during weekday evenings and on weekends, in many sampled locations above 85%, is contributing to the perception that there is no parking, when in fact ample off-street parking is available during these periods, but at a higher cost.
- Unrestricted parking on streets outside of the study area, but within a walkable distance, are under pressure of increased use by travelers to the study area seeking day parking, including employees and day visitors. This is particularly relevant weekdays during the peak summer season when study area parking demand is at or over effective capacity.

In Task 2, the future demand report, three future development scenarios were identified, consisting of approved projects and likely projects built out to 50%, 75%, and 100% of proposed development capacity.

The main parking challenges associated with the identified future parking scenarios are:

- In the Eastern Waterfront area, Subarea Zone 7, and the area surrounding the Casco Bay Lines Ferry Terminal, Subarea Zone 6, the projected demand associated with new mixed-use development combined with growth in ferry passenger parking demand will likely exceed net new parking supply on both peak (summer) weekdays in the afternoon and on weekends in the evening.

  While there is existing off-street parking capacity elsewhere in the Study Area on weekends to accommodate the growth in parking demand, there does not appear to be existing capacity on weekdays during the afternoon peak hour to accommodate the amount of parking demand that is projected to be over capacity from Subarea Zones 6 and 7.

- In Subarea Zone 3 located Downtown, the projected demand associated with new mixed-use development will slightly exceed the net new parking supply in that zone on peak season (summer) weekdays during the afternoon. Net new parking supply in adjacent Subarea Zone 1 will help to offset most of the projected parking deficit in Subarea Zone 3, but not entirely.

The following recommended strategies are made to address overall parking demand and the specific parking demands of key user groups including all employees, low-wage employees specifically, and island residents.

K.2 Recommended Strategies

K.2.1 Explore the Formation of a Non-Profit Transportation Association

A new non-profit organization, a Transportation Management Association (TMA) being just one example, could serve as an important entity for bringing private and public-sector interests together to address collective parking challenges and other mobility issues affecting the study area. We recommend the role of the organization to be a facilitator of solution-finding for members and to play an important informational role to businesses in Portland.

Commonly, transportation associations form to pool private funding for shuttle services created to solve employer mobility challenges. We do not necessarily recommend that the association itself contract with a fixed route shuttle service provider. Instead we recommend that the association become well-versed in existing and emerging transportation network company (TNC) services that use customized mobility solutions for individual members or partnered members.

The advantages of TNC solutions over traditional fixed-route private shuttles are the possibility for on-demand and custom routing, custom smartphone apps can improve the user experience, and depending on the arrangement, members can pay for only the rides they use.

Key issues that a new transportation association could play an important role in addressing are:

- The difficulty employers and their employees are having securing monthly parking; specifically, we recommend the crafting of customized TNC solutions for employee mobility that could include new park and ride lots at underutilized and lower cost locations outside of the study area.

- Helping to connect employers with transit mobility solutions for employees. This could range from practical matters such as helping to integrate the procurement of transit passes, to a larger-scale programmatic role of serving as a unified voice for members to dialog with regional public transit providers, Amtrak, the JetPort etc.

- Collecting metrics on mobility issues, such as parking demand, that may help members solve mobility problems through coordination and sharing of unused parking spaces or crafting of another policy.

- Acting as a clearinghouse for information and ideas regarding Travel Demand Management. The association could also provide a venue for voluntary compliance monitoring with TDM ordinances.

- Identifying parking management strategies or programs that could benefit the area collectively or strategies to achieve a specific initiative, for example a large-scale special event.

- Marketing mobility and parking solutions to visitors to help prevent the perception that Portland is a difficult place to visit because of hard to find and expensive parking.

K.2.2 Partner with Transportation Network Companies to Address Specific Parking Challenges

We recommend that the City of Portland explore partnering with TNCs to create customized programs to address three specific issues: 1) island resident parking supply; 2) the limited availability of low cost parking for low-wage earners; and 3) surges in peak season visitor parking demand.

- The City could partner with a TNC to create a customized program for island residents to improve mobility between the Casco Bay Ferry Terminal and a location where multi-day parking is lower cost, more available, and more reliable compared to the current situation of a crowded on-street resident parking zone. The City could explore ways to share the cost of this program with the island resident on a per-ride basis, a one-time annual fee, or another means. We strongly suggest keeping the existing on-street resident zones for island residents, and we suggest this new option as an alternative that could be very attractive given the right price point and convenience of use.

The Chebeague Transportation Company (CTC) currently operates a shuttle bus between a satellite parking lot on Route 1 in Cumberland and the CTC ferry terminal in Yarmouth. Our recommendation for the Casco Bay Ferry Terminal would work similarly, but replaces a shuttle bus with on-demand TNC service utilizing a smartphone app.

- The City could partner with a TNC to create a customized program for low-wage earners who are having difficulty finding affordable parking options close to their employer. The City could manage membership to such a program by requiring applicants already meet the requirements of another existing income restricted program. The program would allow low-wage earners to use a coupon code or custom app to use TNC travel between their employer and another location such as a park and ride lot or a transit center during defined working hours. The City could share the cost of this program with the employee on a per-ride basis, a one-time annual fee, or another means.

- The City could partner with a TNC to coordinate a well-publicized option for peak season visitors to park remotely at an underutilized lot, perhaps a distant lot with good highway access, and use TNC services to ride to and from the study area, particularly those traveling to the Old Port, Waterfront, and Casco Bay Islands. The lot could offer day and multi-day pricing that together with the cost of the TNC ride could be comparable to what would be paid for off-street parking in the study area. We do not necessarily suggest the City play a role in cost sharing for visitor rides, but rather set the cost of parking in the remote lot intentionally to make the program viable.

K.2.3 Expand Specific Island Resident Parking Programs

Expand island resident parking programs to include a program where island residents may remit a resident parking permit in exchange for ridesharing subsidy or stipend to use as they see fit. This is like the suggestion above, but could be less programmatic and may not include a designated off-site lot. The City could also explore the possibility of allowing island residents to park in another residential zone that has surplus on-street parking and use ridesharing or transit to reach the Ferry terminal.

K.2.4 Pilot Test Higher Cost On-Street Parking in High Demand Areas

One of the main findings of the study was that on-street parking is at or over capacity during weekday evenings and during most observed hours on Saturday. One side effect of over capacity on-street parking for businesses is lower customer turnover. Residents, employers, and their visitors may experience more difficulty finding short term on-street

parking, and a higher incidence of double parking for pickup and drop-off activities. Stakeholders will need to define what an acceptable level of on-street parking occupancy is, we suggest 85 percent, and if it is acceptable to use meter pricing as a mechanism of influencing turnover and on-street occupancy levels.

If higher turnover is defined as a goal, one way to increase parking turnover would be to pilot test higher on-street parking rates and extended meter hours to 8pm in high demand areas such as Commercial St. A pilot test would mean a short-term experiment with a known end that is followed by an assessment of the results. The goal of the pilot would be to determine if Portland parking users respond to the price increase with higher turnover rates and whether stakeholders decide the higher turnover rate was beneficial.

K.2.5 Extend On-Street Meter Hours to 8pm City Wide

The on-street occupancy data shows that occupancy levels rise above capacity on weekends beginning near 4pm when a user would be able to pay for two-hours of on-street parking and leave a vehicle for the remainder of the evening. If stakeholders decide that maintaining a two-hour turnover up until 6pm is beneficial, which it may be for some stakeholders such as restaurants, the meters could be extended until 8pm so that cars cannot be left on the street for the evening with a two-hour payment until 6pm. Additional outreach would be necessary before any such change could be implemented.

K.2.6 Improve Parking Management and Technology

It is recommended that parking operators continue to utilize the latest technology in operating their parking supply including sharing pricing, hours, and even real-time occupancy data with customers via smartphone apps. The more customers know about where parking is available and at what price before departure or en route, the better the parking experience and more efficient use of available space study area wide.

To address the issue of overcrowding of on-street parking during evenings and weekends while off-street parking is underutilized, parking managers could consider offering more competitive pricing with on-street rates during the first one or two hours of stay.

More operators might consider offering evenings only monthly passes that might attract evening shift workers who would otherwise avoid higher priced hourly parking close to their employer.

Implement Transportation Systems Management (TSM) practices to better utilize existing parking supplies. One of the challenges associated with parking in Portland is knowing where to park. There are several approaches to addressing this problem. First, we recommend the review and implementation of any remaining initiatives identified in the 2013 Portland Peninsula Vehicular Wayfinding Plan specifically related to parking signage and wayfinding in the Old Port, Waterfront, Arts District, and Eastern Waterfront. If recommendations in the plan are found to be out of date, we recommend a new City led effort to study how parking wayfinding can be optimized through signage and technology.

Technology is the wayfinding of the future. Encourage maximum use of technological tools that guide the public to available parking spaces at known prices. Smartphone apps can market and incentivize the use of existing parking by allowing users to price compare, reserve, purchase, and way find with one tool. Such programs maximize the efficiency of existing parking while reducing congestion and vehicle miles traveled.

K.2.7 Change Parking Requirements and Regulations

Manage parking demand by reducing parking requirements for residential units in the urban core to less than 1 space per unit, while slightly increasing parking requirements for office from one space per 400sqft to one per 300sqft. The projected parking demand suggests that weekday mid-day parking will be over effective capacity. Increasing office parking requirements slightly will relieve part of this demand gap. However, we do not recommend closing the new gap entirely with new parking supply. Some of this parking supply gap should be closed through better management of citywide parking supplies. We suggest targeting 50% of the parking supply gap to be closed through parking requirements for land use approvals, while closing the balance through parking management strategies.

Any increased structured parking supply should be specifically designed to be repurposed as retail space, due to the widely anticipated likelihood that structured parking demand will decrease substantially with the advent of the autonomous vehicle. While some believe that wide adoption of autonomous vehicles is many years in the future, it is important to note that structured parking costs are routinely amortized over 30 or more years. Based on current studies, it is highly likely that autonomous vehicles will result in a substantial reduction in parking demand, thereby undermining the financial models that allow for commercial parking garage developments. Many underwriters are already questioning the validity of parking garage pro formas in dense urban environments.

K.2.8 Improve Parking Policies in the Context of Land Uses Permits

As part of the city's upcoming land use code rewrite, consider requiring additional parking data and or trip or parking generation studies as a component of all site plan review. Requesting that developments provide parking and trip generation information on a periodic basis will help the city calibrate its parking policies to reflect actual demand and allow for more informed policy decisions. This data collection effort should include pricing information (if applicable) for spaces that are sold or rented to tenants.

In addition, strengthen the policy of allowing fees-in-lieu. If the current $5,000 minimum per space program has had low participation, the problem could be uncertainty about how the City's Sustainable Transportation Fund will benefit development. Contributors to the fund must understand how the funds will be used. This is critical to lenders and investors looking to underwrite land development projects so the payment is viewed having a benefit for the project. The City should consider more marketing or public engagement related to the annual Sustainable Transportation Fund Appropriations Schedule. The City could use a variety of platforms to state how the Sustainable Transportation Fund is being used, follow through on the plan, and then let constituents know via social media or other means the results of the investment.

K.2.9 Increase Car Sharing Use

Facilitate car sharing through parking strategies. The use of U-Car and other car share opportunities can have a significant benefit for islanders and residents of the study area if made convenient enough. Car sharing can reduce demand for a landside car, while facilitating travel on the Peninsula for routine trips. One or more shared cars should frequently be accessible from the Casco Bay Lines Ferry Terminal, in the parking garage or via a short trip either by foot or using a ridesharing app.

Additionally, new peer to peer car sharing apps, e.g. Getaround or a similar company, could allow residents of the study area to rent their personal vehicles to islanders or vice versa. A resident who lives and works in the study area may have a vehicle that is parked at home during the work day which an islander could rent. An islander who keeps a vehicle on the mainland but does not use it daily could rent it to residents of the study area on a short-term basis. The apps simplify the coordination and transactions necessary to rent. The companies provide special insurance, and allow the car owner to choose renters with favorable feedback ratings.

K.2.10 Continue Implementation of TDM Recommendations from the 2008 Peninsula Transit Study

Continue to pursue the adoption of multiple strategies for single occupancy vehicle parking demand reduction through travel demand management (TDM) in the study area as recommended in the 2008 Portland Peninsula Transit Study. The study outlined TDM strategies, some of which have been implemented, e.g, fee-in-lieu payments as part city's zoning code and the creation of the Sustainable Transportation Fund. However, unimplemented strategies remain. TDM strategies that could address the Study Area's parking challenges include:

- Requiring new development in the study area become a member of the new transportation association and require the implementation of TDM ordinances such as:
    - Appointing a mobility coordinator for the development to interact with the transportation association.
    - Provide a car share space on-site.
    - Offer employees the option to purchase a pre-tax monthly transit pass.
    - Create incentives and educate employers on parking cash-out programs where employees may forgo an employee provided parking spot for a one-time payment.
    - The unbundling of parking and residential units so a resident is not obligated to take a parking space if they do not want one or own a car.

The Peninsula Transit Study also made a number of detailed transit service recommendations that have yet to be achieved. We recommend continued pursuance of the following goals:

- Increase the peak period frequency of key Peninsula routes to 10-20 min headways
- Provide a direct link between the Portland Transportation Center and Downtown/ Waterfront. As development on the Eastern Waterfront progresses, service should extend there as well.
- Use signal prioritization and other techniques (e.g. queue jump lane) to help move buses through congested areas.

K.2.11 Additional Transit Recommendations

Additionally, we recommend the consideration of a downtown circulator route specifically meant to transport riders between the Waterfront and Cumberland Ave in a loop. There is a need to make available parking uphill from the Waterfront more attractive to better distribute parking demand within the study area.

The introduction of GPS enabled bus arrival tracking in Portland during 2016 is an important advancement. The City should encourage the creation of additional smartphone apps that utilize the open-source bus location data. The City could organize a hack-a-thon, a contest, or another incentive to spur user engagement with the new information technology.

K.2.12 Bicycle Infrastructure

It is encouraging that the final design for the Franklin Ave reconstruction will include new bike lanes to both cross Franklin Ave and travel along it. The eventual realization of that project should help raise the bicycle commute share to the study area. If the City can raise the bicycle commute share during the peak summer season especially, it could play a role in managing peak parking demand.

Additional investment in bikeways, bike lanes, bike paths, and byways to improve bicycle access from off-peninsula is needed to raise the bicycle mode share of travel to the study area.

The City will have the opportunity to observe the new bike sharing initiative to be launched in Portland in 2018. We recommend the City support additional bike share infrastructure should the pilot program prove successful. Bike sharing could be part of a mobility strategy between outlying parking areas or transit hubs and high-demand destinations.

K.2.13 Convert Unrestricted Parking

If further study shows unrestricted on-street parking within walking distance to the study area is over capacity and is being used for longer duration parking than desired by stakeholders. Conversion of unrestricted spaces to time limited zones or metered spaces is recommended. It is recommended that this be carried out gradually so that the effects of parking demand on the study area can be monitored for adverse impacts should significant new parking demand be forced into the study area. The unrestricted spaces on Commercial St west of the study area could potentially be converted to metered spaces if a successful low-wage earner remote parking program were implemented as described in Section K.2.2, since those spaces are intended to provide at least some no-cost parking near the study area.

K.2.14 Marketing and Advertising

The City could continue to support a marketing and advertising campaign to raise awareness and improve perception about multi-modal access to the study area; including parking strategies, smartphone apps, and parking prices. Campaigns should also highlight transit and bicycle commuting opportunities.

K.2.15 Additional Data Collection

We recommend periodic data collection on parking demand, particularly during the peak season since this effort collected data during the winter season. Also recommended is data collection that would measure public knowledge about multi-model access to the study area and willingness to pay for transportation and parking services. Establishing baseline data on these topics will greatly help to develop performance measures for any solutions the City pursues. Having high quality measures of effectiveness can be key to attracting state and federal funding.

K.2.16 Construct Additional Structured Public Use Parking Supply

If stakeholders decide that additional parking capacity is a necessary component to the City's overall parking demand management strategy. The construction of up to approximately 500 to 750 new structured parking spaces for public use by travelers to the study area could be explored. We recommend the consideration of repurposeable parking structure design to allow for the possibility of a change in use over the design life of the structure.

L. Implementation and Funding

This section identifies potential local, state, and federal funding sources applicable to the recommendations in Chapter K. First, a short description of potential funding sources, then Table 54 summarizes each recommendation from Chapter K with applicable funding sources.

L.1 Local Funding Suggestions

A Development Impact Fee

The proposed fee is a transportation impact fee scaled to the size, intensity, and or land use type of new development in the study area for funding travel demand management, workforce mobility, or parking demand management related initiatives. This fee would be separate from the existing optional parking in-lieu of fee in the City's Land Use Code.

A Special Purpose On-Street Parking Meter Rate Increase

The proposed meter rate increase is for high-demand locations, such as Commercial St, Exchange St, and Middle St. It is suggested that the collected revenue be used specifically for mobility initiatives for low-wage earners and island resident commuters having trouble parking in the high-demand areas. It is also proposed that the purpose of the meter rate increase be clearly communicated to the public and the programs funded by the new revenue be clearly explained.

L.2 State Funding

The State of Maine collects revenue from gasoline tax and other transportation related user fees into a State Highway Fund. State Highway Fund expenditures are primarily allocated to road and bridge improvements, supporting traffic law enforcement, safety, and ferry passenger service operations. Funding for transit and other mobility programs is comparatively small and has not grown significantly in recent years. It doesn't seem probable that tax and user fee revenue collected by the State will be a major source of funding for new mobility initiatives in the study area surrounding Downtown Portland. However, a mobility initiative with regional appeal or one that can be replicated elsewhere in the State should at least request a State contribution toward a local match requirement needed to leverage federal funding assistance.

L.3 Federal Funding

There are a several federal funding programs administered by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) that are applicable to the mobility recommendations in Chapter K. What follows is a brief description of relevant federal transportation grant programs, made law under the most recent federal transportation bill, the Fixing America's Surface Transportation (FAST) Act of 2015, which authorized federal transportation funding through federal fiscal year 2020.

L.3.1 Formula Grant Programs

A number of federal transportation grant programs are administered jointly by the FHWA and FTA as formula programs. This means that a formula defined during the writing of the transportation bill reauthorization is used to allocate federal

funds to states on an annual basis considering factors such as population, federal fuel taxes paid, transit revenue miles, etc. Each grant program may use a different formula. After funding is allocated to the states, a second formula then applies for allocating funds within each state between state departments of transportation (DOTs) and regional metropolitan planning organizations (MPOs). The City of Portland and other eligible agencies may then apply for federal grants through either a regional MPO or the DOT in a competitive annual process. Eligible projects in most cases should be included in a regional long-range plan (LRP), state implementation plan (STIP), and a regional transportation improvement plan (TIP) where applicable. With some exceptions, the federal grant programs typically offer funding assistance of up to 80 percent of project cost requiring a 20 percent local match at minimum. Four examples of formula grant programs are described below.

L.3.1.1 Surface Transportation Block Grant Program

The Surface Transportation Block Grant Program (STBG) is the most flexible of the federal transportation grant programs covering a wide variety of eligible projects related to surface transportation including capital investments, planning, design, asset management, research, and training to name a few.

L.3.1.2 Transportation Alternatives Program

The Transportation Alternatives (TA) program is a subset of the STBG program meant for projects pertaining to alternatives to vehicular transportation such as bicycle and pedestrian facilities on and off road including recreational trail projects.

L.3.1.3 Congestion Mitigation Air Quality Program

The Congestion Mitigation Air Quality Program (CMAQ) is a grant program meant to provide assistance in funding transportation projects that help meet or maintain compliance with the Clean Air Act. Although Maine is currently in attainment of federal air quality standards, the State still receives a minimum apportionment of CMAQ funding for projects that improve or maintain air quality. CMAQ funds are provided on a reimbursement basis, meaning funds are not provided until work is completed.

L.3.1.4 Urbanized Area Formula Funding Program, Section 5307

The FTA administers an Urbanized Area Formula Funding Program, also known as Section 5307. Eligible activities include a variety of transit planning, engineering, design, capital investment, and related communications technology. Some activities related to mobility management programs are also eligible under the program. Urbanized areas with a population over 200,000 are usually not allowed to use Section 5307 grant funding for transit operating expenses, however, a Special Rule exists allowing some urban areas to do so. The Portland, ME urbanized area is currently allowed to use a limited amount of Section 5307 funds for transit operating expenses.

L.3.2 Competitive Grant Programs

There are also grant programs administered by FHWA and FTA that are allocated through competitive processes at the federal level. Eligible applicants apply directly for the grants through one of the federal agencies and awarded funds do not count against the formula grant funds received by the states. The grant programs typically offer funding assistance at a maximum of 80 percent of project cost, though applicants are encouraged to apply for less to better the odds of receiving funding. Two examples of competitive grant programs are described below.

L.3.2.1 Passenger Ferry Grant Program

The Passenger Ferry Grant Program is a competitive grant program administered by FTA for projects related to passenger ferry systems in urbanized areas. In addition to directly supporting capital expenses related to ferry boat service, eligible projects include enhancements to terminals and connectivity to other modes of transportation.

L.3.2.2 Mobility on Demand Sandbox Demonstration Program

The Mobility on Demand (MOD) Sandbox Demonstration Program was the first program of its kind created by the FTA in 2016. The MOD program is part of a broader long-range policy visioning effort at the USDOT called Beyond Traffic. Although the MOD program has already fully allocated its budget of $8 million in awards, future programs funding MOD demonstrations will likely follow in years to come. The MOD program funded innovative pilot projects in communities seeking to integrate mobility on demand services such as bike sharing, car sharing, and demand-responsive buses and vans with traditional transit services. The integration of smart phone technology across MOD services and transit was also a key component of many awarded programs. Eleven grants were awarded including one to The Vermont Agency of Transportation which received $480,00 to create a statewide transit trip planner that will attempt to enable various non-fixed route mobility services to be integrated with fixed route transit services using smartphone technology.

L.4 Conclusion

This chapter offered ideas for funding sources to support the recommendations made in Chapter K to reduce parking demand in Downtown Portland, The Waterfront, and The Eastern Waterfront over the next ten years. In Table 54, each recommendation from Chapter K is listed with the relevant funding sources described here in Chapter L.

Table 54: Suggested Funding Sources for Recommendations

Recommendation	Suggested Initiation Timeframe	Suggested Local Funding Sources	Suggested Federal Funding Assistance
K.2.1	**Explore the Formation of a Non-Profit Transportation Association**		
Feasibility study	1 year	Contributions from the private sector to an existing association or to the City to manage the procurement of a feasibility study.	STBG Program has eligibility for planning projects.
Incorporation and startup	2 years	Membership dues. Some transportation associations also provide services for fees.	CMAQ program. The Association would need to demonstrate a mission that will result in air quality improvement. Transportation Management Associations, for example, are eligible for federal assistance under the CMAQ program with startup funding assistance and up to 3 years of operating assistance spread out over a maximum of 5 years.
K.2.2	**Partner with Transportation Network Companies to Address Specific Parking Challenges**		
Meet with TNC providers to discuss partnership and service	1 year	N/A	N/A
Develop a custom program for island residents	2 years	City funding, user fees, development impact fee, Special purpose on-street meter rate increase.	Park and ride lot projects are eligible under the STBG program, however use of federal funds for remote parking facilities and programs would preclude the City from collecting user fees beyond operation and maintenance of the parking lot. Park and Ride lot projects using federal funds must accommodate transit service and or traditional carpool/vanpool programs. A future successor to the FY 2016 MOD program may provide an opportunity for the City to create a project integrating bus and passenger ferry service with mobility on demand services using smartphone technology. Approved use of federal funds for programs that include mobility on demand services is a current and emerging topic of federal policy review.
Develop a custom program for low-wage earners	2 years	City funding, user fees, development impact fee, Special purpose on-street meter rate increase.	
Develop a remote park and ride lot strategy for visitors	3 years	City funding, user fees, development impact fee.	

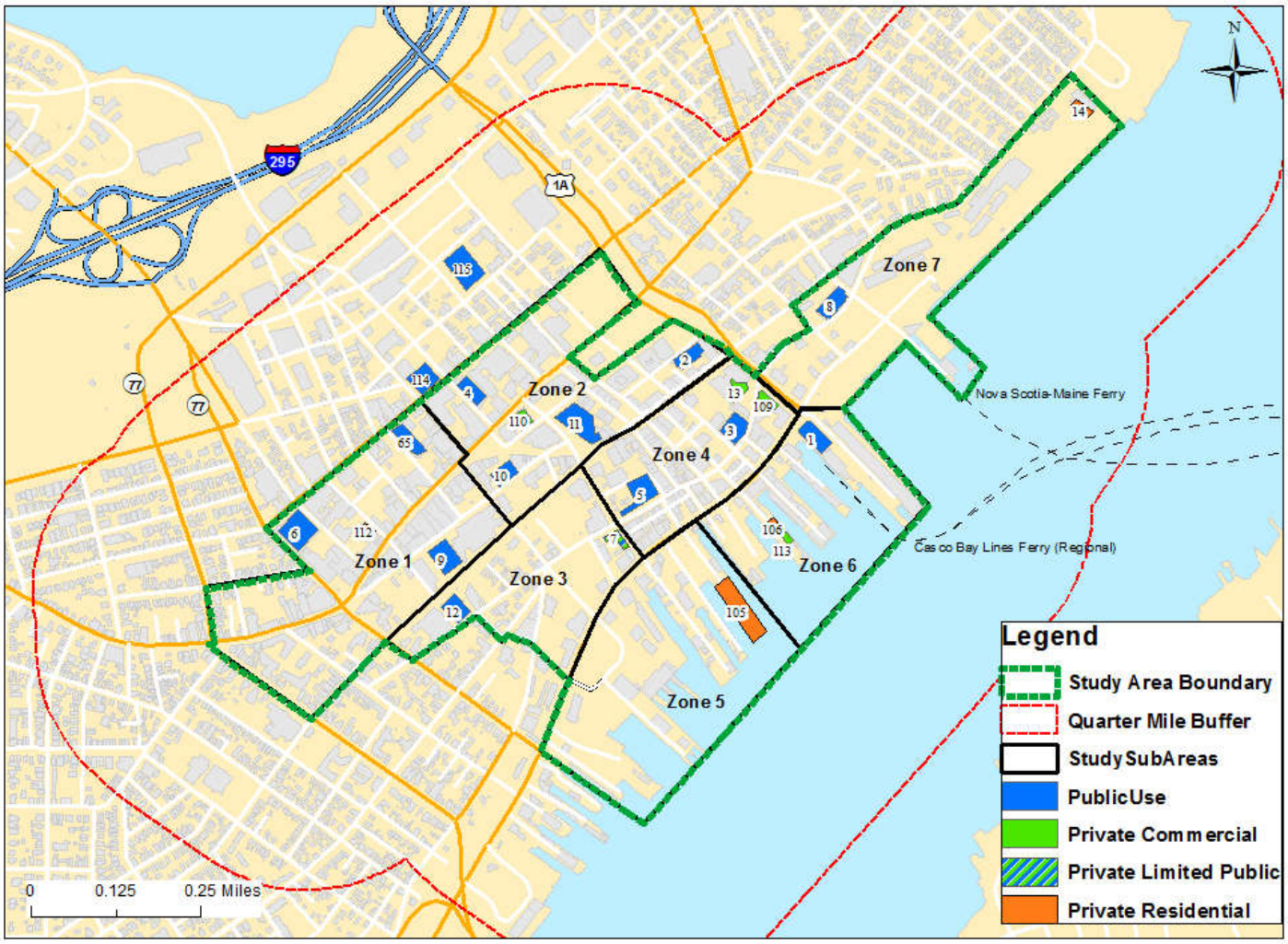
Recommendation	Suggested Initiation Timeframe	Suggested Local Funding Sources	Suggested Federal Funding Assistance
K.2.3	**Expand Specific Island Resident Parking Permit Programs**		
	1-2 years	City Funding. Funding for this recommendation could help offset future loss of revenue associated with the additional conversion of on-street spaces to unmetered hourly zones.	N/A
K.2.4	**Pilot Test Higher Cost On-Street Parking in High Demand Areas**		
Design Pilot Study	1 year	City Funding	N/A
Implement Pilot Study	2 years	City Funding	N/A
K.2.5	**Extend On-Street Meter Hours to 8pm City Wide**		
	2 years	City Funding for changes in signage, public awareness.	N/A
K.2.6	**Improve Parking Management and Technology**		
	1 year -ongoing	Continued private operator investment	The City could apply for wayfinding project grant under the CMAQ program. The project would need to demonstrate air quality benefits from improved wayfinding, e.g., decreased vehicular trip lengths.
K.2.7	**Change Parking Requirements and Regulations**		
	1 year	This recommendation could be reviewed during the upcoming re-write of the City's Land Use Code, already budgeted for FY2018.	N/A
K.2.8	**Improve Parking Policies in the Context of Land Uses Permits**		
	1 year	This recommendation could be reviewed during the upcoming re-write of the City's Land Use Code, already budgeted for FY2018.	N/A

Recommendation	Suggested Initiation Timeframe	Suggested Local Funding Sources	Suggested Federal Funding Assistance
K.2.9	**Increase Car Sharing Use**		
	1 year-ongoing	The City could review additional requirements in the Land Use Code for the creation of designated parking spaces for car sharing vehicles as part of future private developments.	While federal public transportation law does not consider car sharing as a form of public transportation, capital expenses related to the creation of parking spaces for car sharing programs at transit stops, transit centers, or passenger ferry terminals may be eligible for funding through the Urbanized Area Formula Grants Section 5307 or the Passenger Ferry Grant Program.
K.2.10	**Continue Implementation of TDM Recommendations from the 2008 Peninsula Transit Study**		
Additional TDM requirements for development	1 year-ongoing	This recommendation could be reviewed during the upcoming re-write of the City's Land Use Code, already budgeted for FY2018.	N/A
Transit Service Enhancements and Upgrades	3-5 years	City funding, development impact fee	STBG program, Section 5307
K.2.11	**Additional Transit Recommendations**		
Hack-a-thon, contest, or another incentive to engage users with the invention of new Portland area bus location smartphone apps.	1 year	City funding, private donations	N/A
Downtown circulator bus route	3-5 years	Development impact fee	STBG program, Section 5307
K.2.12	**Bicycle Infrastructure**		
	1 year-ongoing	City funding, development impact fee	STBG program, TA program. Bicycle infrastructure upgrades to ferry terminals may be eligible under the Passenger Ferry Program. A successor to the 2016 MOD program may present Portland with an opportunity to create a program to integrate

Recommendation	Suggested Initiation Timeframe	Suggested Local Funding Sources	Suggested Federal Funding Assistance
			bike sharing and bus or passenger ferry service while incorporating smartphone technology.
K.2.13	**Convert Unrestricted Parking**		
	3-5 years	City funding.	N/A
K.2.14	**Marketing and Advertising**		
	1 year-ongoing	City funding, Private/nonprofit funds/partnerships	N/A
K.2.15	**Additional Data Collection**		
	2 years	City funding, private donations	Data collection as part of planning activities could be eligible under the STBG program.
K.2.16	**Construct New Structured Public Parking Supply**		
	Depending on development. 3-7 years.	Private financing	N/A

M. Appendix A: Structured and Surface Lot Parking Inventory with Numbered Maps

Structured Parking Map with Numbered Index

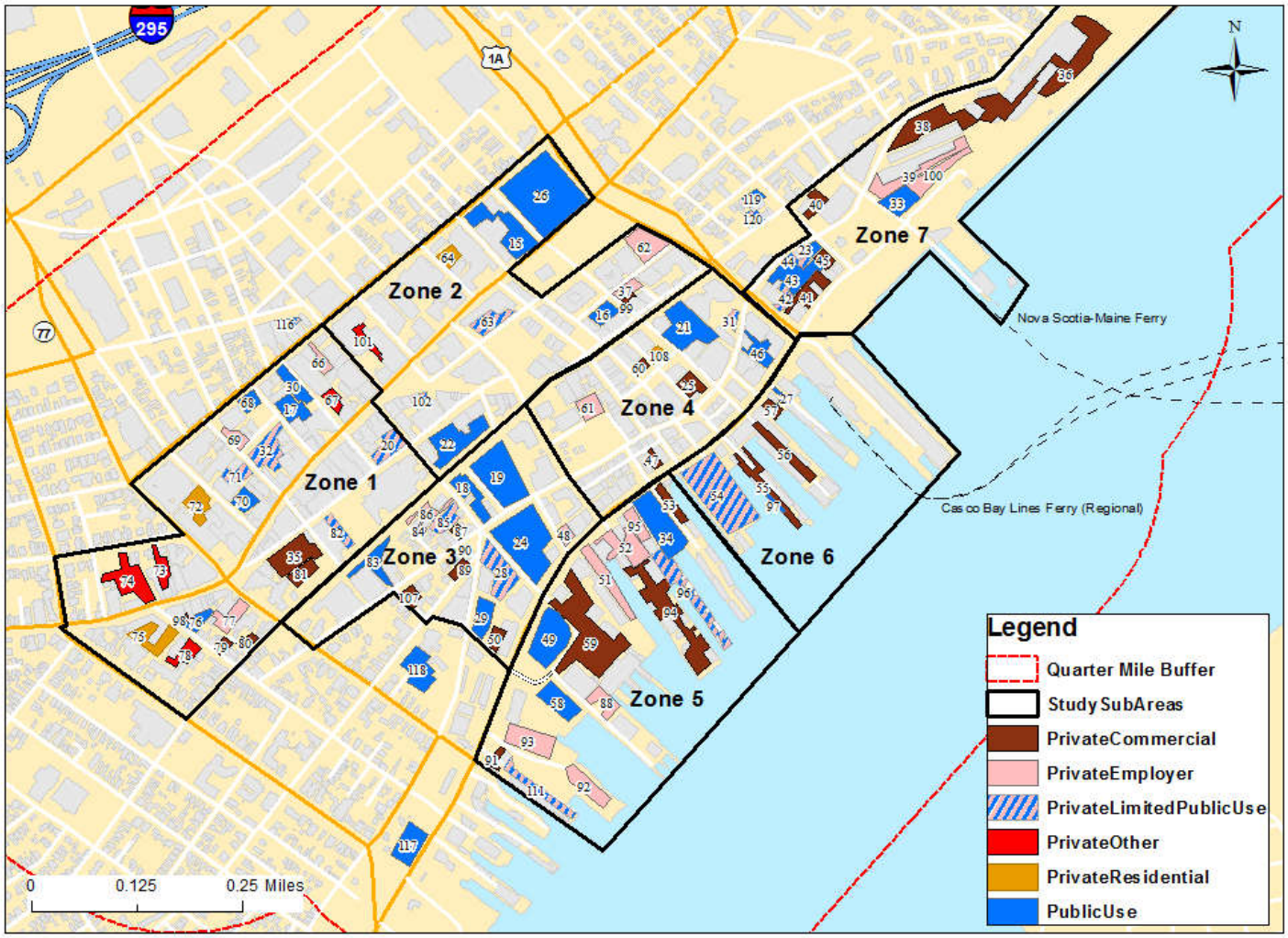


Capacity count methodology: For surface lots and structed parking included in the City's seasonal parking inventory, the published total of spaces were used. All remaining surface lots not included in the City inventory were manually counted using Google Earth aerial photography. For structed parking not included in the City inventory (which were typically private use garages), estimates were made using a combination of Google Earth aerial photography and Google Street View to determine the number of parking levels. The number of residential units associated with a private residential garage also informed private garage estimates.

Map Index for Structures

LOT_ID on Map	Name	Study Area Section	Spaces	Use Type	SubArea Zone
1	Casco Bay Parking Garage	Waterfront	418	Public Use	6
2	Cumberland County Courthouse Parking Garage	OldPort	328	Public Use	2
3	Custom House Parking Garage	OldPort	761	Public Use	4
4	Elm St Garage	OldPort	398	Public Use	2
5	Fore St. Parking Garage	OldPort	423	Public Use	4
6	Gateway Parking Garage	OldPort	655	Public Use	1
7	Portland Harbor Hotel Garage	OldPort	195	PrivateLimPub	3
8	Ocean Gateway Garage	EasternWaterfront	720	Public Use	7
9	Spring Street Garage	OldPort	565	Public Use	1
10	One City Center Garage	OldPort	600	Public Use	2
11	Temple Street Parking Garage	OldPort	620	Public Use	2
12	Holiday Inn by the Bay	OldPort	285	Public Use	3
13	Morgan Stanley_Citizens Bank Parking Garage	OldPort	200	Private Commercial	4
14	Portland House Parking Garage	Eastern Waterfront	111	Private Residential	7
65	Monument Square Garage	OldPort	340	Public Use	1
105	Chandlers Wharf	OldPort	150	Private Residential	5
106	Portland Pier Condos	OldPort	30	Private Residential	6
109	Bangor Savings Bank	Old Port	84	Private Commercial	4
110	2 Monument Way	OldPort	73	Private Commercial	2
112	Oak St Lofts	OldPort	37	Private Residential	1
113	Portland Pier Commercial Condos	Waterfront	20	Private Commercial	6
	Study Area Total		**7,013**		
	1/4 Mi Buffer Area				
114	Public Market Garage	1/4 mi Buffer Area	600	Public Use	
115	Chestnut St Garage	1/4 mi Buffer Area	450	Public Use	
	1/4 Mi Buffer Area		**1,050**		

Surface Lot Parking Map with Number Index



Map Index for Surface Lots

LOT_ID Map	NAME	Study Area Section	Spaces	Use Type	SubArea Zone
15	385 Congress St Lot	OldPort	130	PublicUse	2
16	66 Pearl St	OldPort	44	PublicUse	2
17	Casco St Lot	OldPort	25	PublicUse	1
18	Cotton & Center Parking Lot & Center St Par	OldPort	50	PublicUse	3
19	Portland Square Upper Visitor Lot	OldPort	237	PublicUse	3
20	J.B. Brown Parking Lot on Free St.	OldPort	44	PrivateLimPub	1
21	Middle & Pearl Parking Lot	OldPort	208	PublicUse	4
22	Midtown Parking Lot	OldPort	175	PublicUse	2
23	Omni Park System/Casa Parking Lot	Eastern Waterfront	20	PublicUse	7
24	Portland Square Lower Monthly Lot	OldPort	300	PublicUse	3
25	Regency Hotel Parking Lot	OldPort	45	Private Commercial	4
26	Top of the Old Port	OldPort	540	PublicUse	2
27	68 Commercial St	Waterfront	17	PublicUse	6
28	Baxter Place Lot	OldPort	100	PrivateLimPub	3
29	14 York St Parking Lot	OldPort	50	PublicUse	3
30	52 Brown St Lot	OldPort	69	PublicUse	1
31	Hub Furniture Lot	OldPort	32	PrivateLimPub	4
32	Sheply Lot	OldPort	59	PrivateLimPub	1
33	Thames St Hourly Lot	Eastern Waterfront	75	PublicUse	7
34	Fisherman's Wharf Parking Lot	Waterfront	250	PublicUse	5
35	Free St Parking Lot	OldPort	155	Private Commercial	1
36	58 Fore St Narrow Gauge RR	Eastern Waterfront	200	Private Commercial	7
37	198 Newbury St	OldPort	21	PrivateEmployer	2
38	100 Fore St	Eastern Waterfront	142	Private Commercial	7
39	144 Fore St	Eastern Waterfront	82	PrivateEmployer	7
40	Micucci Grocery Store	Eastern Waterfront	30	Private Commercial	7
41	19-39 Commercial St	Eastern Waterfront	66	Private Commercial	7
42	15 Franklin St	Eastern Waterfront	33	PrivateLimPub	7
43	Simba Parking	Eastern Waterfront	115	PublicUse	7

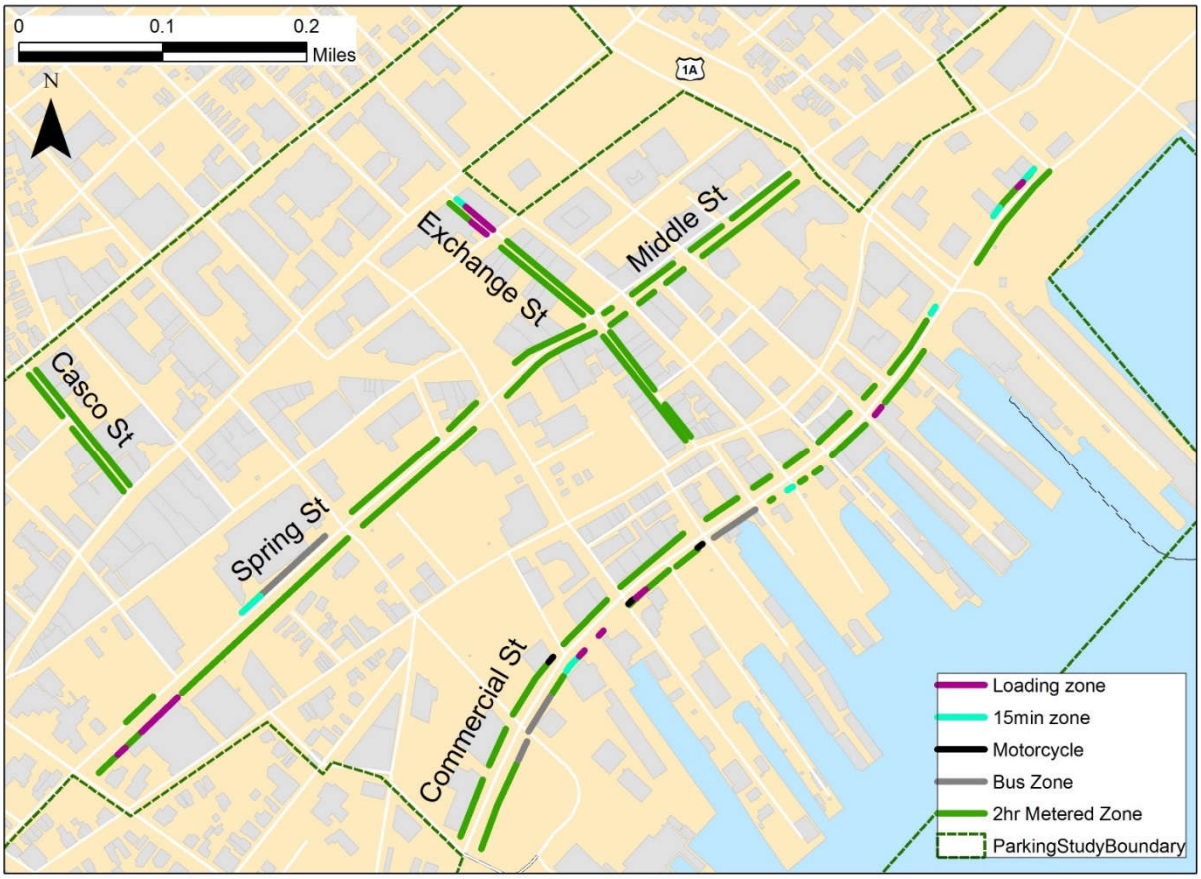
LOT_ID Map	NAME	Study Area Section	Spaces	Use Type	SubArea Zone
44	208 Fore St	Eastern Waterfront	23	PrivateLimPub	7
45	1 Commercial St	Eastern Waterfront	26	Private Commercial	7
46	East Brown Cow Lot 75 Commercial St	OldPort	46	PublicUse	4
47	185 Commercial St	OldPort	20	Private Commercial	4
48	Memic Lot	OldPort	20	PrivateEmployer	3
49	Portland Fish Pier Front Lot	Waterfront	165	PublicUse	5
50	Courtyard Portland Lot	OldPort	22	Private Commercial	3
51	254 Commercial St Wharf	Waterfront	72	PrivateEmployer	5
52	36 Union Wharf	Waterfront	60	PrivateEmployer	5
53	2-422 Chandler's Wharf	Waterfront	46	Private Commercial	5
54	DiMillo's Parking Lot (Long Wharf)	Waterfront	317	PrivateLimPub	6
55	Portland Pier Private Parking	Waterfront	38	Private Commercial	6
56	Custom House Wharf	Waterfront	70	Private Commercial	6
57	90 Commercial St	Waterfront	25	Private Commercial	6
58	Portland Fish Pier Back Lot	Waterfront	105	PublicUse	5
59	6 Portland Fish Pier	Waterfront	100	Private Commercial	5
60	99 Silver St	OldPort	25	Private Commercial	4
61	11 Patton Court Lot	OldPort	35	PrivateEmployer	4
62	Cumberland Register of Probate Lot	OldPort	44	PrivateEmployer	2
63	400 Congress St	OldPort	36	PrivateLimPub	2
64	Chestnut St Lofts Lot	OldPort	37	Private Residential	2
66	340 Cumberland Ave	OldPort	35	PrivateEmployer	1
67	Maine Historical Society	OldPort	37	PrivateOther	1
68	380 Cumberland Ave Lot	OldPort	26	PublicUse	1
69	Fairpoint Communications Lot	OldPort	19	PrivateEmployer	1
70	Venture (VIP) Parking Lot	OldPort	48	PublicUse	1
71	84 Oak St	OldPort	35	PrivateLimPub	1
72	Congress Square Apartments	OldPort	48	Private Residential	1
73	12 Deering Place	OldPort	35	PrivateOther	1
74	645 Congress Lot	OldPort	76	PrivateOther	1
75	Lafayette Square Lot	OldPort	82	Private Residential	1

LOT_ID Map	NAME	Study Area Section	Spaces	Use Type	SubArea Zone
76	622 Congress St	OldPort	40	PublicUse	1
77	WCSH 6	OldPort	82	PrivateEmployer	1
78	Episcopal Church Lot	OldPort	40	PrivateOther	1
79	125 Park St	OldPort	25	Private Commercial	1
80	127 Spring St	OldPort	26	Private Commercial	1
81	87 Spring St	OldPort	44	Private Commercial	1
82	Maine Health Lot	OldPort	37	PrivateLimPub	1
83	Holiday Inn by the Bay Lot	OldPort	35	PublicUse	3
84	17 south St	OldPort	23	PrivateEmployer	3
85	52 Center St Parking Lot	OldPort	63	PrivateLimPub	3
86	70 Center St	OldPort	31	PrivateEmployer	3
87	9 Pleasant St	OldPort	22	Private Commercial	3
88	Portland Fish Pier Employee Lot	Waterfront	37	PrivateEmployer	5
89	Yosaku Restaurant Lot	OldPort	30	Private Commercial	3
90	10 Pleasant St	OldPort	6	Private Residential	3
91	Hobson's Pier	Waterfront	25	Private Commercial	5
92	US Coast Guard	Waterfront	50	PrivateEmployer	5
93	Gulf of Maine Research Inst.	Waterfront	82	PrivateEmployer	5
94	48 Union Wharf	Waterfront	90	Private Commercial	5
95	13 Widgery Wharf	Waterfront	60	PrivateEmployer	5
96	1-39 Widgery Wharf	Waterfront	75	PrivateLimPub	5
97	Portland Pier Public Parking	Waterfront	15	PublicUse	6
98	626 Congress St	OldPort	11	Private Commercial	1
99	Church St Lot	OldPort	6	Private Commercial	2
100	Thames St Permit Lot	Eastern Waterfront	200	PrivateEmployer	7
101	465 Congress St	OldPort	15	PrivateOther	2
102	6 Monument Sq	OldPort	31	PrivateLimPub	2
107	58 Pleasant St	OldPort	40	Private Commercial	3
108	Storer Condos	OldPort	27	Private Residential	4
111	254 Commercial St	Waterfront	50	PrivateLimPub	5
	Total		**6,405**		

LOT_ID Map	NAME	Study Area Section	Spaces	Use Type	SubArea Zone
	Buffer Area				
116	Maria's Ristorante	1/4 mi Buffer Area	25	PrivateLimPublic	
117	Angelo's Acre	1/4 mi Buffer Area	65	PublicUse	
118	52 Danforth	1/4 mi Buffer Area	100	PublicUse	
119	62 India St	1/4 mi Buffer Area	47	PublicUse	
120	59 Middle St	1/4 mi Buffer Area	20	PrivateLimPublic	
	Total		**257**		

N. Appendix B: On-Street Parking Observed Data Maps and Charts

The On-Street Parking Observed Sample Coverage Locations

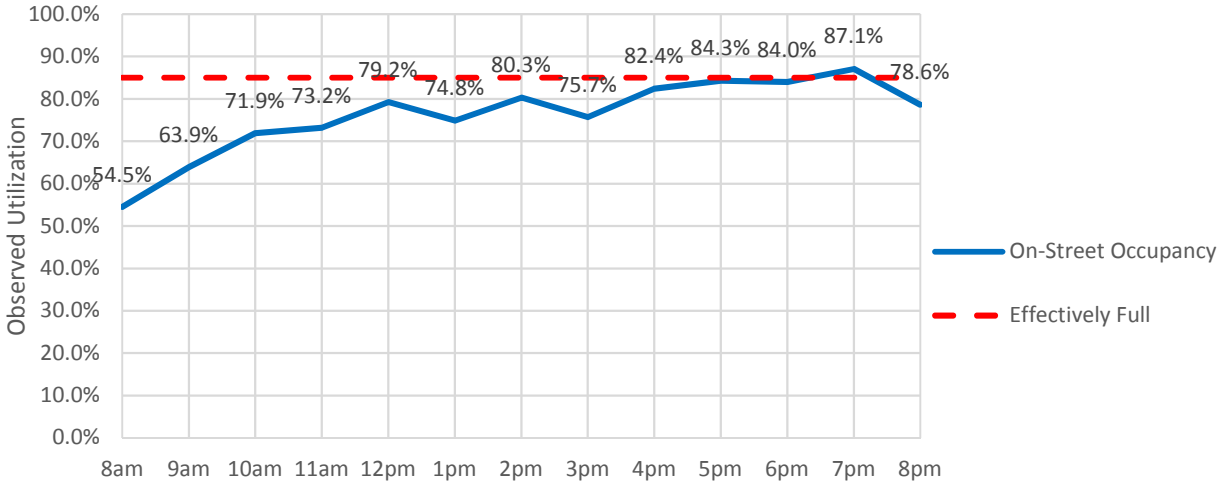


On-street parking supply for the street block faces designated above were counted manually in the field. Five observers were assigned individual data collection routes. Parking occupancy was collected by recording the last three digits of parked vehicle license plates hourly between 8am and 8pm on a Thrusday, December 1, 2017 and between 10am and 8pm on a Satruday, December 3, 2016.

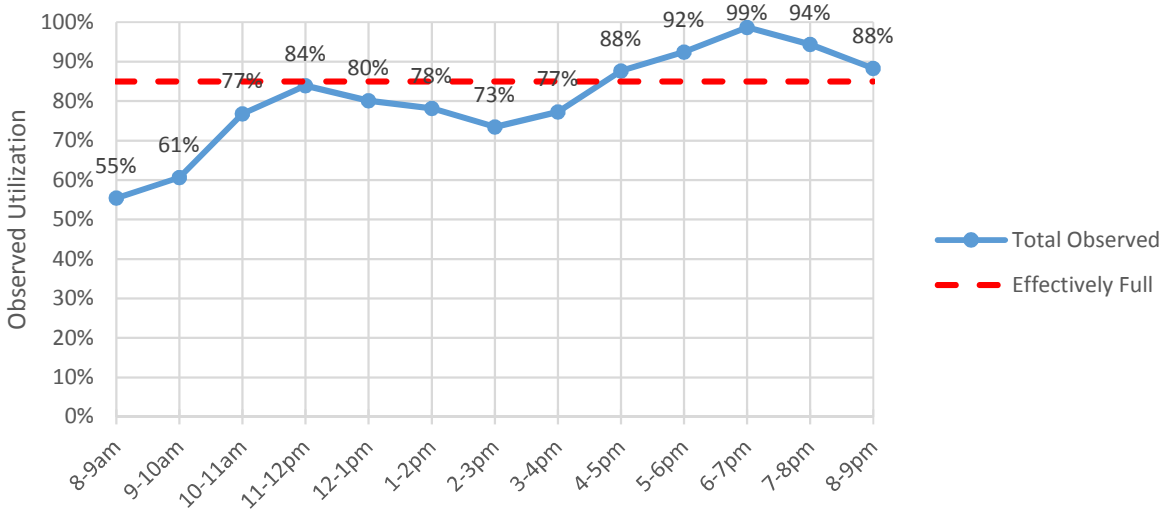
Total on-street parking capacity for the remainder of the study area was counted manually using Google Street View with edits from the City on the recently developed Eastern Waterfront.

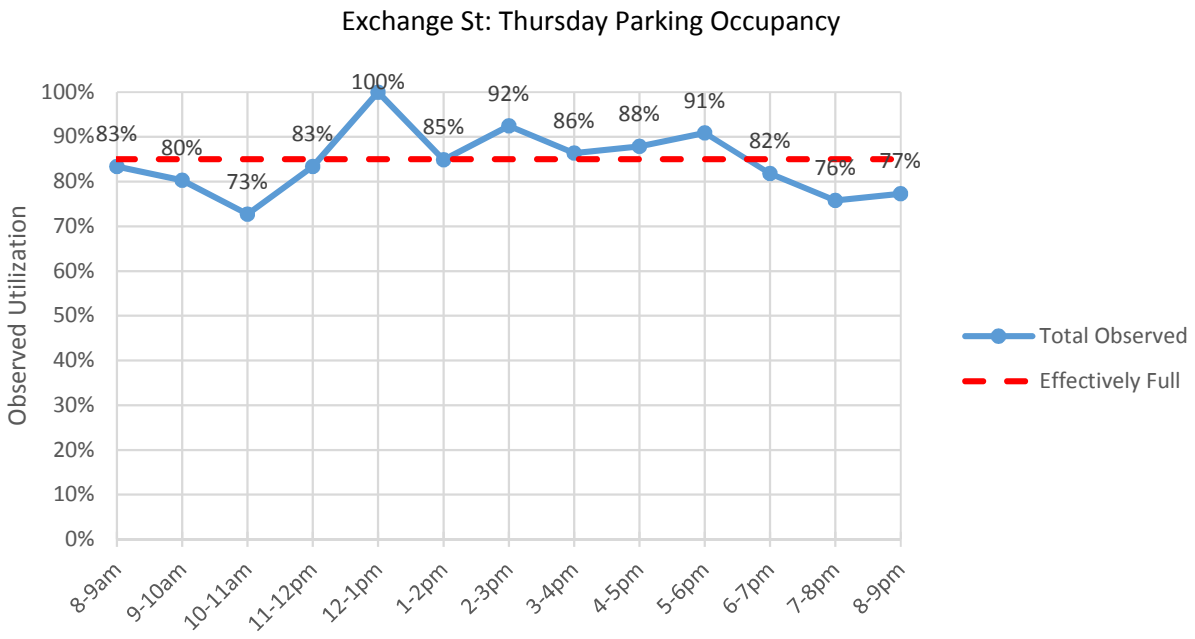
Charts of Thursday 12/01/16 On-Street Parking Occupancy Observed Sample Results

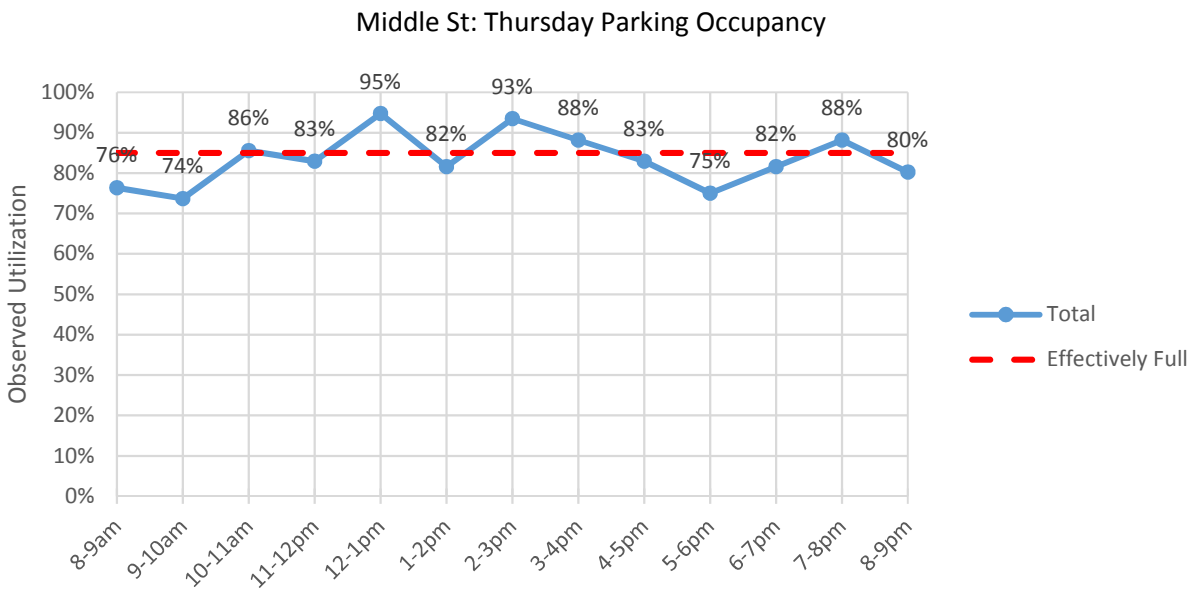
Overall Thursday Results: Parking Occupancy on All Streets Combined



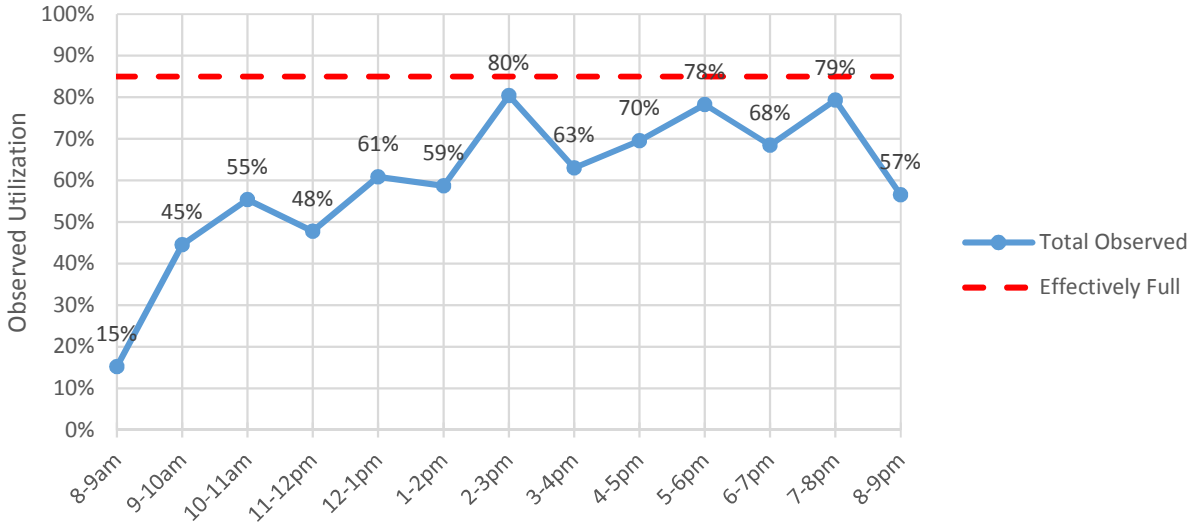
Commercial St: Thursday Parking Occupancy



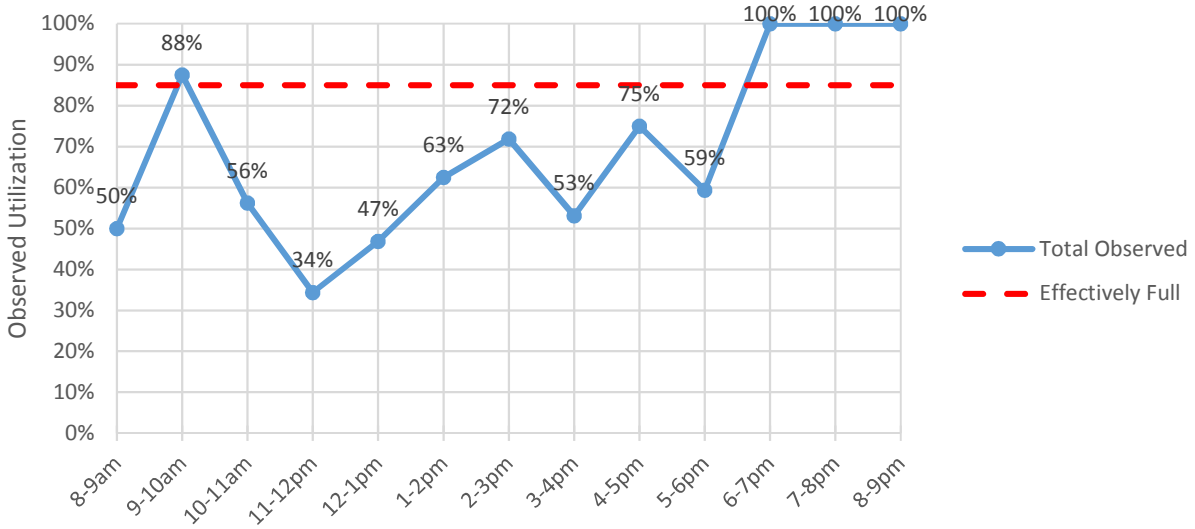

Exchange St: Thursday Parking Occupancy
Observed Utilization
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
83%
80%
73%
83%
100%
85%
92%
86%
88%
91%
82%
76%
77%
8-9am
9-10am
10-11am
11-12pm
12-1pm
1-2pm
2-3pm
3-4pm
4-5pm
5-6pm
6-7pm
7-8pm
8-9pm
Total Observed
Effectively Full


Middle St: Thursday Parking Occupancy
Observed Utilization
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
76%
74%
86%
83%
95%
82%
93%
88%
83%
75%
82%
88%
80%
8-9am
9-10am
10-11am
11-12pm
12-1pm
1-2pm
2-3pm
3-4pm
4-5pm
5-6pm
6-7pm
7-8pm
8-9pm
Total
Effectively Full

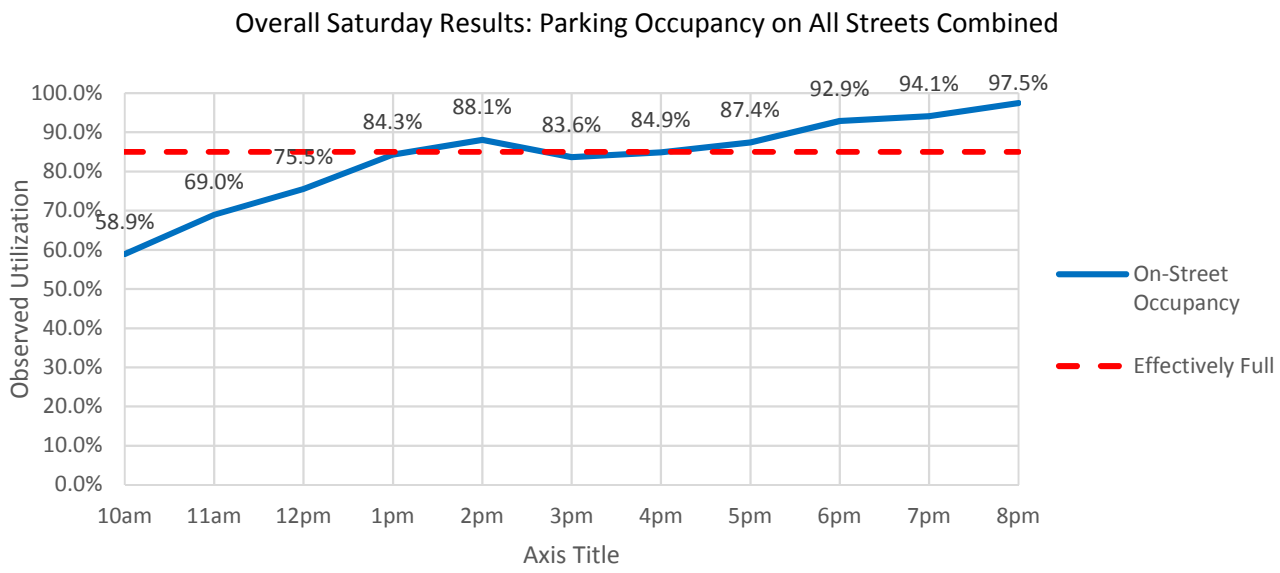
Spring St: Thursday Parking Occupancy

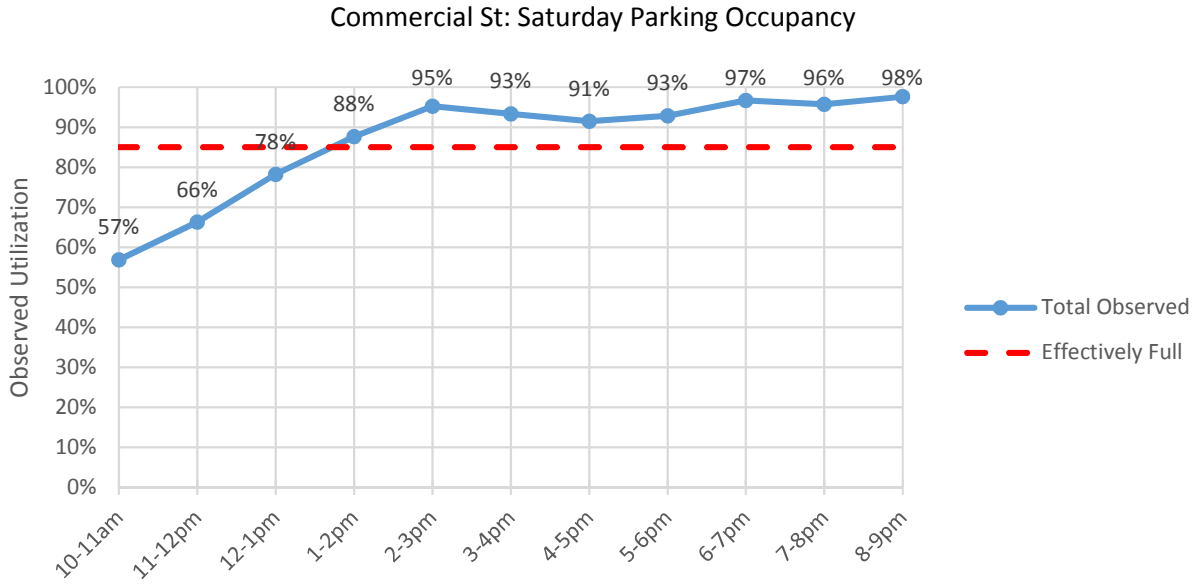


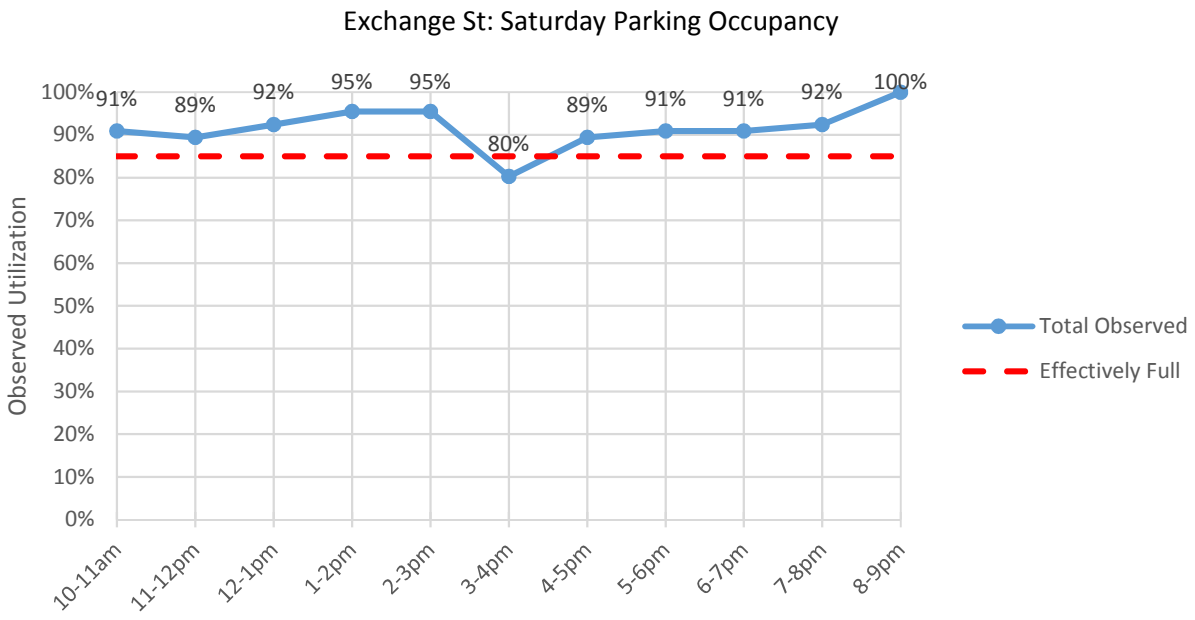
Casco St: Thursday Parking Occupancy

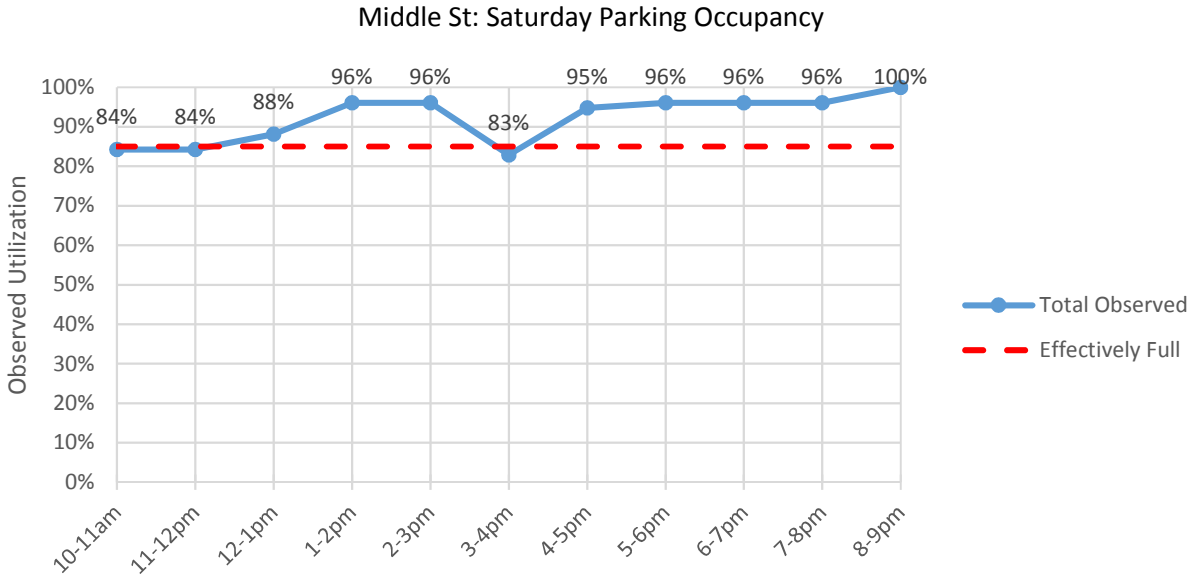


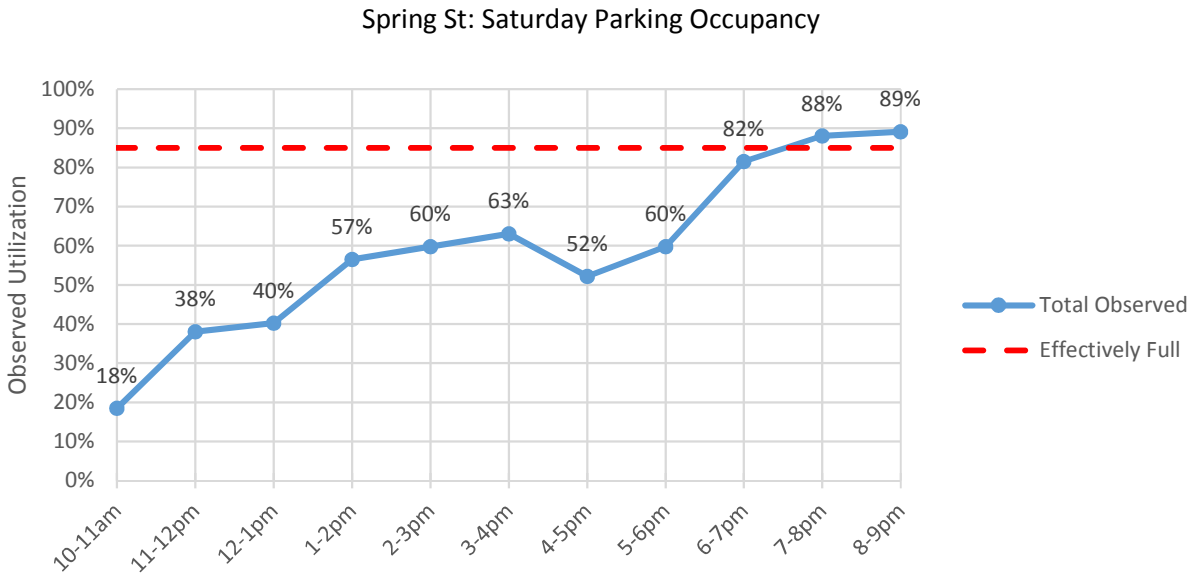
Charts of Saturday 12/03/16 On-Street Parking Occupancy Observed Sample Results

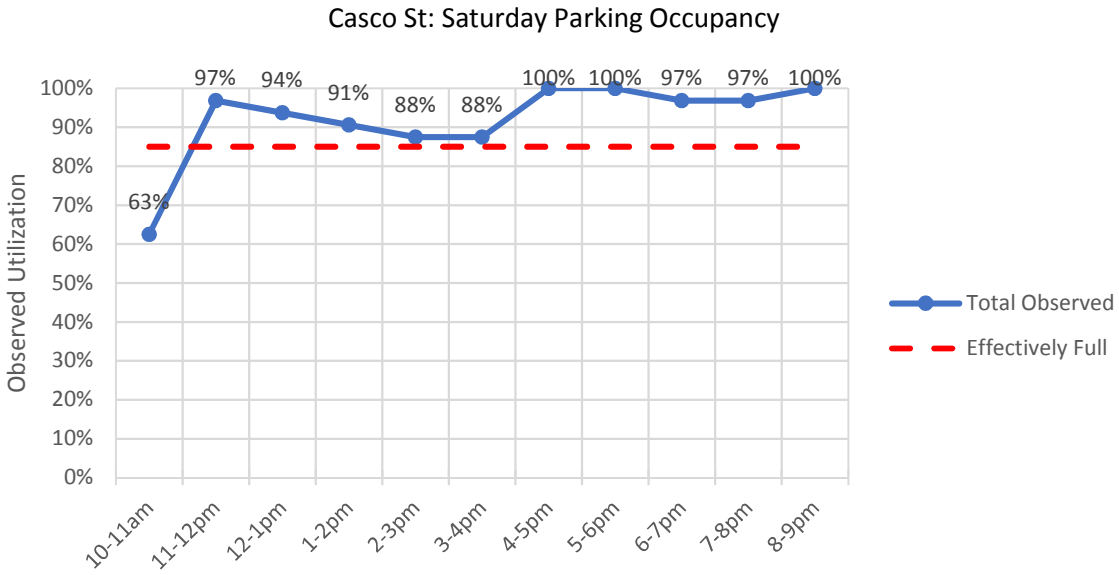





Exchange St: Saturday Parking Occupancy
Observed Utilization
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
91%
89%
92%
95%
95%
80%
89%
91%
91%
92%
100%
10-11am
11-12pm
12-1pm
1-2pm
2-3pm
3-4pm
4-5pm
5-6pm
6-7pm
7-8pm
8-9pm
Total Observed
Effectively Full

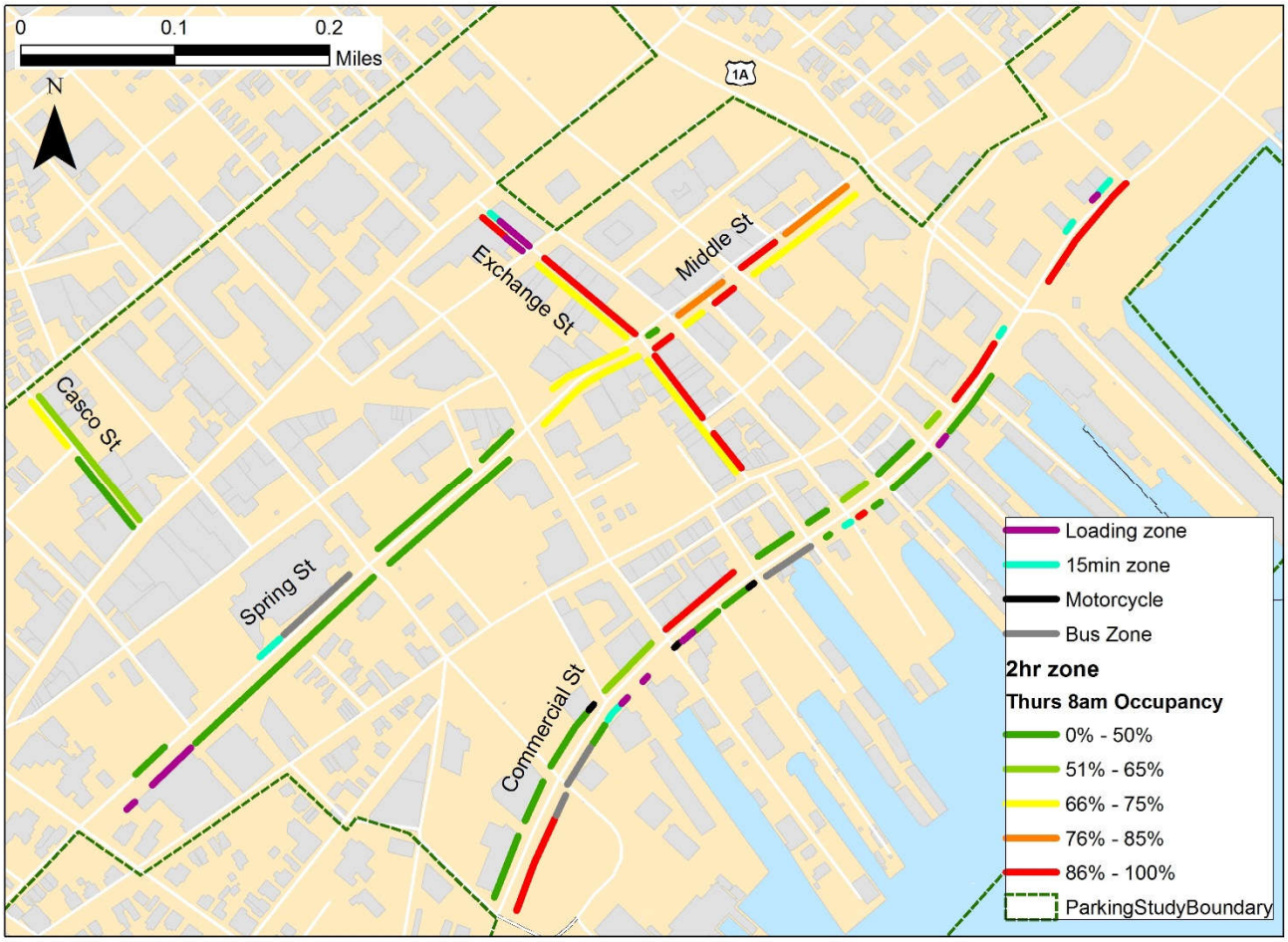

Middle St: Saturday Parking Occupancy
Observed Utilization
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
84%
84%
88%
96%
96%
83%
95%
96%
96%
96%
100%
10-11am
11-12pm
12-1pm
1-2pm
2-3pm
3-4pm
4-5pm
5-6pm
6-7pm
7-8pm
8-9pm
Total Observed
Effectively Full


Spring St: Saturday Parking Occupancy
Observed Utilization
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
18%
38%
40%
57%
60%
63%
52%
60%
82%
88%
89%
10-11am
11-12pm
12-1pm
1-2pm
2-3pm
3-4pm
4-5pm
5-6pm
6-7pm
7-8pm
8-9pm
Total Observed
Effectively Full

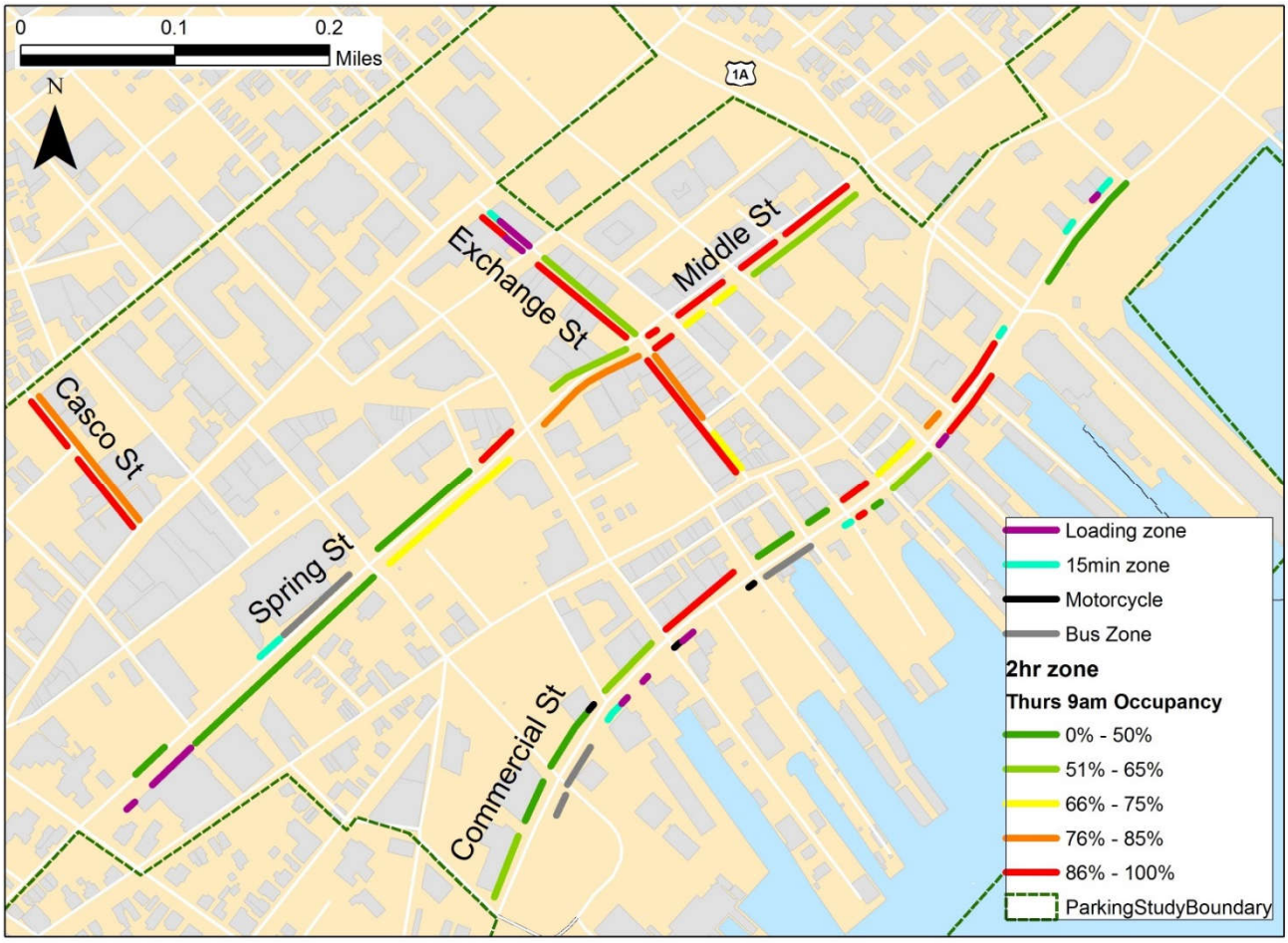

Casco St: Saturday Parking Occupancy
Observed Utilization
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
63%
97%
94%
91%
88%
88%
100%
100%
97%
97%
100%
10-11am
11-12pm
12-1pm
1-2pm
2-3pm
3-4pm
4-5pm
5-6pm
6-7pm
7-8pm
8-9pm
Total Observed
Effectively Full

Maps of Thursday 12/01/16 On-Street Parking Occupancy Observed Sample Results

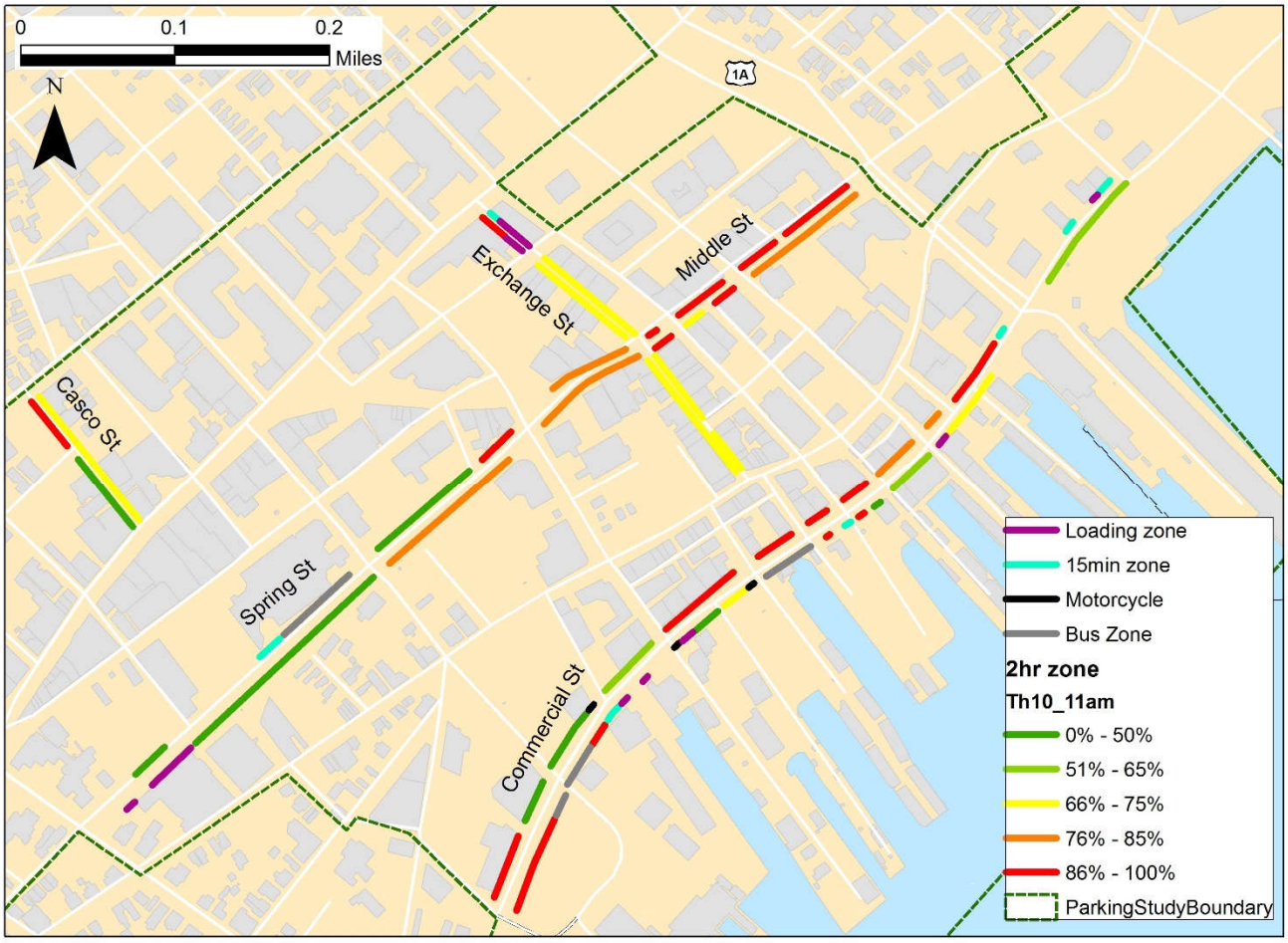
Thursday 8am Parking Occupancy in Metered Zones



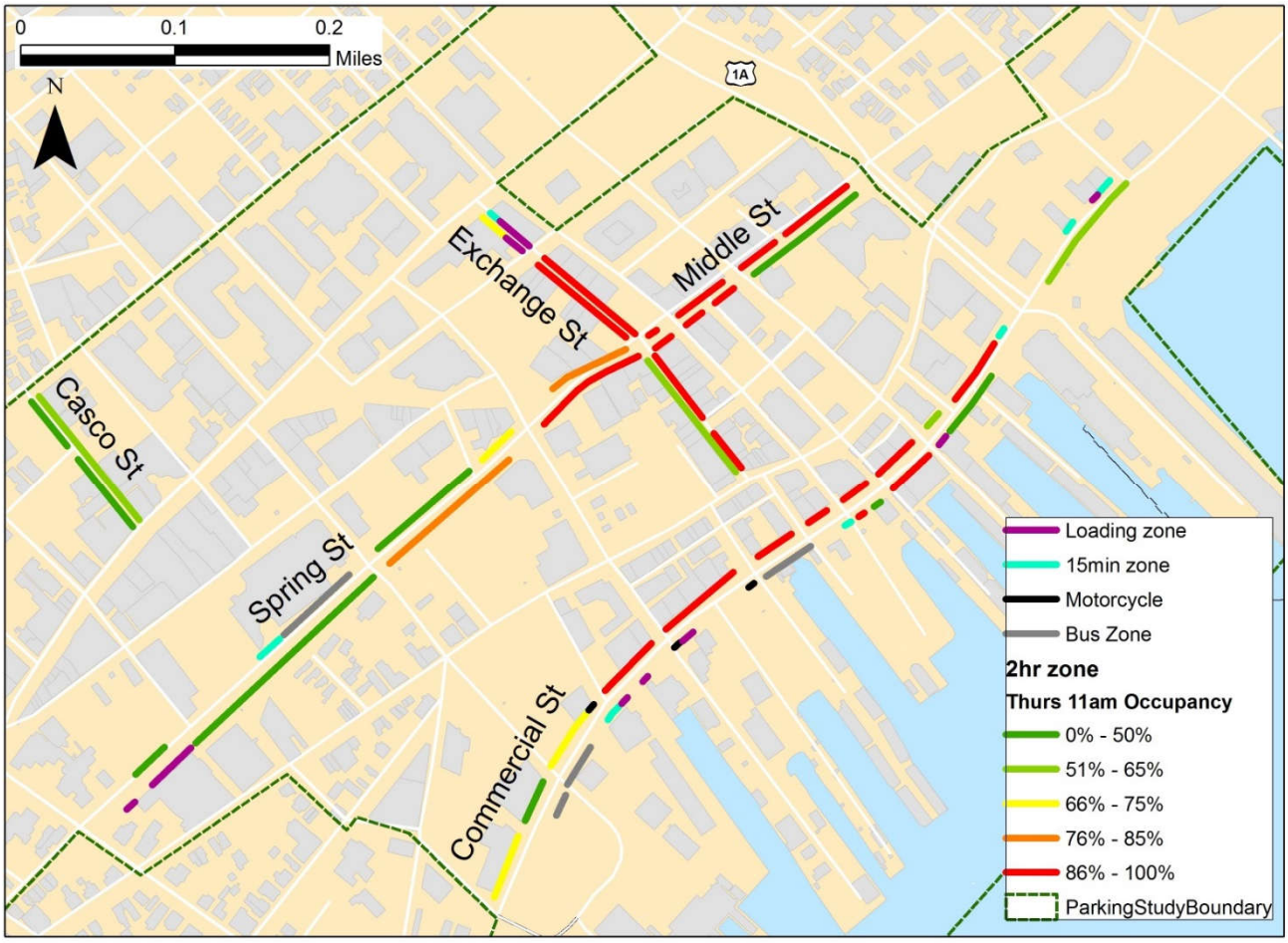
Thursday 9am Parking Occupancy in Metered Zones



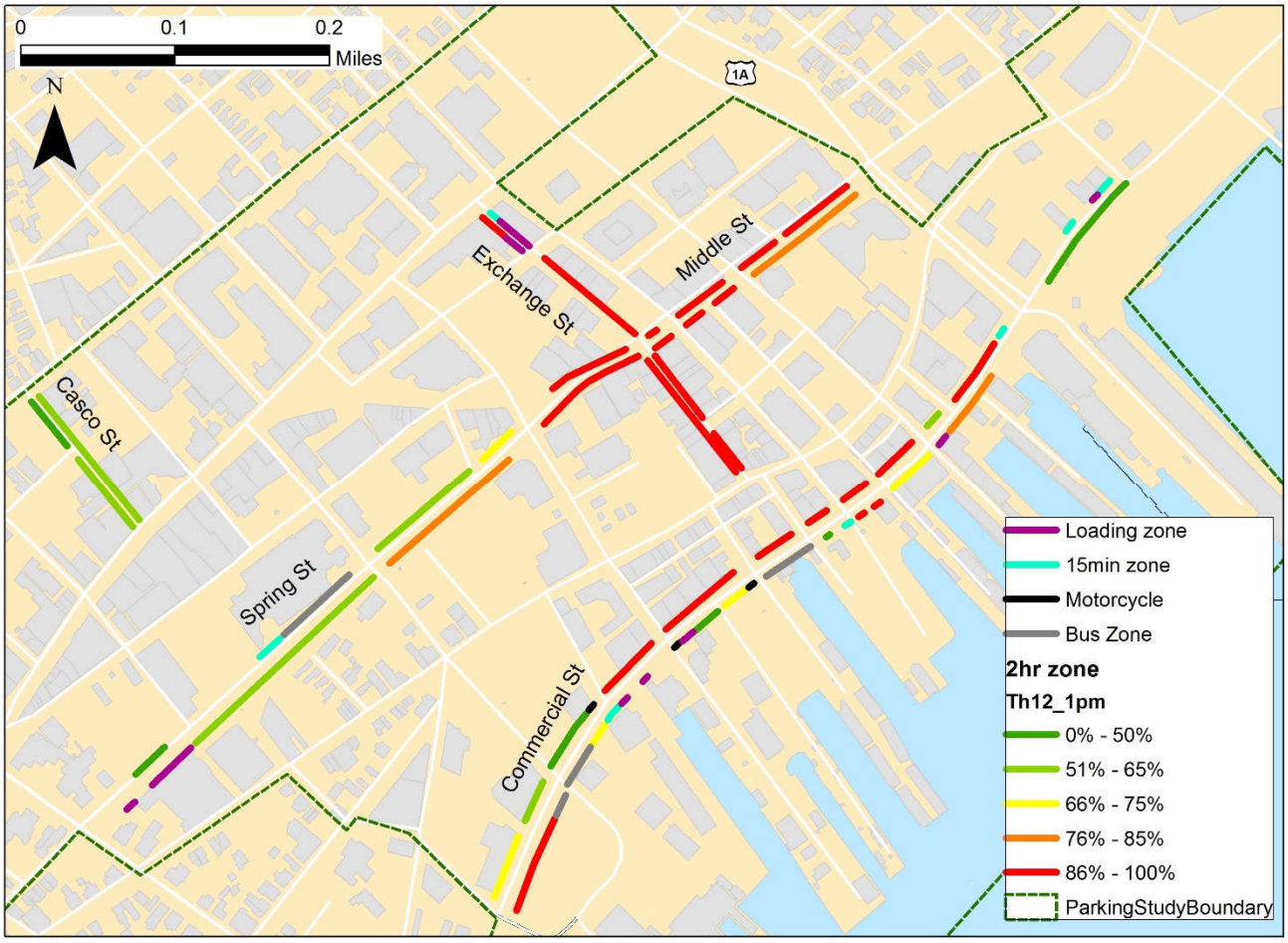
Thursday 10am Parking Occupancy in Metered Zones



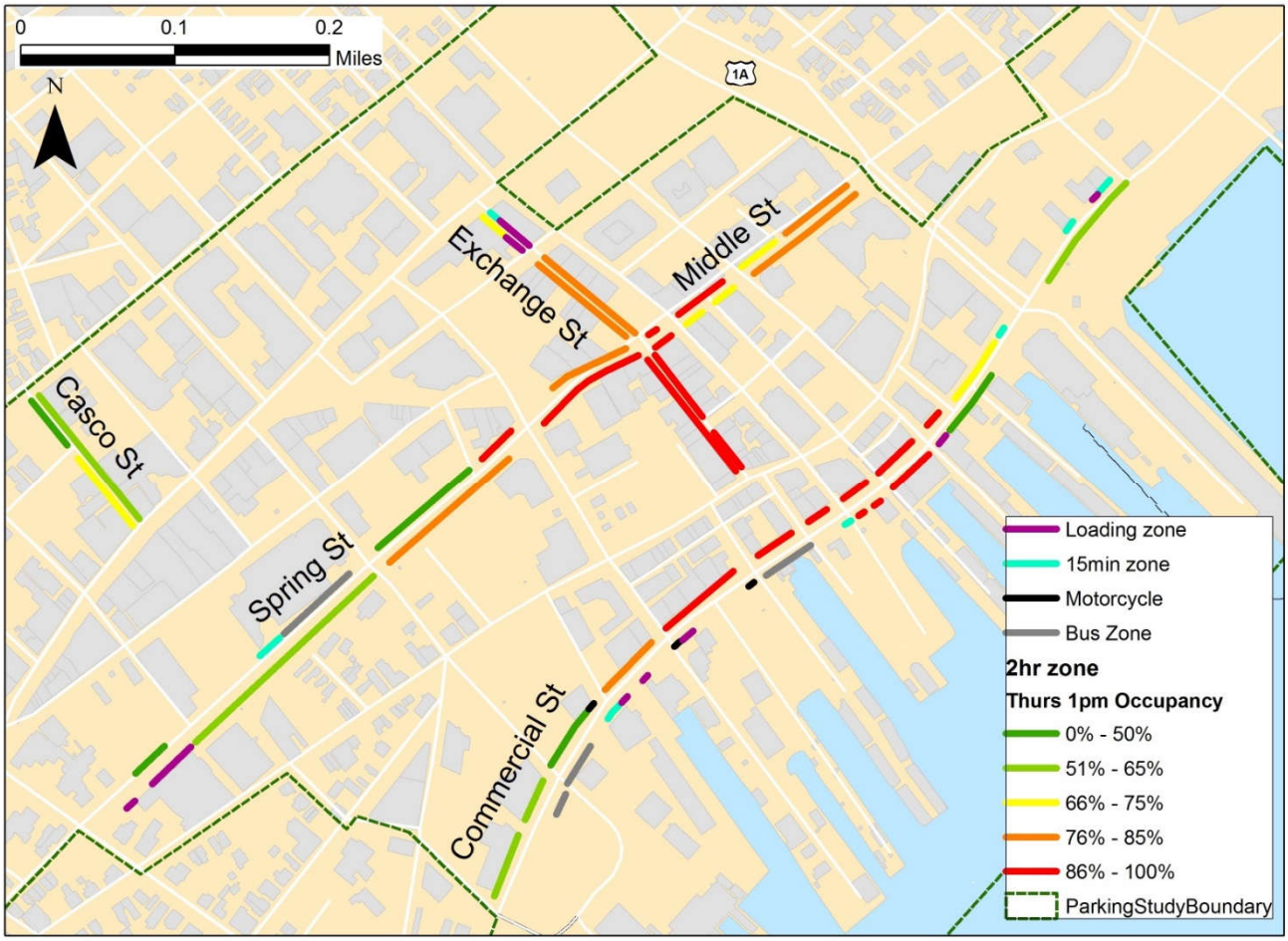
Thursday 11am Parking Occupancy in Metered Zones



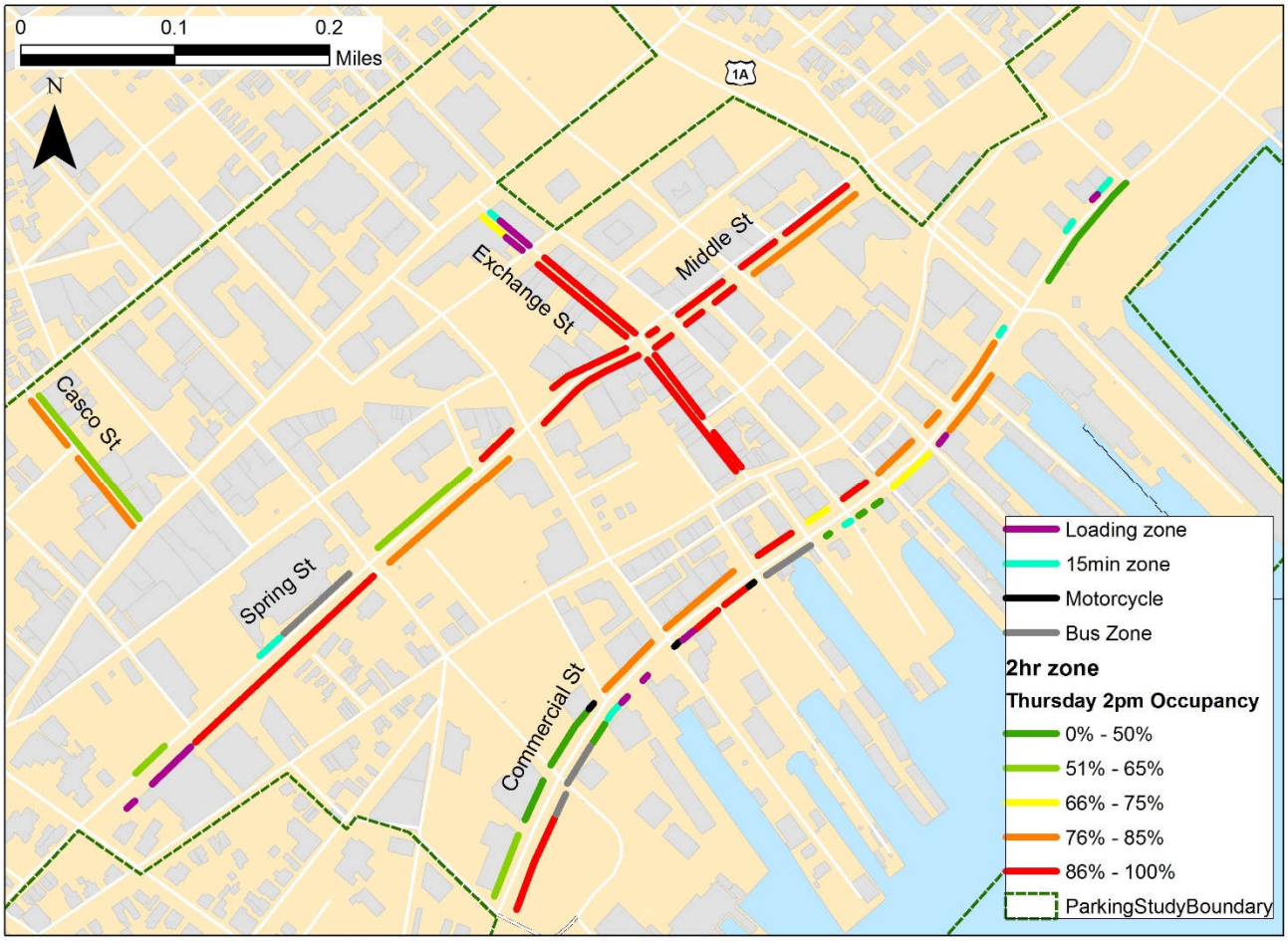
Thursday 12pm Parking Occupancy in Metered Zones



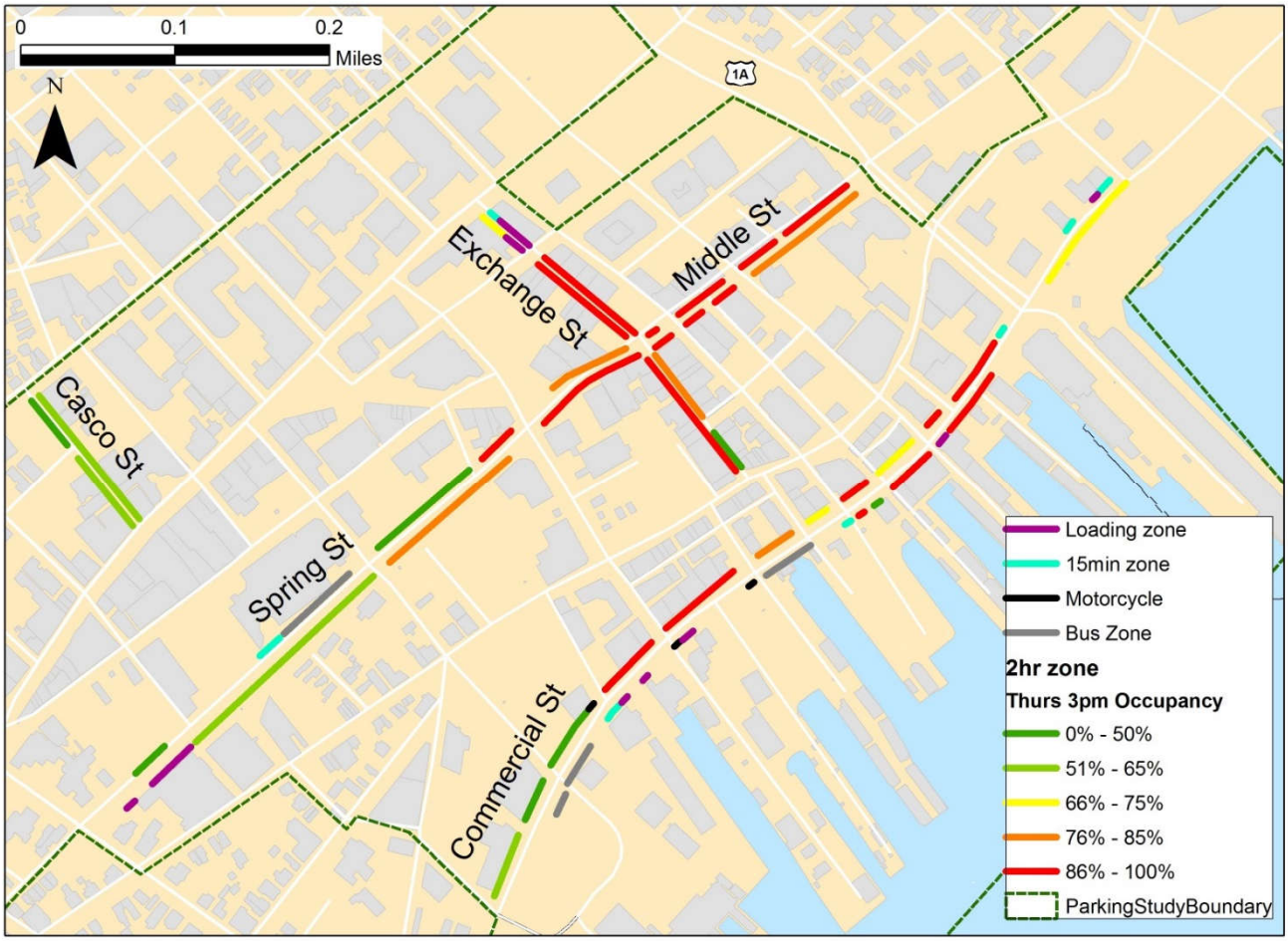
Thursday 1pm Parking Occupancy in Metered Zones



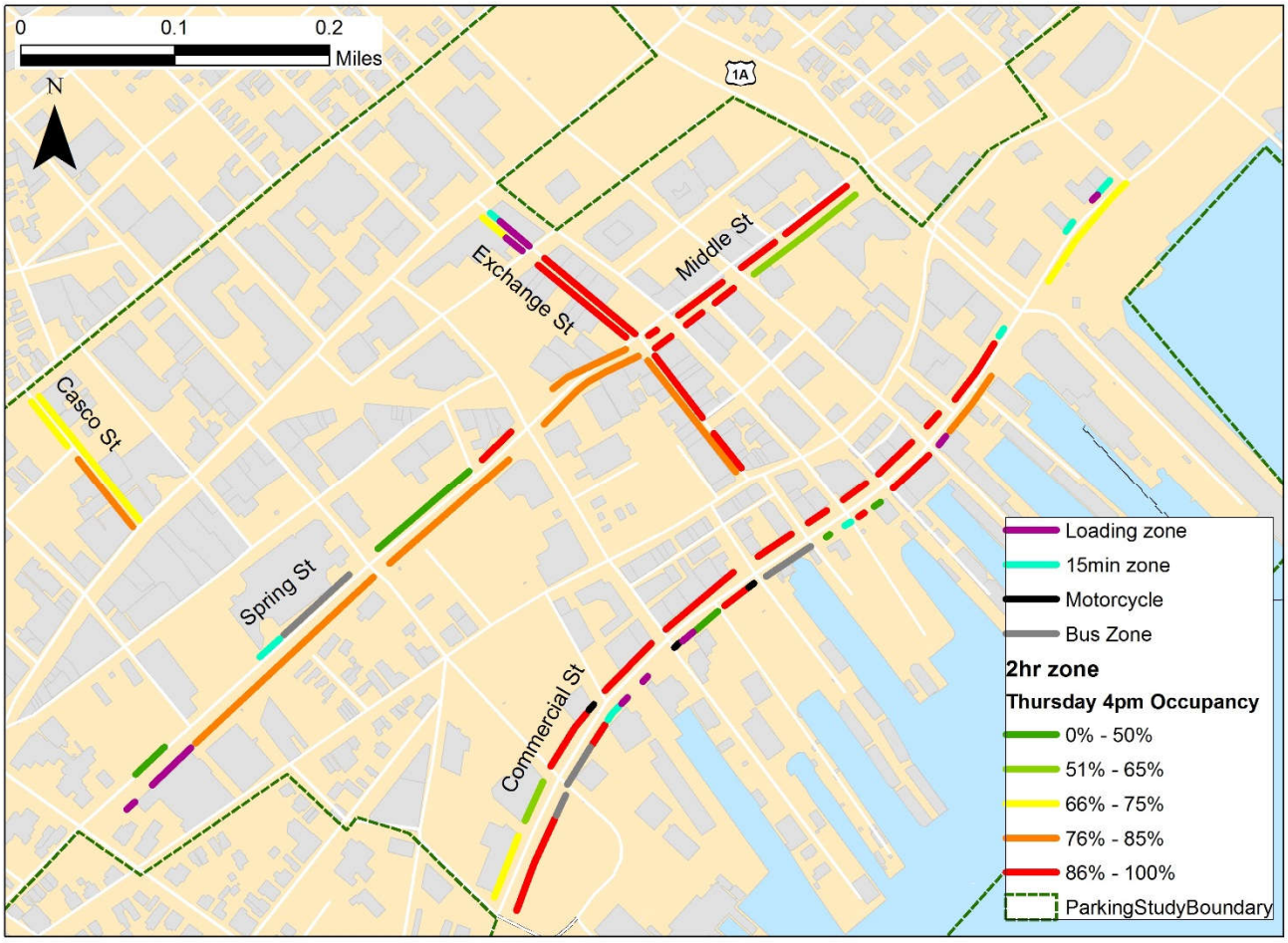
Thursday 2pm Parking Occupancy in Metered Zones



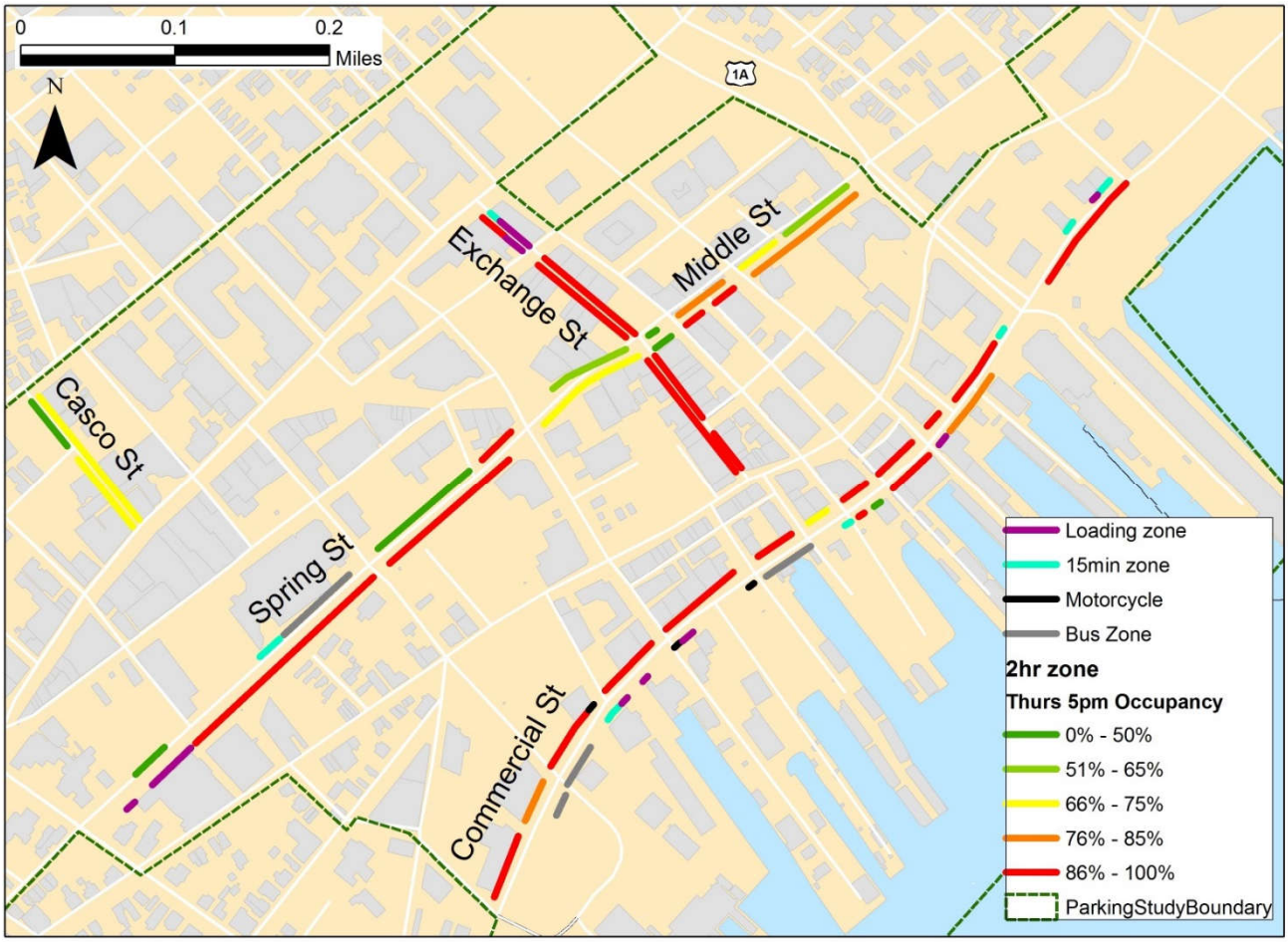
Thursday 3pm Parking Occupancy in Metered Zones



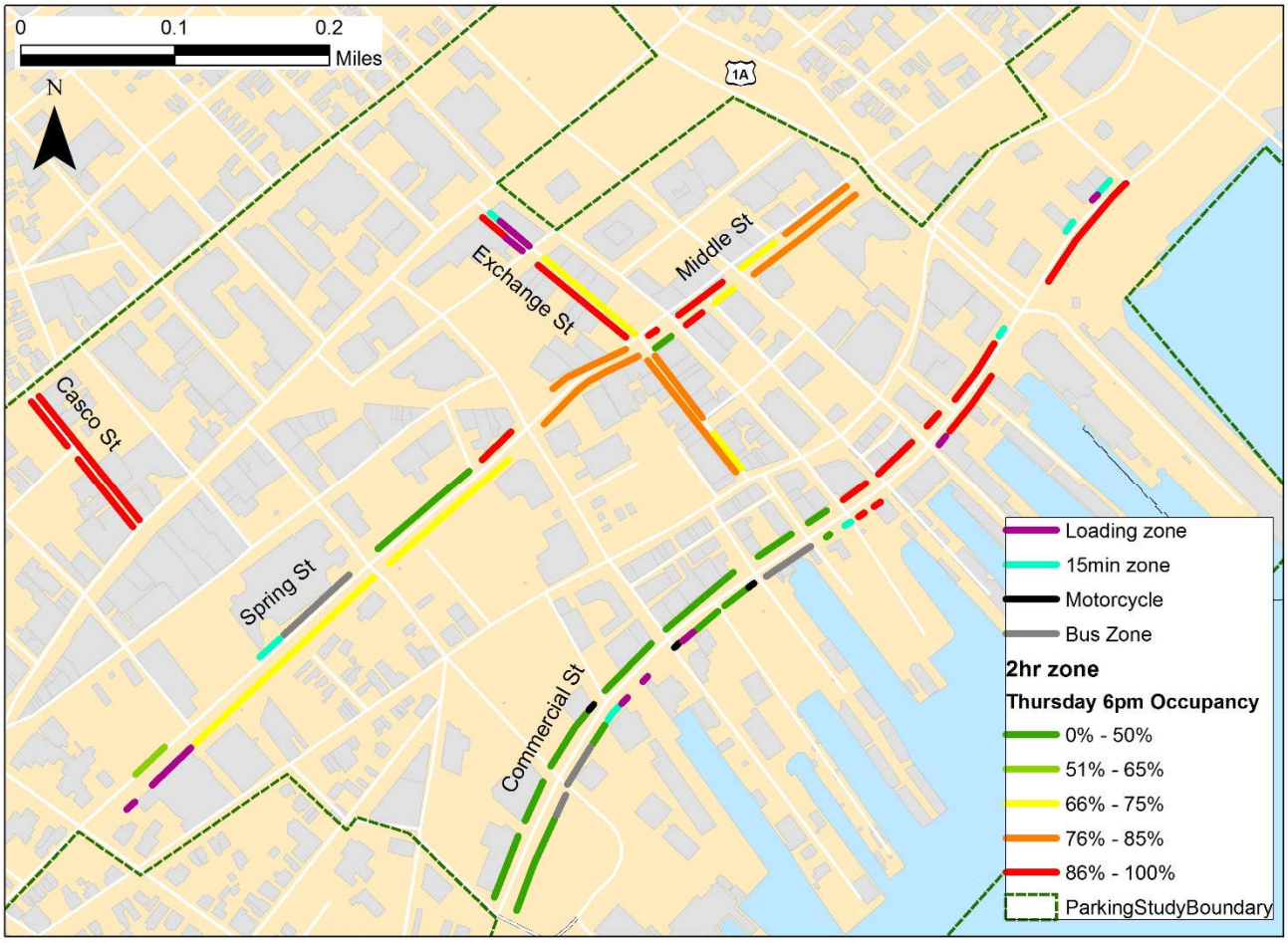
Thursday 4pm Parking Occupancy in Metered Zones



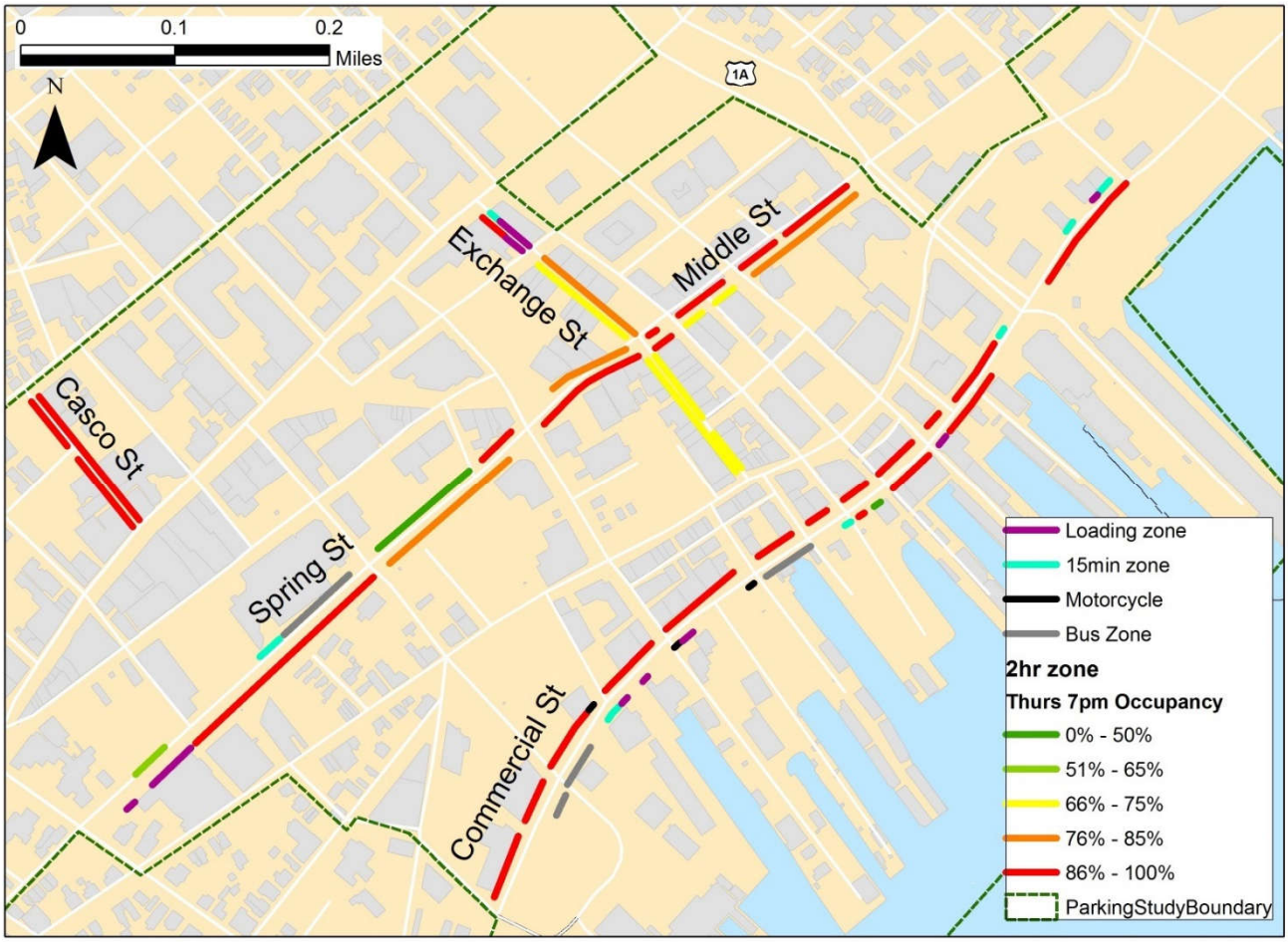
Thursday 5pm Parking Occupancy in Metered Zones



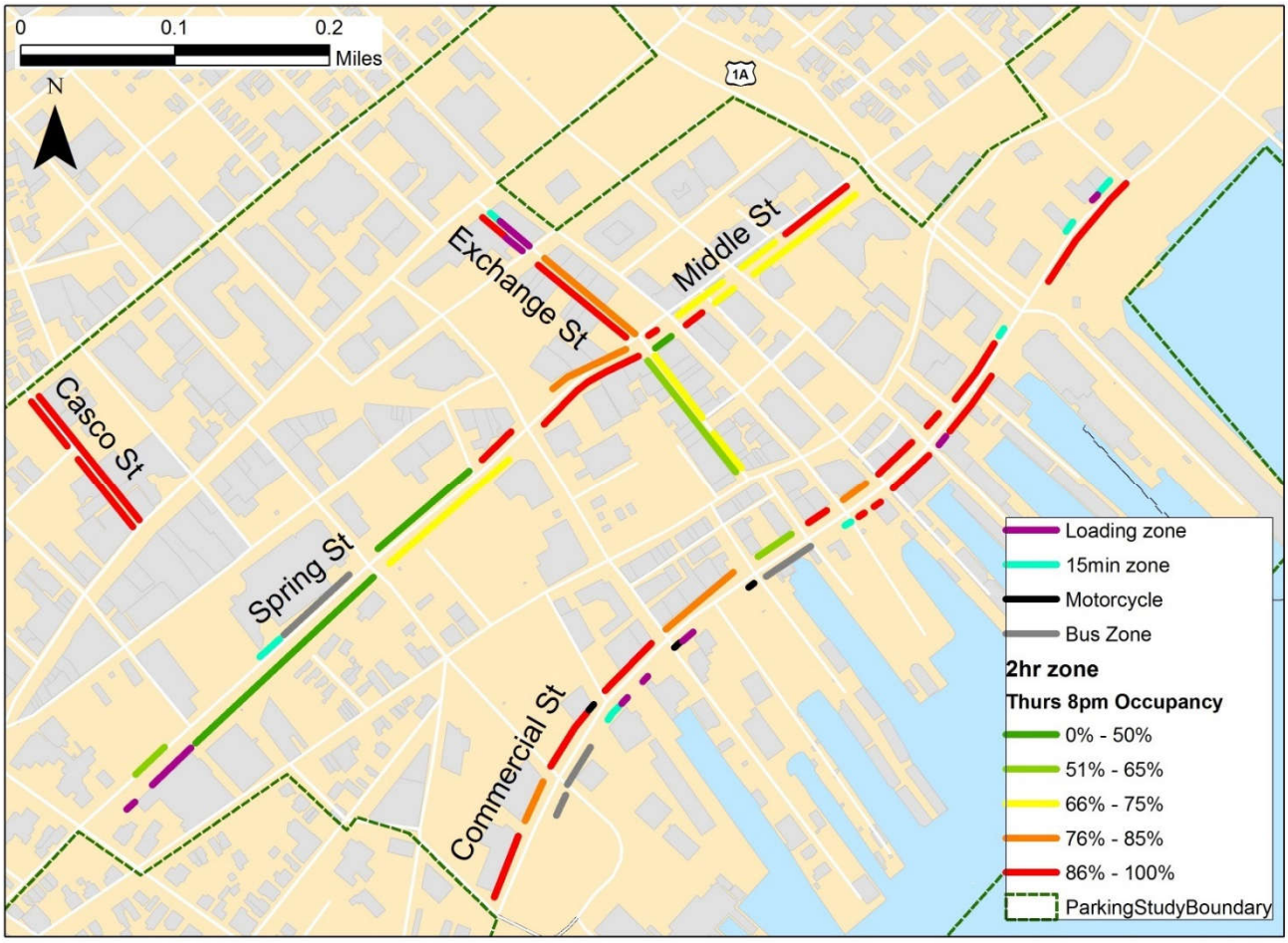
Thursday 6pm Parking Occupancy in Metered Zones



Thursday 7pm Parking Occupancy in Metered Zones

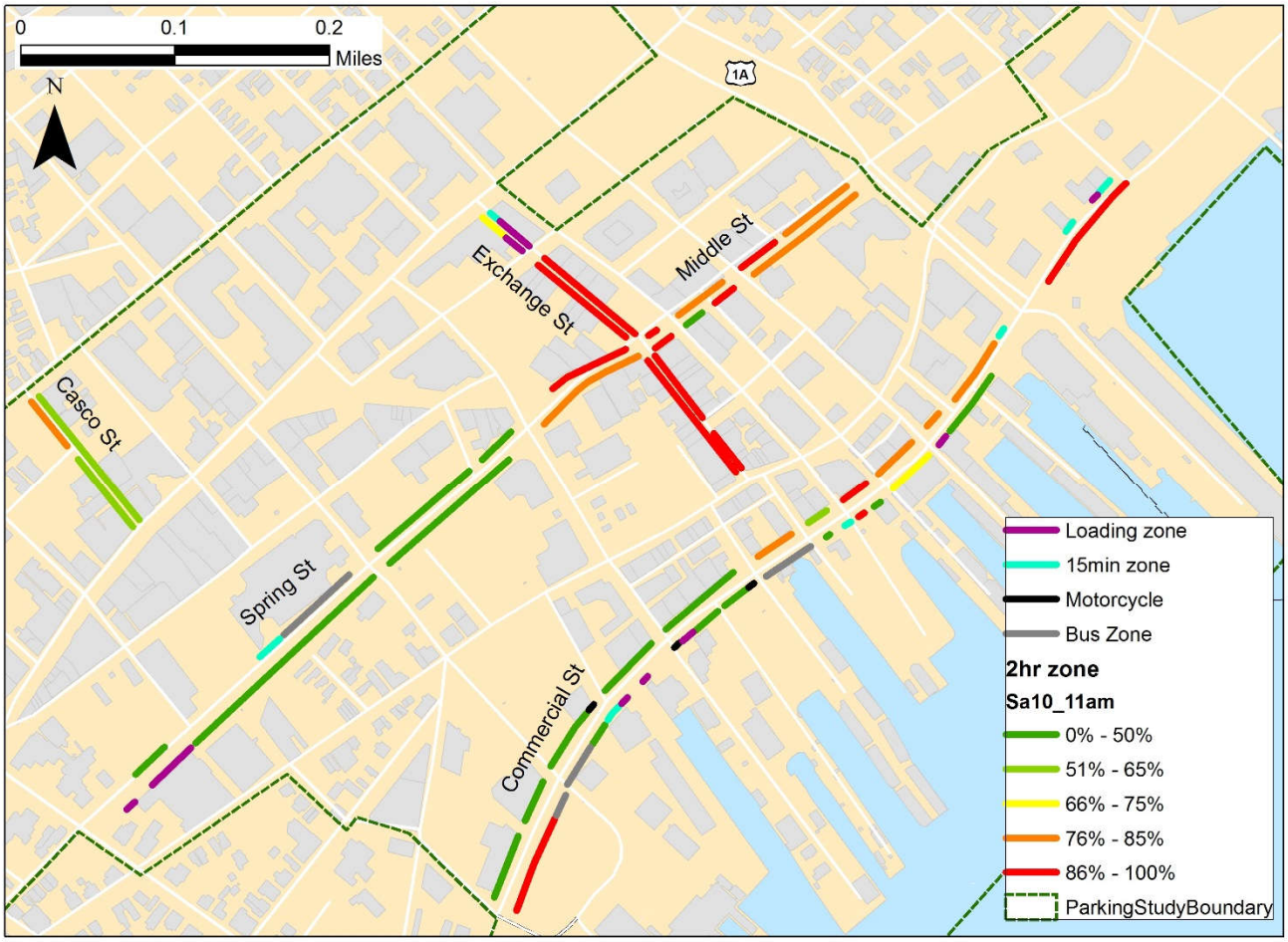


Thursday 8pm Parking Occupancy in Metered Zones

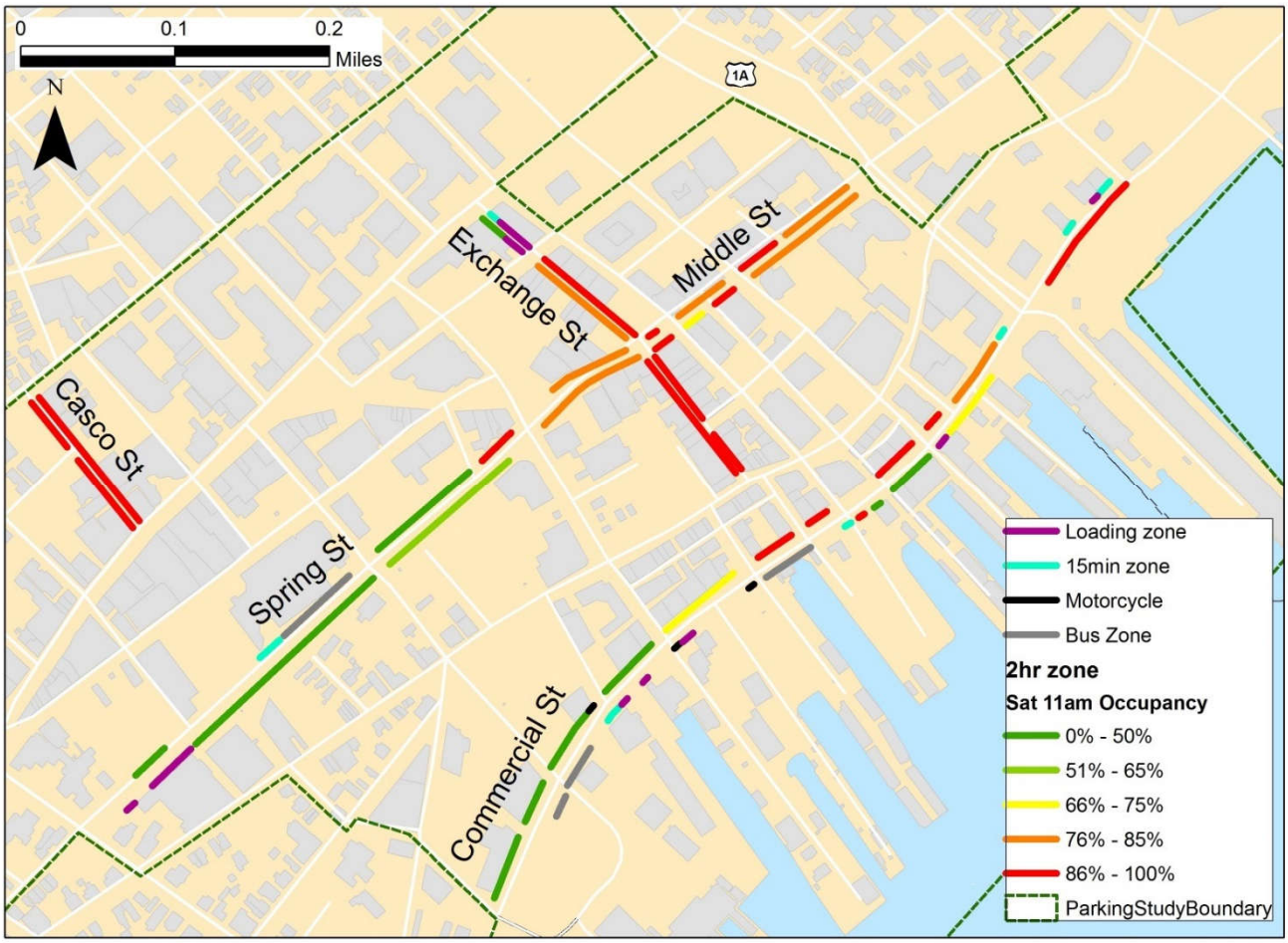


Maps of Saturday 12/01/16 On-Street Parking Occupancy Observed Sample Results

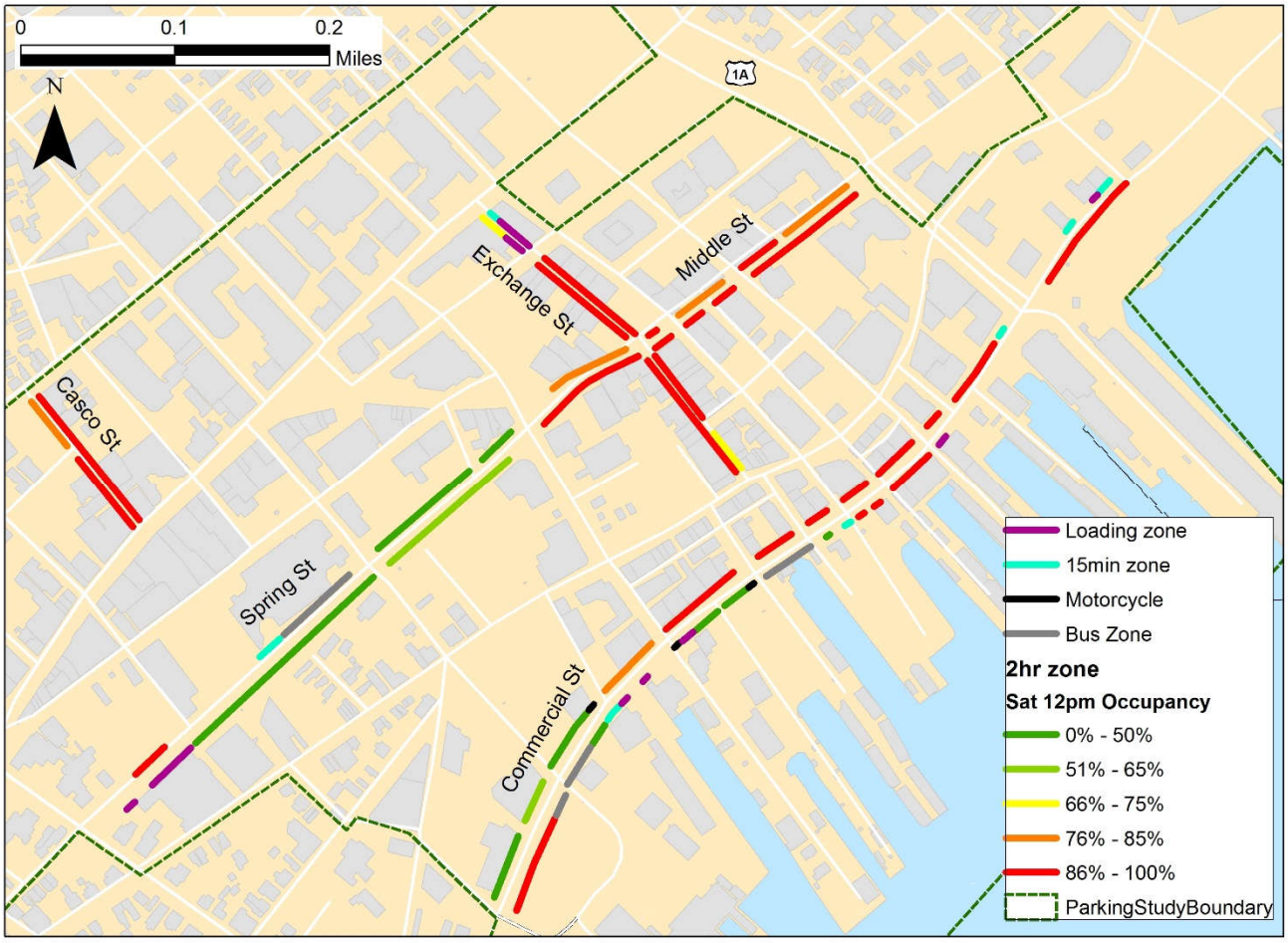
Saturday 10am Parking Occupancy in Metered Zones



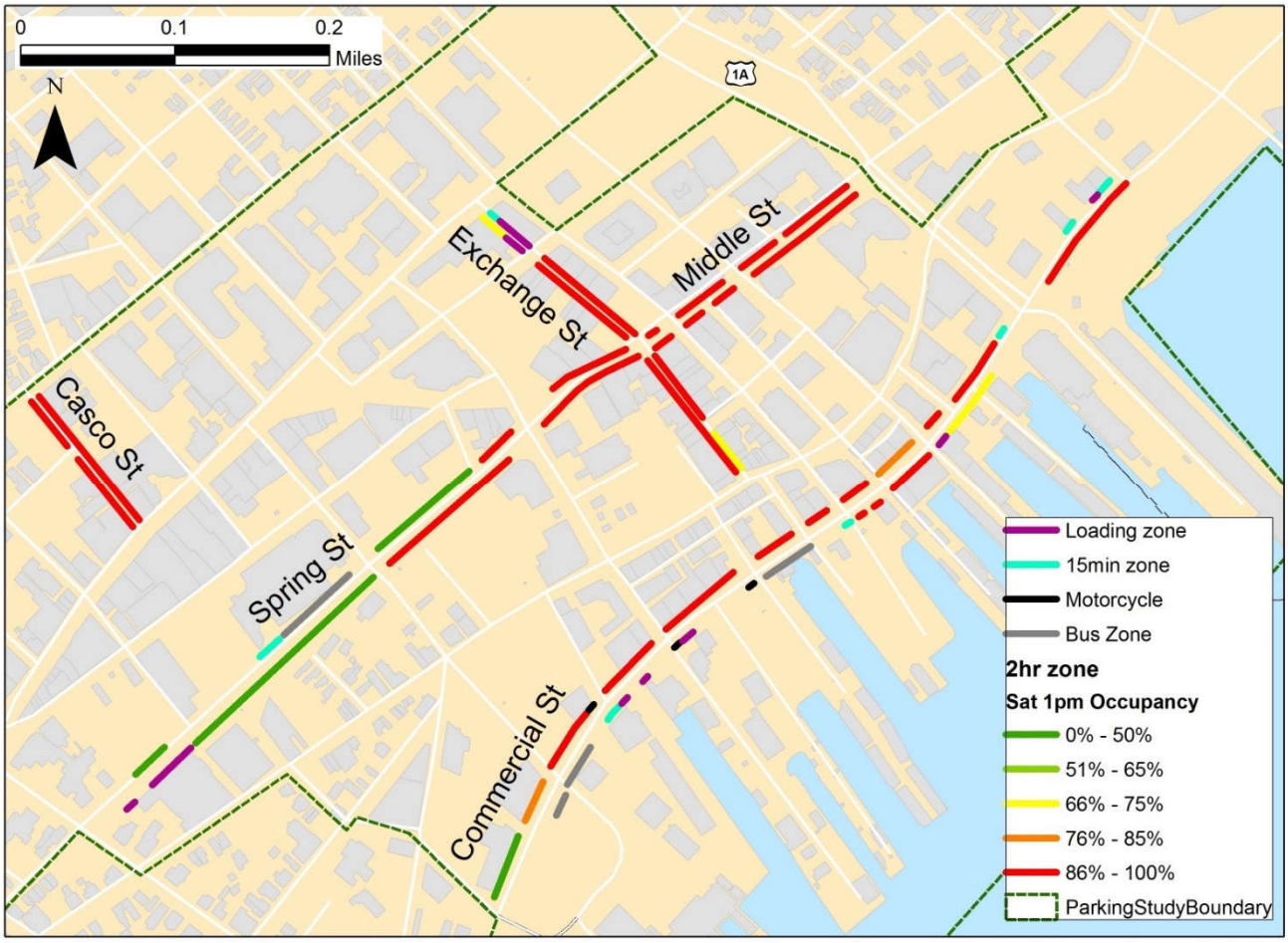
Saturday 11am Parking Occupancy in Metered Zones



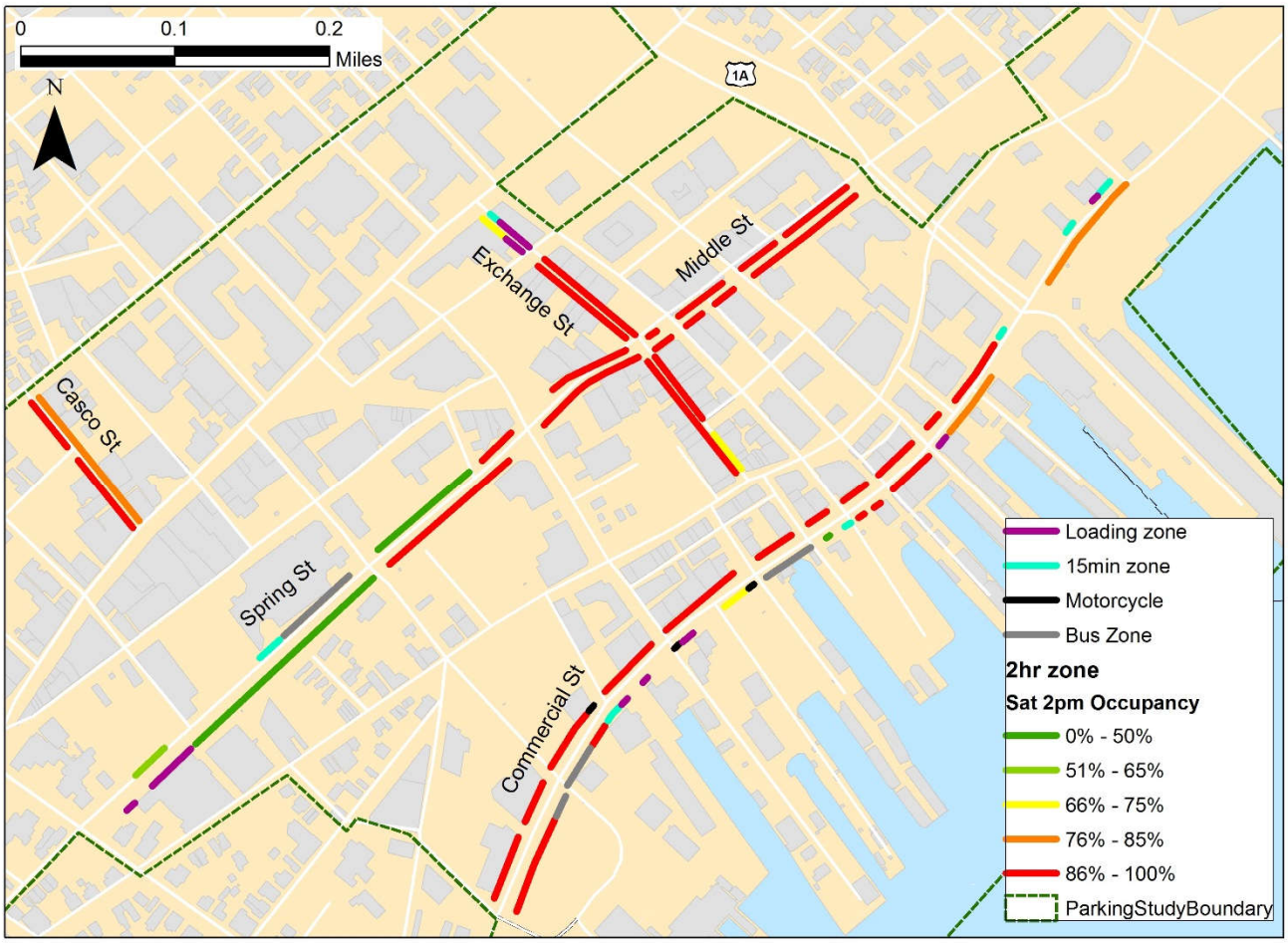
Saturday 12pm Parking Occupancy in Metered Zones



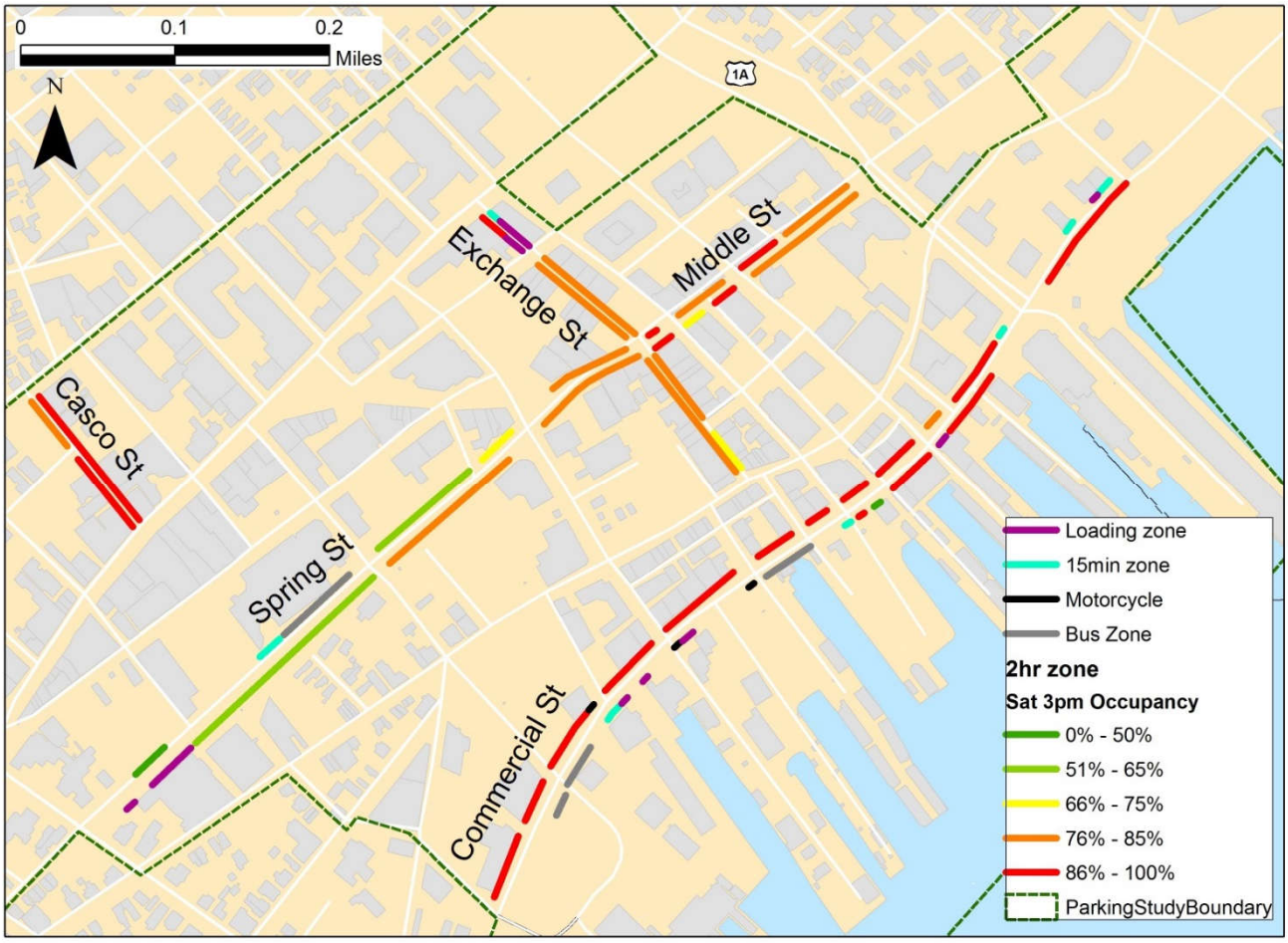
Saturday 1pm Parking Occupancy in Metered Zones



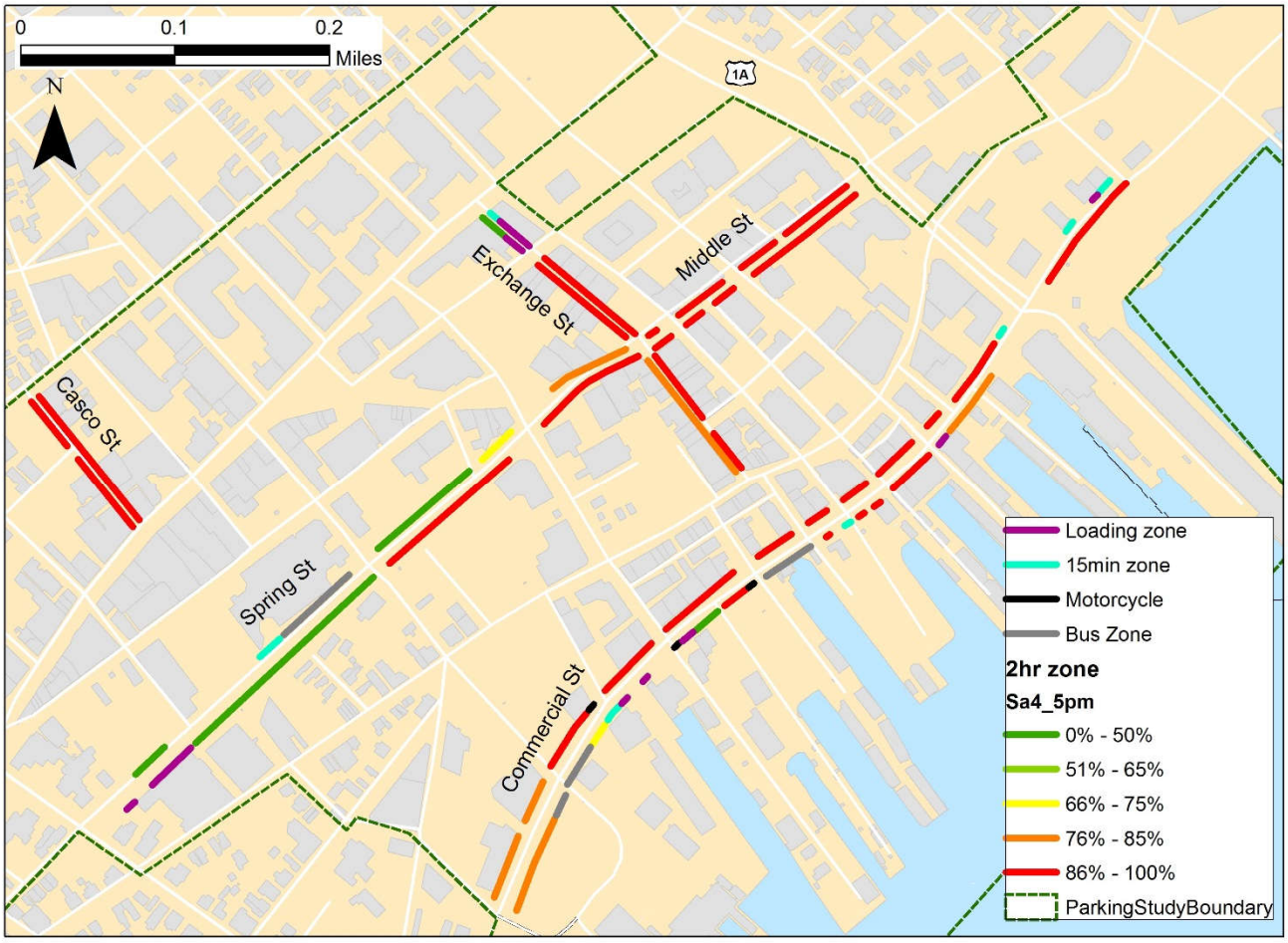
Saturday 2pm Parking Occupancy in Metered Zones



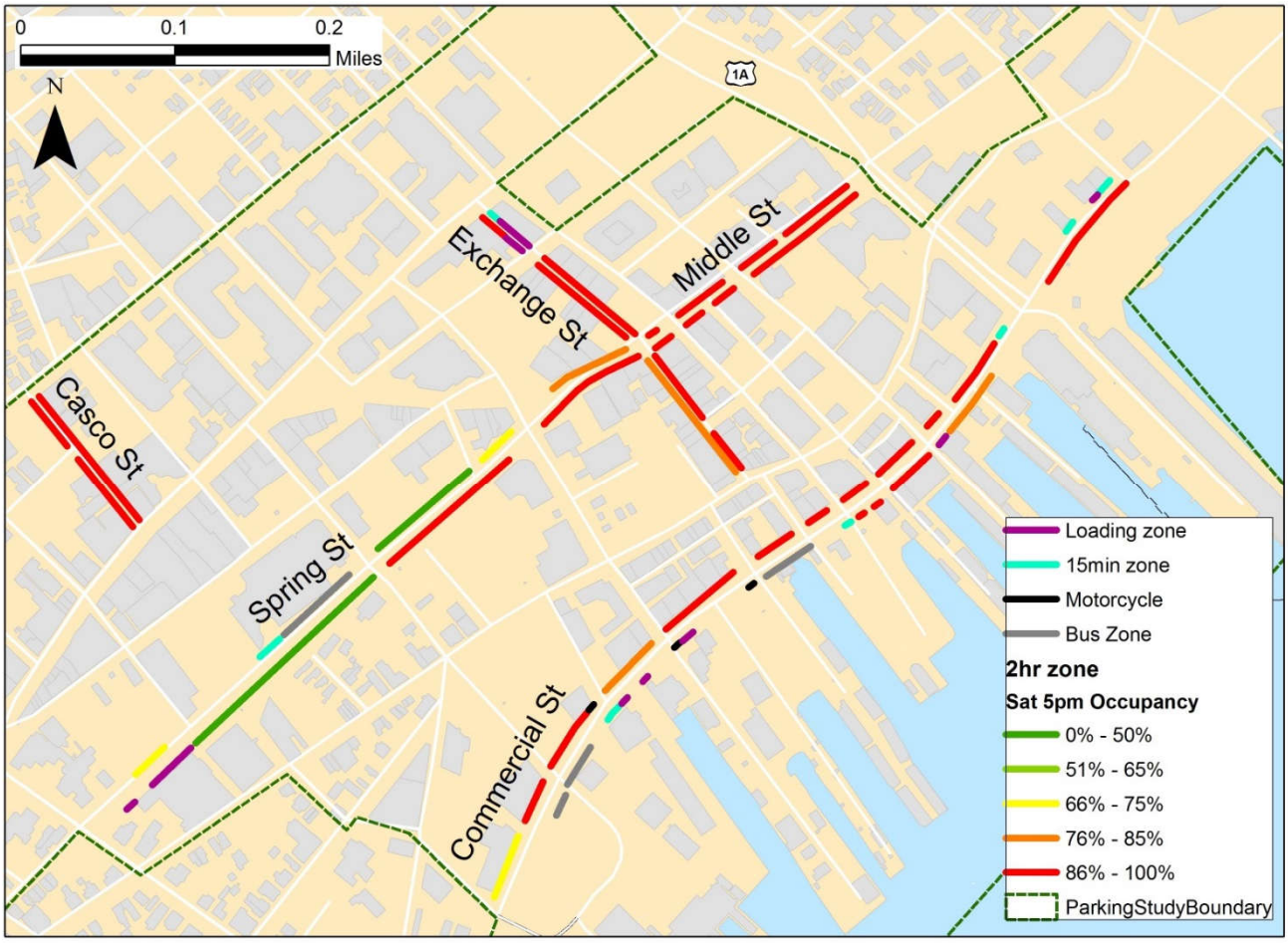
Saturday 3pm Parking Occupancy in Metered Zones



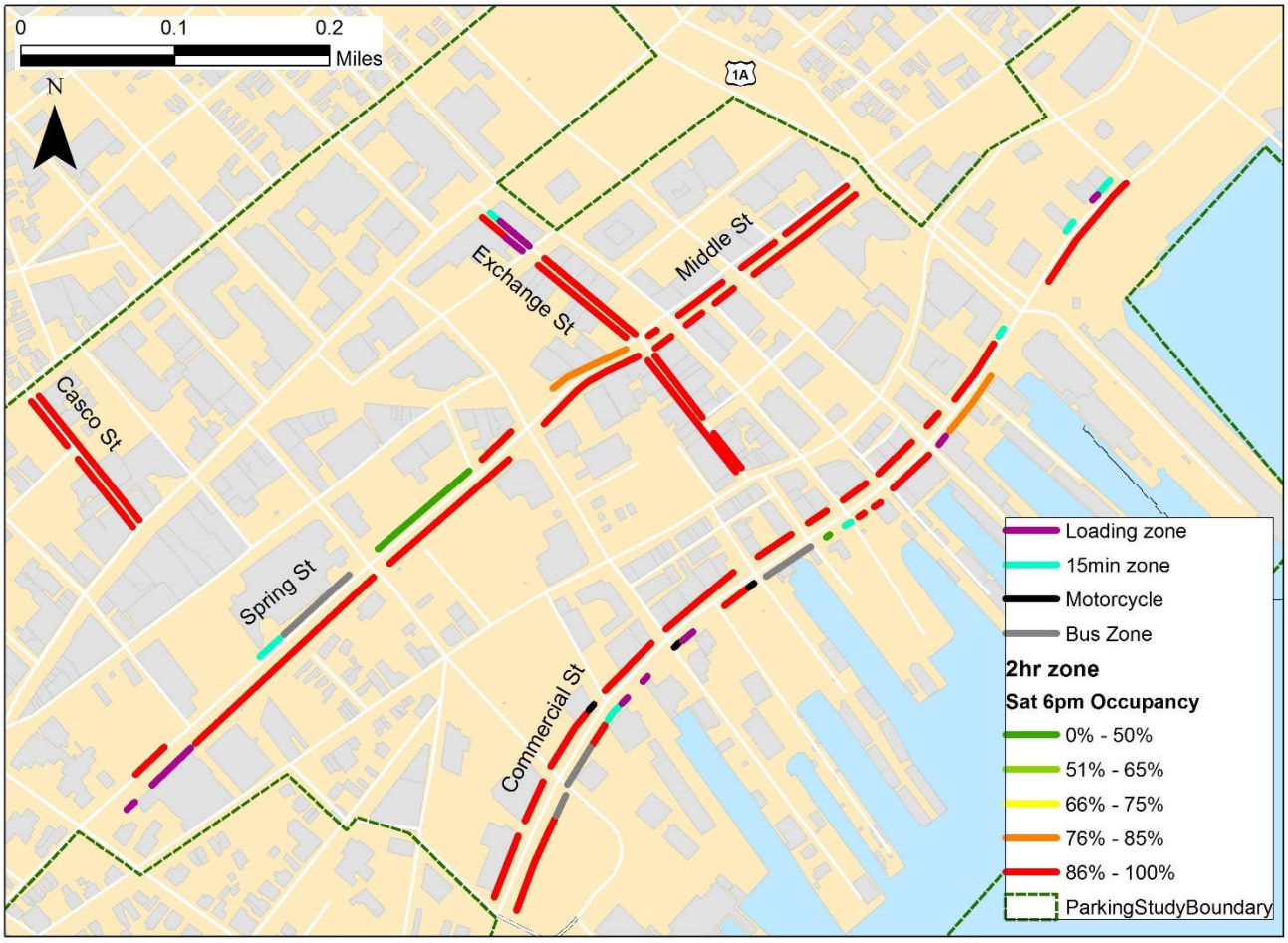
Saturday 4pm Parking Occupancy in Metered Zones



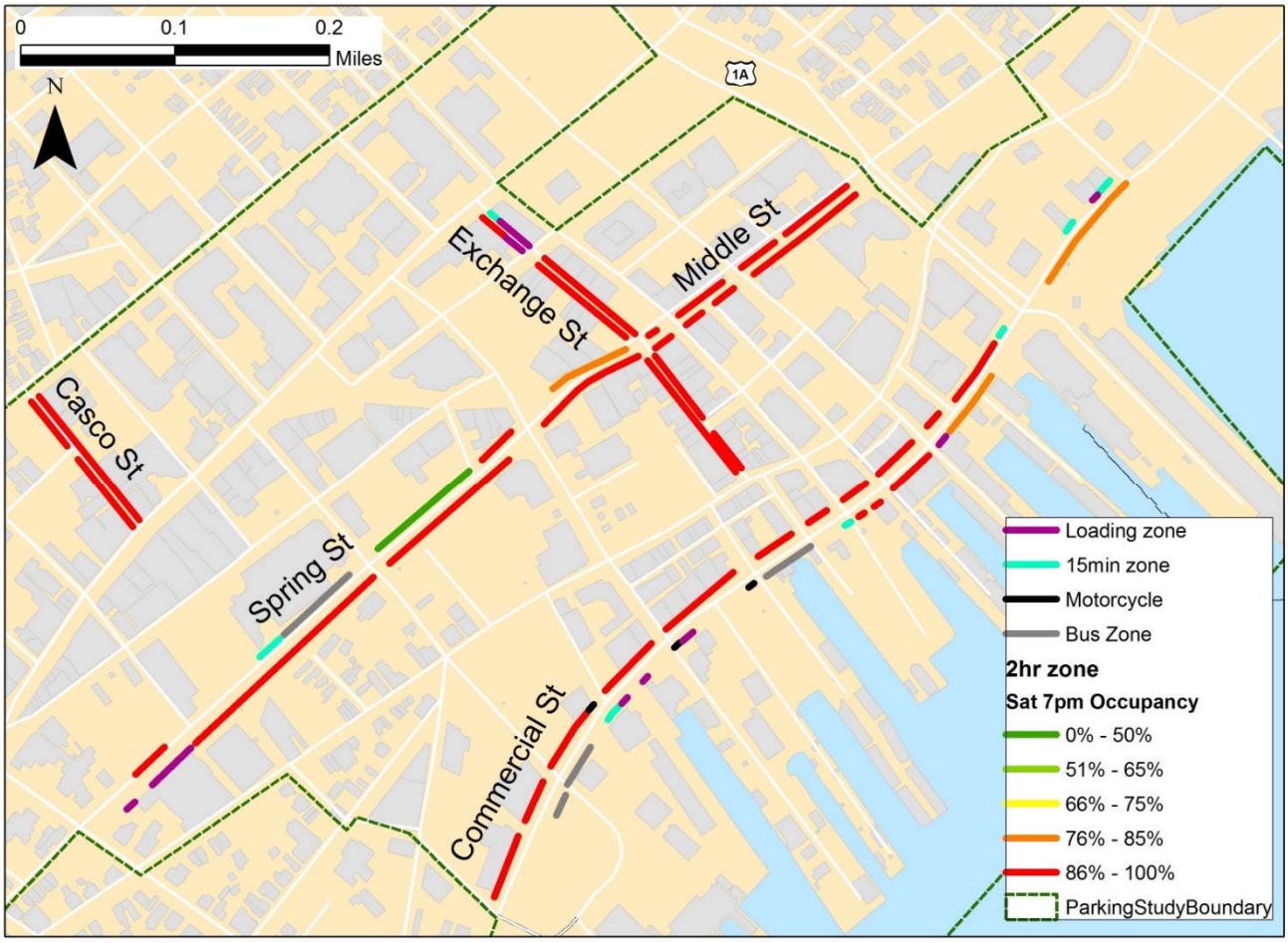
Saturday 5pm Parking Occupancy in Metered Zones



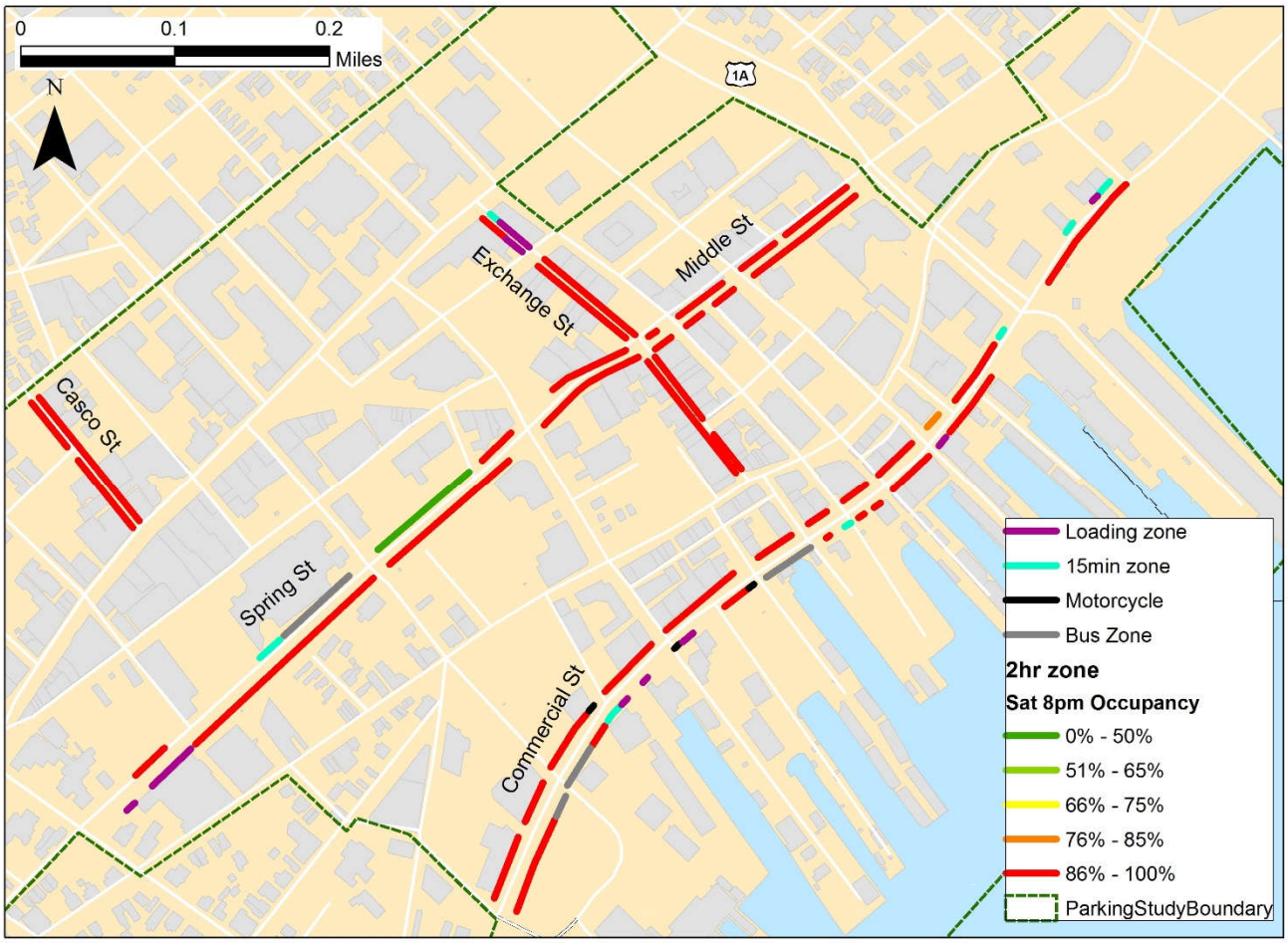
Saturday 6pm Parking Occupancy in Metered Zones



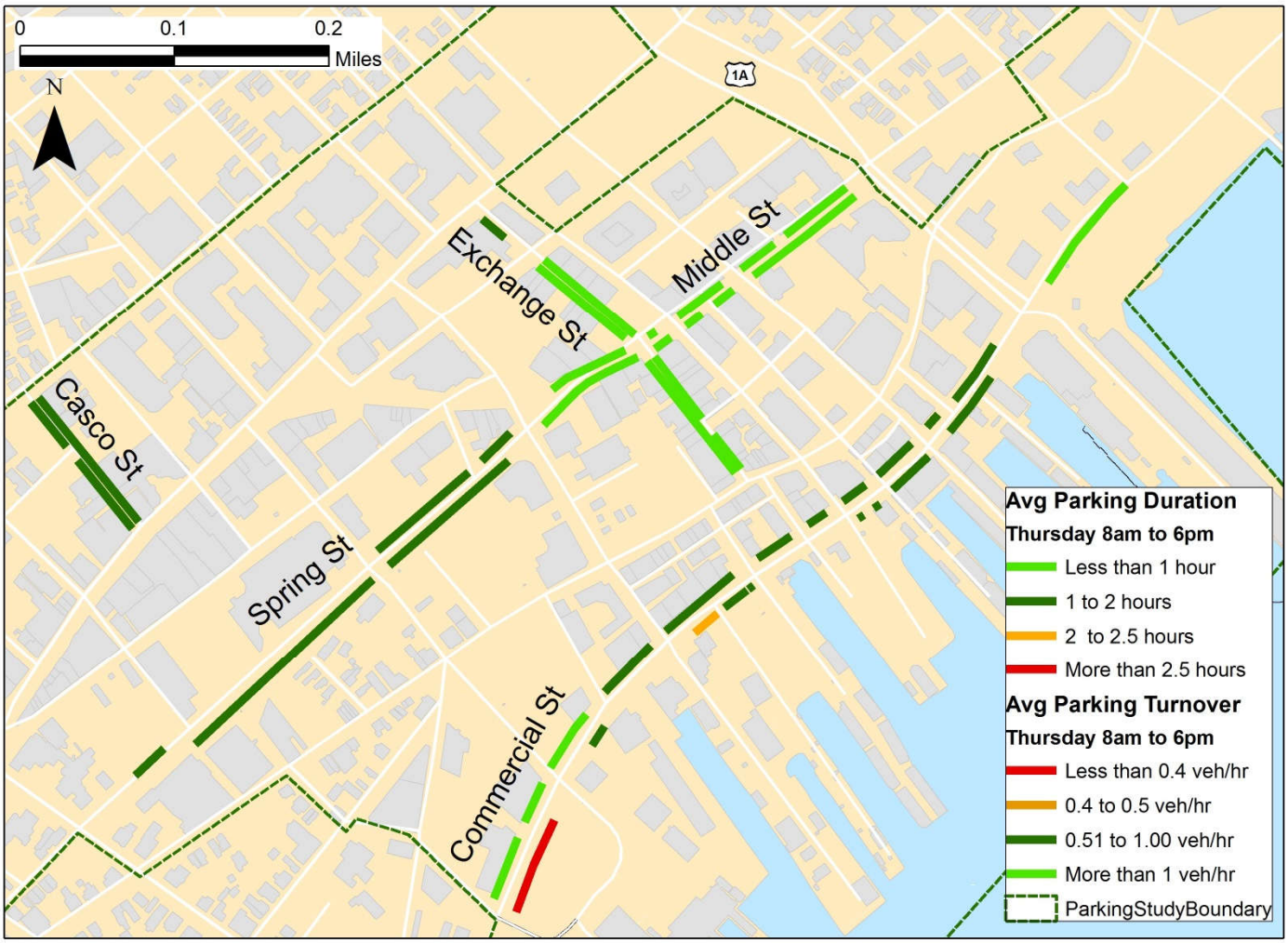
Saturday 7pm Parking Occupancy in Metered Zones



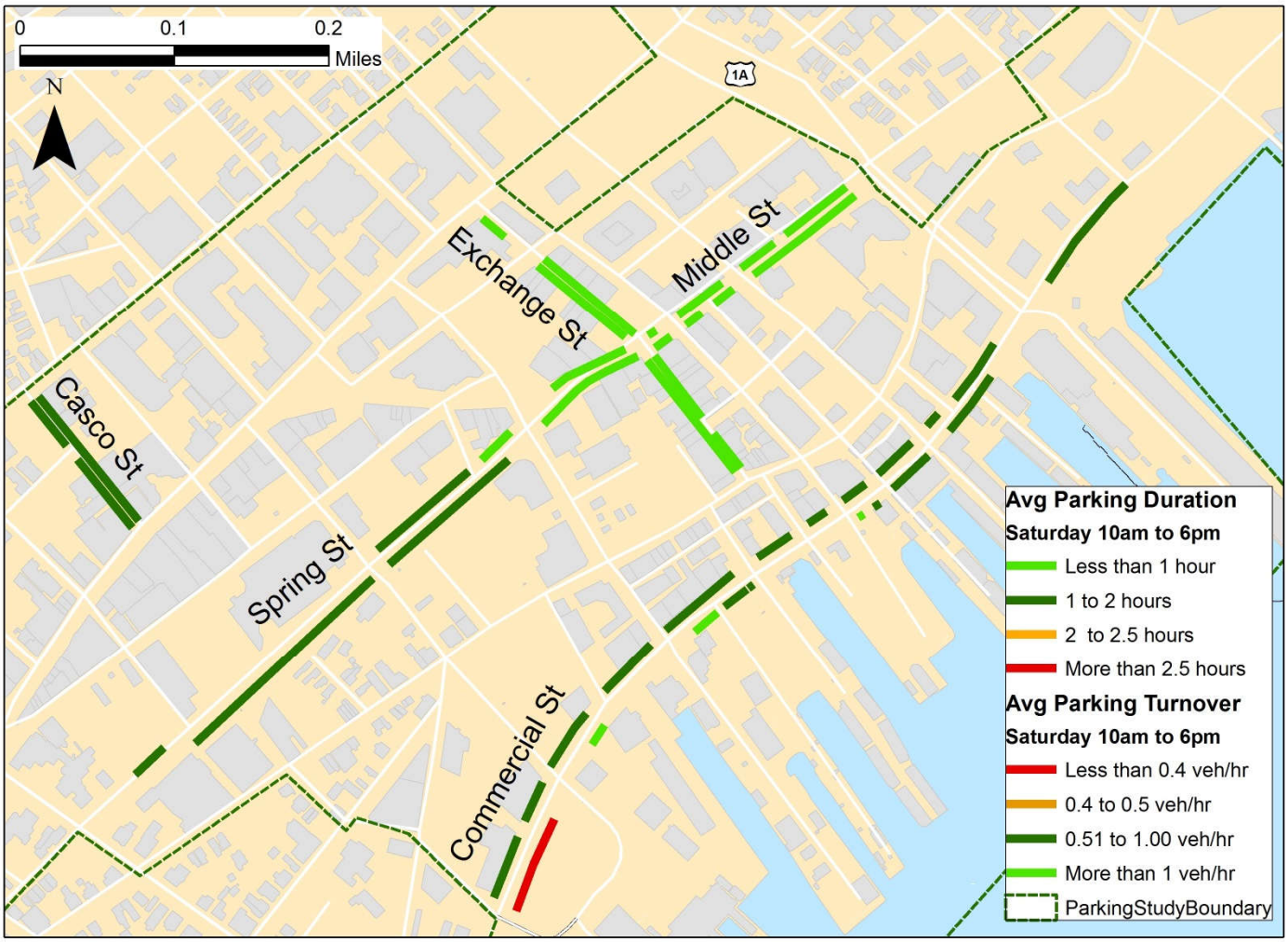
Saturday 8pm Parking Occupancy in Metered Zones

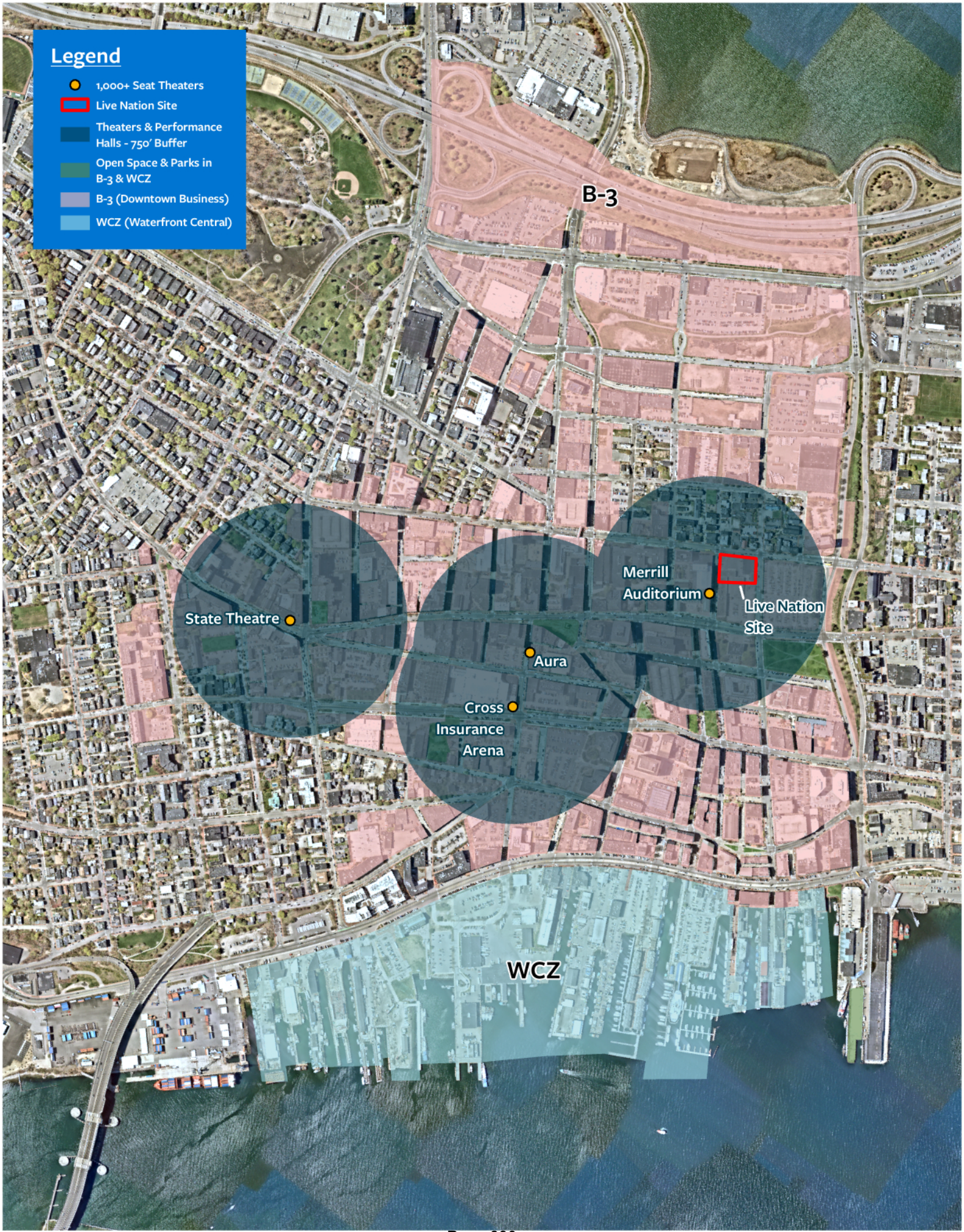


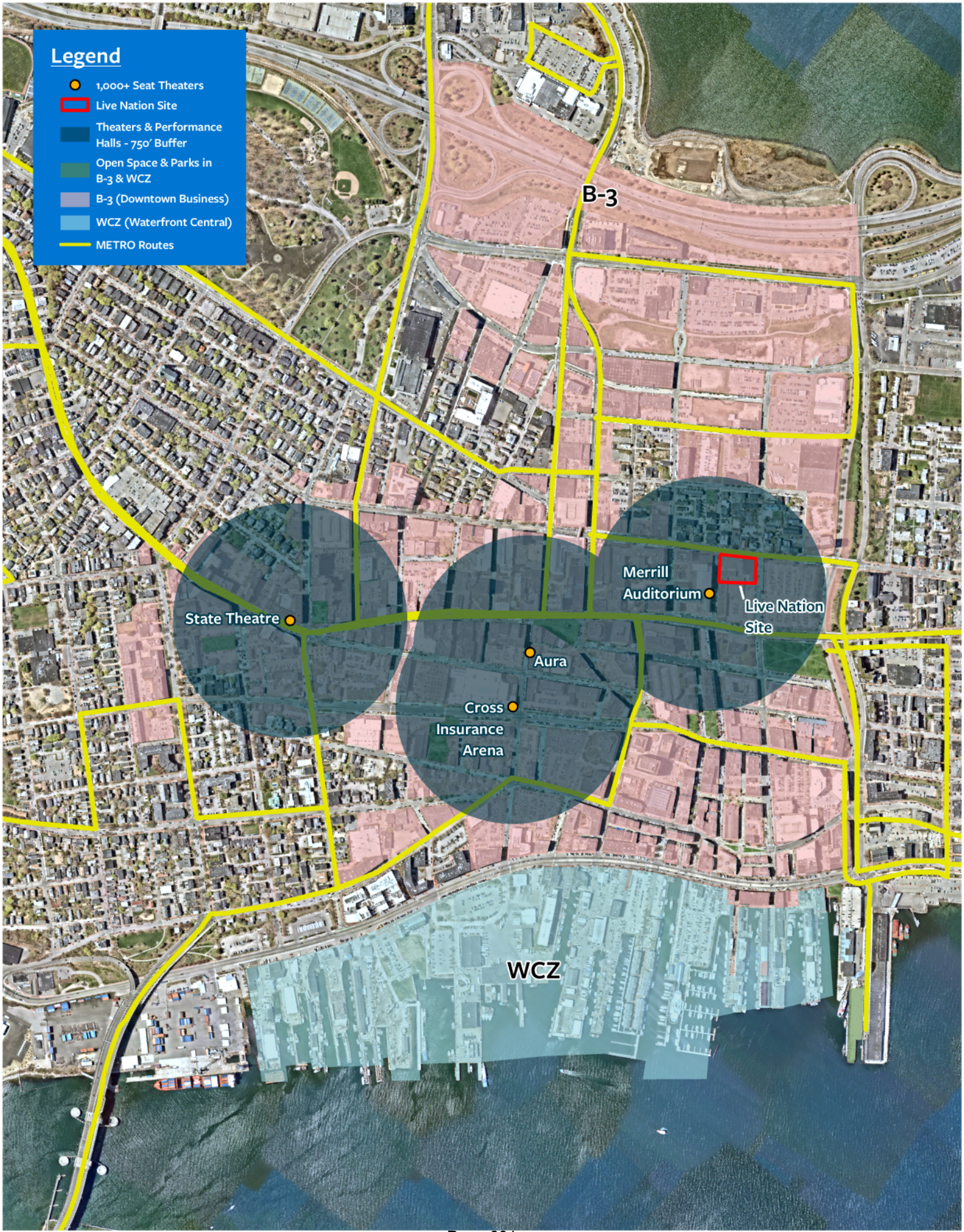
Map of Observed Average Parking Turnover Between 8am and 6pm Thursday 12/01/2016

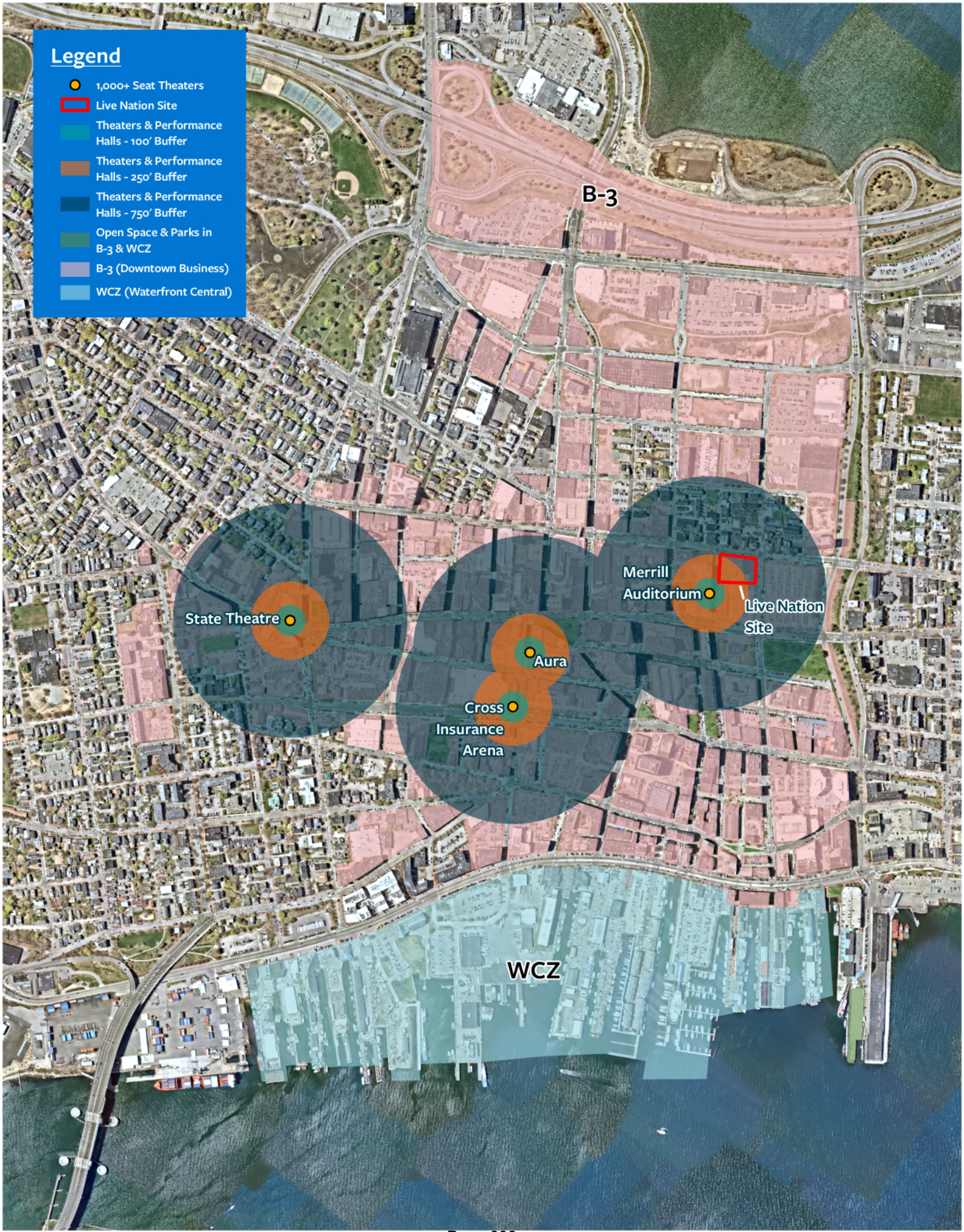


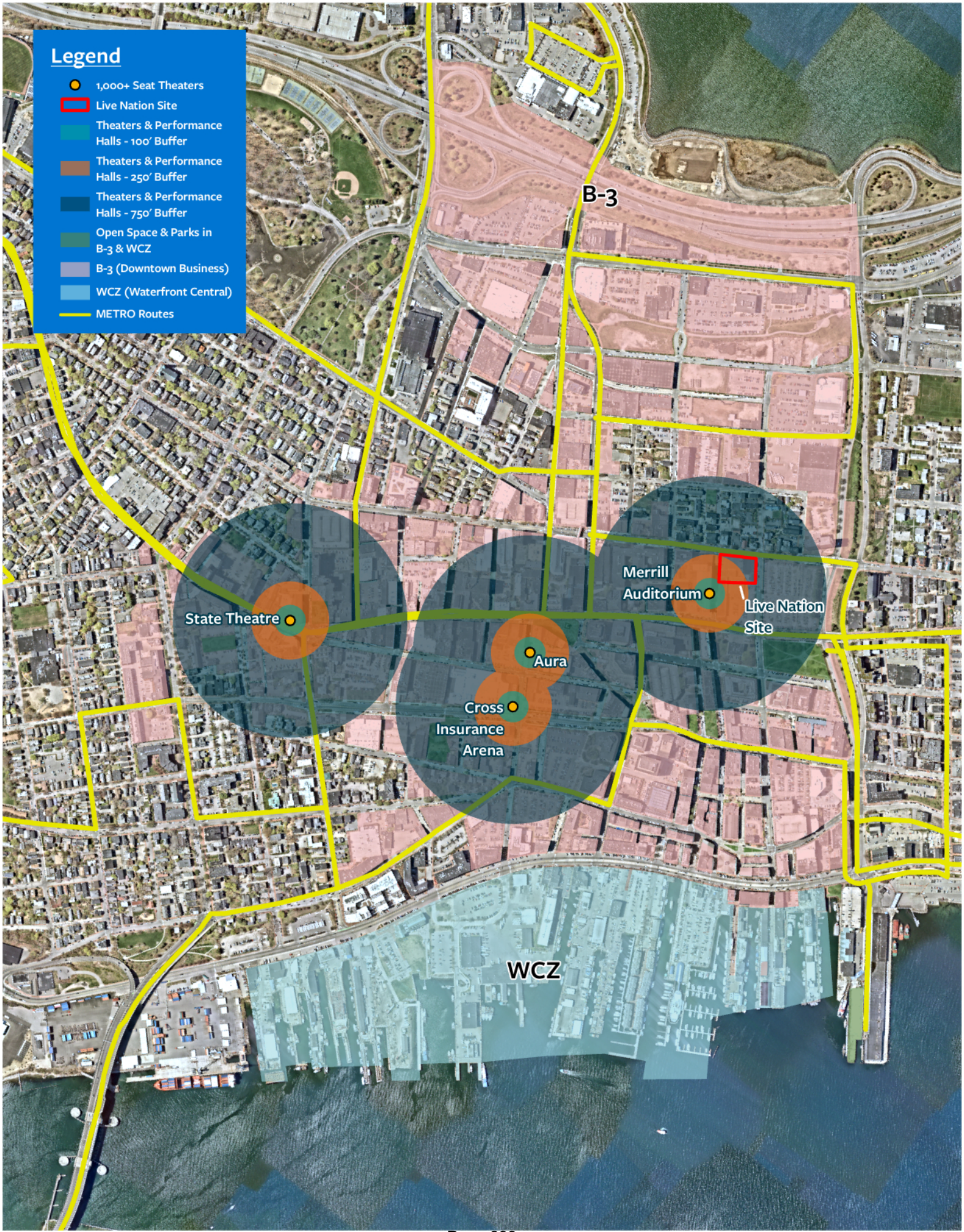
Map of Observed Average Parking Turnover Between 8am and 6pm Saturday 12/03/2016




Legend
1,000+ Seat Theaters
Live Nation Site
Theaters & Performance Halls - 750′ Buffer
Open Space & Parks in B-3 & WCZ
B-3 (Downtown Business)
WCZ (Waterfront Central)
B-3
Merrill Auditorium
Live Nation Site
State Theatre
Aura
Cross Insurance Arena
WCZ


Legend
1,000+ Seat Theaters
Live Nation Site
Theaters & Performance Halls - 750' Buffer
Open Space & Parks in B-3 & WCZ
B-3 (Downtown Business)
WCZ (Waterfront Central)
METRO Routes
B-3
Merrill Auditorium
Live Nation Site
State Theatre
Aura
Cross Insurance Arena
WCZ


Legend
1,000+ Seat Theaters
Live Nation Site
Theaters & Performance Halls - 100′ Buffer
Theaters & Performance Halls - 250′ Buffer
Theaters & Performance Halls - 750′ Buffer
Open Space & Parks in B-3 & WCZ
B-3 (Downtown Business)
WCZ (Waterfront Central)
B-3
State Theatre
Aura
Cross Insurance Arena
Merrill Auditorium
Live Nation Site
WCZ


Legend
1,000+ Seat Theaters
Live Nation Site
Theaters & Performance Halls - 100′ Buffer
Theaters & Performance Halls - 250′ Buffer
Theaters & Performance Halls - 750′ Buffer
Open Space & Parks in B-3 & WCZ
B-3 (Downtown Business)
WCZ (Waterfront Central)
METRO Routes
B-3
State Theatre
Aura
Cross Insurance Arena
Merrill Auditorium
Live Nation Site
WCZ

Memorandum
Department of Planning and Development
Planning Division

To: Mayor Mavodones and City Council Members

From: Alexander Jaegerman, Planning Division Director

Date: March 29, 2007

Re: Downtown Entertainment Overlay Zone

The Portland Planning Board considered the proposed Downtown Entertainment Overlay Zone at a workshop on March 13, 2007 and held a public hearing on March 27, 2007. Based on the material provided in Planning Report #15-07, testimony from six members of the public, a review of applicable policies, and other information the Planning Board voted unanimously (5-0, Lowry and Silk Absent) that the proposed zoning amendments to create the Downtown Entertainment Overlay Zone are not consistent with the Comprehensive Plan and the Board does not recommend their adoption to the City Council.

The Planning Board's findings include the following points:

1. The imposition of increased fees on businesses within an area of the City to address a problem caused by the concentration of bars in the Old Port could discourage and penalize businesses that are a positive presence in the area.
2. The proposed ordinance encourages businesses to evade the regulations and move outside of the designated business district and move into adjoining mixed use districts, such as Bayside and the Eastern Waterfront.
3. The proposed ordinance does not rein in institutions and fraternal organizations with entertainment licenses in residential zone, which may have a negative impact on neighborhoods.
4. In attempting to solve a limited problem in a specific area of the City, it leaves the larger issues regarding liquor establishments unresolved.
5. Increasing fees on certain businesses in a broader area appears to be more unfair than the current regulation and fees.

Attachments:

A. Planning Board Report #15-07, including only Attachment 24 (map of liquor licenses on the Peninsula) and Attachment 25 (list of nonprofit institutions and fraternal organizations with a liquor license).

MEMORANDUM
City Council Agenda Item

FROM:

DATE: April 8, 2026

SUBJECT: Order 183-25/26 Terminating the Moratorium on Theater and Performance Hall Projects with a Capacity Exceeding 2,000 People in the City of Portland Established by Order 9-25/26 and Extended by Order 131-25/26 - Sponsored by Mark Dion, Mayor

SPONSOR: The Mayor, City Manager, City Clerk, Corporation Counsel, the Planning Board, or up to three (3) members of the Council shall sponsor any orders or other items. If sponsored by a Council Committee, please include the date the committee met and the results of the vote.

(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading **Final Action**

Can action be taken at a later date: No If action cannot be taken at a later date, please explain why. Do NOT write yes or no; that will be automatically generated by the checkbox.

Does this item involve a new contract with the City: No

PRESENTATION: Please list the presenter(s), type, and length of presentation

I. SUMMARY

II. AGENDA DESCRIPTION

This Order terminates the Moratorium on theater and performance hall projects with a capacity exceeding 2,000 people, originally established on August 11, 2025 by Order 9-25/26 and extended by Order 131-25/26. During the time that the Moratorium was in effect, the Housing and Eceonomic Development Committee and Planning Board reviewed and made recommendations to the City Council related to proposed amendments to the Land Use Code, thereby fulfilling the requirements established by the Moratorium. If approved, the termination of the Moratorium will be effective as of May 27, 2026.

This item must be read on two separate days. This is its first reading.

III. BACKGROUND

Background information that will not appear in the Agenda Description

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

Please indicate whether or not there is a financial impact. Please note that per Council Rule 12, this form must have "a separate fiscal impact statement memo attached if the impact of the item is $50,000 or more in a given fiscal year. This memo shall include details and information describing the fiscal impact including, but not limited to, projected costs, revenues or savings over a three (3) year period and/or any potential impacts on the City tax levy."

VI. STAFF ANALYSIS AND BACKGROUND

Staff Analysis that will not appear in the Agenda Description.

VII. RECOMMENDATION

VIII. LIST ATTACHMENTS

1. Order - Terminating Theater Moratorium
2. Order 9-25-26 (PDF)
3. Order 131-25-26 (PDF)

Prepared by:
Date: 04/08/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER TERMINATING THE MORATORIUM ON THEATER AND PERFORMANCE HALL PROJECTS WITH A CAPACITY EXCEEDING 2,000 PEOPLE IN THE CITY OF PORTLAND ESTABLISHED BY ORDER 9-25/26 AND EXTENDED BY ORDER 131-25/26

WHEREAS, on August 11, 2025, by Order 9-25/26, the City Council implemented a Moratorium on theater and performance hall projects with a capacity exceeding 2,000 people; and

WHEREAS, on February 23, 2026, via Order 131-25/26, the City Council extended the Moratorium for an additional 179 days, as the conditions prompting the Moratorium continued to persist, and no proposed ordinance amendments had yet been brought forth for City Council consideration; and

WHEREAS, while the Moratorium was in effect, the City's Housing and Economic Development Committee held various meetings during which it discussed and reviewed a proposal by Councilors Pelletier and Ali designed to address the concerns outlined in the Moratorium by adding to articles 3 and 6 of the Land Use Code a dispersal requirement for theaters and performance halls with an occupancy of 1,000 or more persons; and

WHEREAS, at its meeting on February 3, 2026, the Housing and Economic Development Committee recommended that that the Planning Board review the proposed dispersal requirement for theaters and performance halls; and

WHEREAS, after a public hearing on March 24, 2026, the Planning Board voted unanimously to find that the proposed dispersal requirements were not consistent with the comprehensive plan and in its report to the City Council, the Planning Board recommended that the Council not adopt them; and

WHEREAS, on April 27, 2026, the City Council held a public hearing on the proposed amendments to Articles 3 and 6 of Chapter 14; and

WHEREAS, City staff, the Housing and Economic Development Committee, and the Planning Board have fulfilled the tasks set forth in Order 9-25/26 by reviewing all proposed

ordinance amendments and transmitting their recommendations to the City Council, rendering continuation of the Moratorium unnecessary.

NOW, THEREFORE, BE IT ORDERED, that notwithstanding the fact that the Council extended the Moratorium by 179 days in Order 131-25/26, the City Council hereby terminates the Moratorium effective as of May 27, 2026.

Order 9-25/26
Passage: 6-3 (Councilor Ali, Phillips, & Mayor Dion-Opposed), as amended on 8/11/2025
Amendment#1-Motion to amend "Pelletier Amendment #1" RE: Business Impact" Passage: 5-4 (Councilor Ali, Michniewicz, Phillips, Dion-Opposed)
Amendment#2- Motion was made by Mayor Dion and seconded by Councilor Pelletier to amend. "Dion Amendment #2 RE: Effective Date. The amendment is in the backup material
Amendment Passed 8-1 (Councilor Phillips Opposed)

Effective: 9/10/2025

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER ESTABLISHING A 180-DAY MORATORIUM ON THEATER AND PERFORMANCE HALL PROJECTS WITH A CAPACITY EXCEEDING 2000 PEOPLE IN THE CITY OF PORTLAND

WHEREAS, land development, tourism and commerce on Portland's Downtown Peninsula have resulted in significant and demonstrable parking pressure, which has in turn created hardships for members of the public and commercial enterprises; and

WHEREAS, increased traffic before and after large events at theaters and performance halls are known to cause unsafe road conditions and strain parking resources; and

WHEREAS, as set forth in Table 18-A of the City of Portland Land Use Code, there are no parking minimums for theaters and performance halls, regardless of the anticipated capacity, and this issue requires further study and potential amendments to the Land Use Code in order to protect the public welfare and safety and prevent overburdening of public parking facilities; and

WHEREAS, section 14.6.8.14 of the City's Land Use Code only requires a 100-foot buffer in the B-3 and WCZ zones between businesses with entertainment licenses; and

WHEREAS, the City's Land Use Code does not require a larger buffer between large theaters and performance halls, which should be considered to protect public safety and ensure that these venues are not clustered and do not overburden public infrastructure and city services or create unsafe road conditions for pedestrians, bicycles and vehicles; and

WHEREAS, a larger buffer should also be considered to prevent serious public harm to the creative economy, character, and vitality of the City's downtown region and ensure existing venues are not displaced, jobs at those venues are not lost, and the unique character of Portland's arts community and its accessibility for all residents is not eroded; and

WHEREAS, along with a proposed development project's end use and impact on Portland's economy, the City must also consider the employment and workforce development opportunities that the construction of that project would and could have on Portland's diverse workforce, including the establishment of labor standards related to health and safety, wages, benefits, registered apprenticeship participation, and local and diverse employment benchmarks; akin to those established in partnership with local labor unions; and

WHEREAS, an immediate temporary 180-day prohibition on approvals of new large theaters and performance halls is necessary in order to allow the City time to review and amend the City Code as necessary to prevent an overburdening of city services and public parking and other facilities, and to ensure safe traffic patterns for pedestrians, bicyclists and vehicles; and

WHEREAS, an immediate temporary 180-day prohibition on approvals of new large theaters and performance halls is necessary in order to allow the City time to review and amend the City Code as necessary to prevent development that is incompatible and harmful to the local creative economy, character and vitality of the City's downtown; and

WHEREAS, in the judgment of the City Council for the City of Portland, these facts justify a moratorium under 30-A M.R.S. § 4356(1) (A) and (B) and create an emergency under the City Charter, and require the following Moratorium as immediately necessary to prevent an overburdening of public facilities and for the preservation of the public health, safety and welfare; and

NOW, THEREFORE, pursuant to its authority in 30-A M.R.S. §§ 3001 and 4356, and notwithstanding the provisions of 1 M.R.S. § 302, the Portland City Council hereby ordains that a Moratorium shall be applied retroactively, to December 1, 2024, on any and all proceedings, applications, petitions, and approvals required under the City's Land Use Code that were or have been pending before any officer, board, or agency of the City on or any time after December 1, 2024 for the development of new theaters or performance halls with a capacity exceeding 2000 people; and,

BE IT ORDERED, that that no permit applications for any new theaters or performance halls with a capacity exceeding 2000 people shall be accepted, processed, reviewed, or approved by the City or the Planning Board for the period of this Moratorium; and

BE IT FURTHER ORDERED, that those provisions of the City's Land Use Code that are inconsistent or conflicting with the provisions of this Moratorium, are hereby repealed to the extent that they are applicable for the duration of this Moratorium, but not otherwise; and

BE IT FURTHER ORDERED, that during the time that this Moratorium is in effect, the City's Housing and Economic Development Committee shall review the City Code, including, but not limited to, Chapters 4, 6, 14, and 15 and develop amendments for consideration by the Planning Board and City Council to address the concerns addressed in this Moratorium; and

BE IT FURTHER ORDERED, that this Moratorium shall remain in effect until the earlier of the effective date of amendments to the City Code adopted pursuant to this

Moratorium or March 9, 2026, unless extended, repealed, or modified by the Portland City Council; and

BE IT FURTHER ORDERED, that to the extent any provision of this Moratorium is deemed invalid by a court of competent jurisdiction, the balance of the Moratorium that shall remain shall be considered valid.

AMENDMENT #1 TO ORDER 9-25/26
PREPARED BY CORPORATION COUNSEL
FOR COUNCILOR WESLEY PELLETIER
RE: BUSINESS IMPACT

***

WHEREAS, land development, tourism and commerce on Portland's Downtown Peninsula have resulted in significant and demonstrable parking pressure, which has in turn created hardships for members of the public and commercial enterprises; and

WHEREAS, increased traffic before and after large events at theaters and performance halls are known to cause unsafe road conditions and strain parking resources; and

WHEREAS, as set forth in Table 18-A of the City of Portland Land Use Code, there are no parking minimums for theaters and performance halls, regardless of the anticipated capacity, and this issue requires further study and potential amendments to the Land Use Code in order to protect the public welfare and safety and prevent overburdening of public parking facilities; and

WHEREAS, section 14.6.8.14 of the City's Land Use Code only requires a 100-foot buffer in the B-3 and WCZ zones between businesses with entertainment licenses; and

WHEREAS, the City's Land Use Code does not require a larger buffer between large theaters and performance halls, which should be considered to protect public safety and ensure that these venues are not clustered and do not overburden public infrastructure and city services or create unsafe road conditions for pedestrians, bicycles and vehicles; and

WHEREAS, a larger buffer should also be considered to prevent serious public harm to the creative economy, character, and vitality of the City's downtown region and ensure existing venues are not displaced, jobs at those venues are not lost, and the unique character of Portland's arts community and its accessibility for all residents is not eroded; and

WHEREAS, along with a proposed development project's end use and impact on Portland's economy, the City must also consider the employment and workforce development opportunities that the construction of that project would and could have on Portland's diverse workforce, including the establishment of labor standards related to health and safety, wages, benefits, registered apprenticeship participation, and local and diverse employment benchmarks; akin to those established in partnership with local labor unions; and

WHEREAS, an immediate temporary 180-day prohibition on approvals of new large theaters and performance halls is necessary in order to allow the City time to review and amend the City Code as necessary to prevent an overburdening of city services, public parking and other facilities, and to ensure safe traffic patterns for pedestrians, bicyclists and vehicles; and

WHEREAS, an immediate temporary 180-day prohibition on approvals of new large theaters and performance halls is necessary in order to allow the City time to review and amend the City Code as necessary to prevent development that is incompatible and harmful to the local creative economy, character and vitality of the City's downtown; and

WHEREAS, in the judgment of the City Council for the City of Portland, these facts justify a moratorium under 30-A M.R.S. § 4356(1) (A) and (B) and create an emergency under the City Charter, and require the following Moratorium as immediately necessary to prevent an overburdening of public facilities and for the preservation of the public health, safety and welfare; and

***

AMENDMENT #2 TO ORDER 9-25/26
PREPARED BY CORPORATION COUNSEL
FOR MAYOR MARK DION
RE: EFFECTIVE DATE

***

BE IT FURTHER ORDERED, that this Moratorium shall remain in effect until the earlier of the effective date of amendments to the City Code adopted pursuant to this Moratorium or ~~February~~ March 9, 2026, unless extended, repealed, or modified by the Portland City Council; and

***

City of Portland | Planning & Urban Development Department
Kevin D. Kraft, AICP *Director*

Staff Memo To:
Mayor Dion & City Councilors

MEETING DATE
July 14, 2025

OVERVIEW
This memo supplements the staff memo submitted to the Sustainability & Transportation Committee (S&T) dated June 16, 2025 (Attachment C).

Based on staff's analysis of current and past policies,regulations, and standards, as well as parking utilization and capacity data, we find that the conditions do not meet the threshold necessary to justify enacting a moratorium on theater and performance hall projects.

Portland's comprehensive policy framework, including *Portland's Plan 2030*, *One Climate Future*, the *Downtown Vision Plan*, and the *Portland Peninsula Transit Study*, works in concert with established regulatory tools such as the Land Use Code, Site Plan Ordinance, Traffic Movement Permit (TMP) requirements, and Impact Fees. Together with supporting data on parking utilization and existing entertainment licensing dispersal requirements, this framework provides the necessary structure to effectively manage and evaluate the transportation and land use impacts of new theater and performance hall development.

BACKGROUND
On April 28, 2025, a moratorium on theater and performance hall venues was introduced in response to a major site plan application submitted by Live Nation in December 2024 proposing a 3,300 capacity music venue in Downtown Portland.

The proposed moratorium expresses concerns that Portland's Downtown Peninsula has experienced growing development, tourism, and commercial activity, resulting in significant parking pressures and traffic congestion that create hardships for members of the public and businesses. The moratorium goes on to state that large events at theaters and performance halls are known to strain parking availability and contribute to unsafe traffic conditions before and after shows. Currently, the City's Land Use Code does not require parking minimums for these venues, regardless of their size, and mandates a 100-foot buffer between venues with entertainment licenses in the B-3 Downtown Business Zone and Waterfront Central Zones (WCZ) with no additional spacing requirements for large theaters. According to the moratorium sponsors, the current regulatory environment may contribute to the clustering of venues and result in a burden on city services, public infrastructure, and road safety. A temporary 180-day pause on approving new large theaters and performance halls is proposed to allow time for a

comprehensive review and potential updates to the City Code to better manage impacts on parking, traffic, and public safety.

ANALYSIS

Over the past several decades, the City of Portland has pursued a coordinated and forward-looking approach to growth, integrating sustainable land use and transportation policies to support dense, infill development in appropriate areas. This vision is reaffirmed in ***Portland's Plan 2030***, which serves as the City's comprehensive plan and reflects a strong commitment to downtown development, multimodal accessibility, smart growth, and economic vitality. The Plan outlines several key relevant goals, such as:

- Focusing growth in priority areas, such as downtown and transit corridors, supporting arts and culture, and ensuring that infrastructure investments enable employment and housing growth.
- Promoting walkable neighborhoods, reducing vehicle miles traveled, and aligning land use changes with long-range transportation planning.
- Investing in public transit and multimodal systems, implementing Transportation Demand Management (TDM) policies, and encouraging transit-oriented development to reduce emissions and improve access for all users.
- Reinforcing the Center - Portland's downtown remains at the center of the region's arts and cultural, economic, and civic health, and Portland's Plan embraces the principle that downtown should continue to be a predominant locus of activity for the broader region.

In addition, several adopted policy documents, including the ***Downtown Vision Plan*** (1991), the ***Portland Peninsula Transit Study*** (2009), and the City's Climate Action Plan, ***One Climate Future*** (2021), reinforce a continued shift away from auto-oriented infrastructure and support of dense, infill development in places like downtown. These plans emphasize expanding access to transit, encouraging walking and biking, reducing traffic growth on the peninsula, and managing the existing parking supply rather than expanding it, with an emphasis on reducing the City's greenhouse gas emissions. The City Council also recently adopted the Greater Portland Council of Governments (GPCOG) ***Regional Vision Zero Action Plan***, formally endorsing its core objective of eliminating all traffic-related fatalities and serious injuries. The Vision Zero plan emphasizes reducing reliance on single-occupancy vehicles and promoting increased use of public transit and alternative modes of travel as critical steps toward safer, more equitable mobility. Downtown infill development, including theater and entertainment venues, plays a vital role in supporting the density and destinations needed to enhance walkability, bikeability, and public transit use to achieve the broader goal of eliminating traffic fatalities and injuries.

One way in which these policies and goals are implemented is through development, which is regulated through the City Code. Portland's Site Plan Ordinance is designed to align with the City's Comprehensive Plan and establishes the framework for reviewing new development proposals. Its primary purpose is to support Portland's vision for sustainable growth and ensure that proposed developments meet applicable standards and minimize potential impacts. The ordinance includes several criteria related to transportation, requiring applicants to demonstrate that their projects will not overburden public infrastructure or city services, and will not create

unsafe conditions for pedestrians, bicyclists, or vehicles. Where necessary, mitigation measures must be identified and implemented as conditions of site plan approval.

Furthermore, the Maine Department of Transportation (MDOT) requires that any new development generating significant traffic obtain a Traffic Movement Permit (TMP). The primary purpose of the TMP is to ensure that such developments do not create unreasonable congestion or unsafe conditions for all users, motorists, pedestrians, and bicyclists, and that surrounding infrastructure can safely accommodate the increased traffic, with appropriate mitigation measures implemented by the applicant.

Additionally, the City collects impact fees to ensure that, beyond any required mitigation measures, new development contributes its proportional share toward the cost of new, expanded, or replacement infrastructure needed to support Portland's growth. The City's impact fees support transportation, parks and recreation, and wastewater infrastructure. As of January 2025, the Transportation Impact Fee for Retail/Service uses, under which theaters and performance halls are classified, is $10,412 per 1,000 square feet of gross floor area.

The 100-foot dispersal requirement for businesses with entertainment licenses in the B-3 and Waterfront Central Zones was originally implemented in response to the impacts of a high concentration of bars in the Old Port, many of which remained open late into the evening. In 2007, the City Council, guided by the Mayor's Old Port Task Force and the Public Safety Committee, established the Downtown Entertainment Overlay Zone, which included several provisions, including a 100-foot buffer between establishments with alcohol service and entertainment licenses. The Task Force concluded that the dispersal concept was effective in preventing the clustering of bars and entertainment venues with music and dance licenses, which had been linked to public safety issues. They also determined that 100 feet provided sufficient separation to mitigate these impacts.

Although larger entertainment and music venues are subject to the same buffering requirement, the legislative intent of the dispersal standard was to address issues specifically associated with bars, particularly those related to alcohol consumption and late-night operations in the Old Port, specifically areas around and near Wharf Street. In contrast, seated, ticketed venues offer a level of oversight, crowd management, and operational control that is not typically present in smaller establishments or bars. As such, applying a buffer greater than 100 feet would be excessive and not supported by evidence.

In addition, zoning changes should be considered in response to evolving market conditions or when ongoing issues are clearly identified. Permitting theaters and performance halls in the downtown aligns with the City's Comprehensive Plan and reinforces the role of downtown Portland as the region's center for arts, culture, and commerce. Downtown venues improve accessibility, attract diverse audiences, and promote economic activity by increasing foot traffic and supporting surrounding businesses. There has been little to no history of complaints or public safety concerns associated with these types of venues, unlike the documented issues linked to bars in the Old Port, which was the intent behind the creation of the 100-foot buffer. Furthermore, potential impacts related to matters such as site access and circulation, and traffic

impacts are matters that are comprehensively reviewed and regulated through the City's existing regulations and development review and approval process, which remain sufficient to address such concerns.

Moreover, the proposed music venue currently under review by the Planning Board meets and exceeds the City's minimum 100-foot dispersal requirement for entertainment businesses. The distance from the main entrance of Merrill Auditorium to the VIP entrance of the proposed music hall is 142 feet, and 232 feet to the music hall's main entrance. Additionally, the proposed venue includes four points of egress: the main entrance, VIP entrance, and two separate exits on Cumberland Avenue. These additional egress points will support even more efficient crowd dispersal throughout the block, reducing potential congestion on Myrtle Street.

MORATORIUM CONSIDERATIONS

Maine law requires that any moratorium adopted by a municipality on the processing or issuance of development permits or licenses must be needed either to prevent a shortage or overburdening of public facilities; or because existing comprehensive plans, land use ordinances and regulations, or other applicable laws are insufficient to prevent serious public harm from residential, commercial, or industrial development within the affected geographic area, 30-A MRS 4356.

As outlined above and in the accompanying materials, theaters and performance halls located in the downtown area do not present a threat to public safety or overburden existing public facilities. The City's adopted Comprehensive Plan, supporting policy documents, and regulatory framework, including the Land Use Code, Site Plan Ordinance, Traffic Movement Permit (TMP), and Impact Fee Ordinance, provide a comprehensive and effective structure for evaluating and mitigating development impacts. These tools specifically address transportation, pedestrian and bicycle safety, parking, and city service capacity. The concerns cited in support of a moratorium, such as traffic congestion, parking demand, and potential impacts from venue concentration, are already considered and managed through these existing standards and review processes. Therefore there is no evidence or justification to suggest that a 180-day moratorium would yield different or improved outcomes beyond what the current regulatory framework already ensures. Therefore, a moratorium is not warranted.

Assessment of Moratorium Justification

Stated Concern	Staff Analysis	Justification for Moratorium
Land development, tourism and commerce on Portland's Downtown Peninsula have resulted in significant and demonstrable parking pressure, which has in turn created hardships for members of the public and commercial enterprises	Through the 2017 parking study, city analysis, and the applicant's analysis, parking capacity and utilization are found to be sufficient to accommodate both the proposed venue and future development. Furthermore, existing policies support infill development and	No

	efforts to manage parking demand through a multimodal lens, incentivizing alternative modes of travel, an approach well-supported by the accessibility of a downtown location.	
Increased traffic before and after large events at theaters and performance halls are known to cause unsafe road conditions and strain parking resources;	Traffic impacts from new development are reviewed through the City's Site Plan Ordinance and MaineDOT's Traffic Movement Permit (TMP) process, which includes mitigation requirements. Furthermore, the applicant will be implementing Transportation Demand Management measures such as annual financial contributions to METRO to support increased bus service, traffic signal and sidewalk upgrades, off-site parking agreements and employee bus passes among other infrastructure improvements. Additionally, on-street parking regulations will be adjusted to support residents and dissuade event attendees from utilizing on-street parking.	No
As set forth in Table 18-A of the City of Portland Land Use Code, there are no parking minimums for theaters and performance halls, regardless of the anticipated capacity, and this issue requires further study and potential amendments to the Land Use Code in order to protect the public welfare and safety and prevent overburdening of public parking facilities;	ReCode, adopted by City Council in 2024, eliminated parking minimums citywide and introduced parking maximums. Even prior to ReCode, Downtown development did not require on-site parking in alignment with long-standing policy direction away from parking requirements and towards prioritizing multimodal transportation and infill development. Downtown venues provide multiple transportation options and support efficient crowd dispersal. 2017 analysis, as well as more recent analysis conducted by the applicant, shows that there is currently excess parking capacity in Downtown and the Old Port.	No

Section 14.6.8.14 of the City's Land Use Code only requires a 100-foot buffer in the B-3 and WCZ zones between businesses with entertainment licenses;	The 100-foot dispersal requirement was originally implemented in response to the public safety impacts of a high concentration of bars in the Old Port, many of which closed late in the evening. In 2007, the City Council, guided by the Mayor's Old Port Task Force and the Public Safety Committee, established the Downtown Entertainment Overlay Zone, which included a 100-foot buffer between businesses with alcohol service and entertainment licenses. The task force found that the dispersal concept is one that works to prevent the concentration of bars and entertainment facilities with music, or dance or music and dance licenses that caused public safety problems in the Old Port and that 100 feet is a sufficient dispersal to create the result.	No
An immediate temporary 180-day prohibition on approvals of new large theaters and performance halls is necessary in order to allow the City time to review and amend the City Code as necessary to prevent an overburdening of city services and public parking and other facilities, and to ensure safe traffic patterns for pedestrians, bicyclists and vehicles;	Existing City Code and regulatory tools, including the Land Use Code, Site Plan Ordinance, TMP, and impact fees, already address city service capacity, parking, and transportation impacts. There is no evidence that a moratorium is necessary to preserve public safety or welfare or that it would result in any additional benefits to the regulatory process.	No

PRIOR COMMITTEE REVIEW

On June 16, 2025, the Sustainability & Transportation (S&T) Committee heard a staff presentation and received public comment regarding the proposed moratorium. Following the presentation, Q&A, and public input, the Committee voted 2–1 (Councilor Phillips opposed) to recommend that the City Council consider implementing a moratorium.

PREPARED BY

Kevin Kraft, AICP
Director

Nell Donaldson
Director of Special Projects

Planning & Urban Development

Planning & Urban Development

ATTACHMENTS

Attachment C - ST Committee_Performance Hall Moratorium Staff Memo

Attachment A

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER ESTABLISHING A 180-DAY MORATORIUM ON THEATER AND PERFORMANCE HALL PROJECTS WITH A CAPACITY EXCEEDING 2000 PEOPLE IN THE CITY OF PORTLAND

WHEREAS, land development, tourism and commerce on Portland's Downtown Peninsula have resulted in significant and demonstrable parking pressure, which has in turn created hardships for members of the public and commercial enterprises ; and

WHEREAS, increased traffic before and after large events at theaters and performance halls are known to cause unsafe road conditions and strain parking resources; and

WHEREAS, as set forth in Table 18-A of the City of Portland Land Use Code, there are no parking minimums for theaters and performance halls, regardless of the anticipated capacity, and this issue requires further study and potential amendments to the Land Use Code in order to protect the public welfare and safety and prevent overburdening of public parking facilities; and

WHEREAS, section 14.6.8.14 of the City's Land Use Code only requires a 100-foot buffer in the B-3 and WCZ zones between businesses with entertainment licenses; and

WHEREAS, the City's Land Use Code does not require a larger buffer between large theaters and performance halls, which should be considered to protect public safety and ensure that these venues are not clustered and do not overburden public infrastructure and city services or create unsafe road conditions for pedestrians, bicycles and vehicles; and

WHEREAS, an immediate temporary 180-day prohibition on approvals of new large theaters and performance halls is necessary in order to allow the City time to review and amend the City Code as necessary to prevent an overburdening of city services and public parking and other facilities, and to ensure safe traffic patterns for pedestrians, bicyclists and vehicles; and

WHEREAS, in the judgment of the City Council for the City of Portland, these facts justify a moratorium under 30-A M.R.S. § 4356(1) (A) and (B) and create an emergency under the City Charter, and require the following Moratorium as immediately necessary to prevent an overburdening of public facilities and for the preservation of the public health, safety and welfare; and

NOW, THEREFORE, pursuant to its authority in 30-A M.R.S. §§ 3001 and 4356, and notwithstanding the provisions of 1 M.R.S. § 302, the Portland City Council hereby ordains that a Moratorium shall be applied retroactively, to December 1, 2024, on any and all proceedings, applications, petitions, and approvals required under the City's Land Use Code that were or have been pending before any officer, board, or agency of the City on or any time after December 1, 2024 for the development of new theaters or performance halls with a capacity exceeding 2000 people; and,

BE IT ORDERED, that that no permit applications for any new theaters or performance halls with a capacity exceeding 2000 people shall be accepted, processed, reviewed, or approved by the City or the Planning Board for the period of this Moratorium; and

BE IT FURTHER ORDERED, that those provisions of the City's Land Use Code that are inconsistent or conflicting with the provisions of this Moratorium, are hereby repealed to the extent that they are applicable for the duration of this Moratorium, but not otherwise; and

BE IT FURTHER ORDERED, that during the time that this Moratorium is in effect, the City's Housing and Economic Development Committee shall review the City Code, including, but not limited to, Chapters 4, 6, 14, and 15 and develop amendments for consideration by the Planning Board and City Council to address the concerns addressed in this Moratorium; and

BE IT FURTHER ORDERED, that this Moratorium shall remain in effect until the earlier of the effective date of amendments to the City Code adopted pursuant to this Moratorium or October 25, 2025, unless extended, repealed, or modified by the Portland City Council; and

BE IT FURTHER ORDERED, that to the extent any provision of this Moratorium is deemed invalid by a court of competent jurisdiction, the balance of the Moratorium that shall remain shall be considered valid.

City of Portland | Planning & Urban Development Department
Kevin D. Kraft, AICP *Director*

Staff Memo To:
Sustainability & Transportation Committee
Councilor Regina Phillips, Chair

MEETING DATE
June 16, 2025

AGENDA ITEM
Agenda Item 3B – Theater and Performance Hall Moratorium

PURPOSE
Review the proposed Theater and Performance Hall Moratorium presented to the City Council on April 28, 2025 (Order 165-24/25) and consider staff's evaluation of the underlying conditions asserted as justification for enacting the moratorium.

COMMITTEE WORK PLAN/CITY COUNCIL GOAL ALIGNMENT
At its April 28, 2025 meeting, the City Council referred a proposed moratorium (Order 165-24/25) that would establish a 180-day prohibition on theater and performance hall projects with a capacity exceeding 2,000 people to the S&T Committee for consideration.

The City Council's 2025 Common Goals, particularly Goal #3 (One Climate Future)—express a commitment to expanding transit options and encouraging alternatives to car travel. While this particular item is not included in the S&T Committee's work plan, the underlying issues closely align with the Committee's priorities around Vision Zero, Complete Streets, and Comprehensive Transportation Planning.

BACKGROUND/ANALYSIS
On April 28, 2025, the City Council considered, but did not approve, a proposed moratorium (Order 165-24/25) that would establish a 180-day prohibition on theater and performance hall projects with a capacity exceeding 2,000 people. The moratorium was introduced in response to a major site plan application submitted by Live Nation in December 2024, proposing a 3,300-seat music venue in Downtown Portland. The Planning Board held workshops on March 25 and May 27, 2025, to review the proposal. The proposed moratorium expressed concerns that development, tourism, and commercial activity has resulted in demonstrated parking pressures downtown. Furthermore, the moratorium expressed concerns that theaters and performance halls may increase traffic before and after large events and create unsafe road conditions and further strain parking. The proposed 180-day moratorium on approvals of new large theaters and performance halls was intended to give the City time to review and, if necessary, amend the Code to prevent overburdening public services, parking, and transportation infrastructure. Rather than vote to

approve the moratorium, the City Council referred the item to the S&T Committee for consideration.

Maine law requires that any moratorium adopted by a municipality on the processing or issuance of development permits or licenses must be needed either to prevent a shortage or overburdening of public facilities; or because existing comprehensive plans, land use ordinances, regulations, or other applicable laws are insufficient to prevent serious public harm from residential, commercial, or industrial development within the affected geographic area, 30-A MRS 4356.

Given the existing conditions, robust policy foundation including *Portland's Plan 2030* and *One Climate Future*, and well-established regulatory tools already in place such as the Land Use Code, Site Plan Ordinance, impact fees, and Traffic Movement Permit, staff concludes that there is sufficient capacity and regulatory framework in place to manage the parking and transportation impacts of new development. In staff's judgment, the conditions do not meet the necessary threshold to justify enacting a moratorium on theater and performance hall projects.

Policy History

Over the past decade, the City has made a concerted effort to adopt policies that reflect a modern, 21st-century approach to growth and sustainability. The City's long-range transportation planning has focused largely on developing a more integrated and multi-modal transportation network through public transit enhancements, sidewalk and streetscape improvements, and bikeway network planning, as well as work to the underlying street network. The City has also ensured that its land use framework is integrated and paired with transportation planning. The consistent direction of City policymaking over the past several decades reflects a common desire to guide Portland's growth in a sustainable manner that prioritizes a more multimodal transportation network—one that supports the needs of all users, rather than focusing solely on automobiles and single-occupancy vehicles. This commitment is increasingly evident in Portland's built environment today.

For example, in 1991 the City adopted the ***Downtown Vision Plan***. As Maine's largest city and Northern New England's primary urban center, Portland's Downtown serves as a vital hub for commerce, culture, and civic life. In regards to transportation planning, the *Downtown Vision Plan* emphasized the need to reduce reliance on single-occupancy vehicles and minimize on-site parking. It advocated for a more pedestrian-oriented downtown, supported by transit, shuttle lots, carpools, biking, and walking. While acknowledging that reversing decades of car-centric development would take time, the plan called for a transitional approach, warning that continued auto-dependence could result in increased congestion, pollution, and diminished urban livability. Key transportation strategies outlined in the plan included limiting private on-site parking, encouraging employer participation in transit programs, and enhancing the role of public transit within a walkable, vibrant downtown core. This early policy direction laid the foundation for the City's ongoing efforts to create a more sustainable, accessible, and multimodal transportation system, and to support land use regulation that encourages a shift away from single-occupancy vehicles.

In 2009, the City approved the ***Portland Peninsula Transit Study,*** a study intended to advance transportation strategies that would support the livability and sustainability of the Portland Peninsula, recognized as one of the most vibrant and walkable small urban areas in the nation and the heart of the region. Building on prior policy direction, the study emphasized the need to integrate land use, infrastructure, and transportation planning to strengthen walking, biking, and transit options. The study acknowledged that while investments in pedestrian, bicycle, and transit infrastructure are critical, meaningful reductions in single-occupancy vehicle trips would also require addressing the financial incentives and convenience that favor driving. It highlighted that many cities have chosen to accept some loss in auto-oriented conveniences in order to improve safety, reduce emissions, and prioritize multimodal transportation. The plan reinforced the City's long-standing commitment to sustainable transportation and again set forth goals including reducing single-occupancy vehicle trips, shifting away from auto-oriented infrastructure toward support for alternative modes, and managing—rather than expanding—the existing parking supply.

Key policy recommendations included:

- Traffic Policy:
    - Shift from an auto-oriented infrastructure to promotion of other modes;
    - Shift investment strategy from support for new lanes of asphalt to transit;
    - No longer designing streets solely to accommodate peak-hour traffic;
    - Accepting traffic delays as normal in an urban environment
- Transit Policy:
    - Encourage development of transit to reduce the growth of traffic to and within the peninsula;
    - Provide convenient, frequent, attractive, reliable, and safe transit options;
    - Invest in transit over new vehicular travel lanes of asphalt
- Parking Policy:
    - Encourage new initiatives to decrease the growth of traffic volumes;
    - Manage the parking supply rather than continue to expand it;
    - Use parking impact fees to support transit;
    - Develop shared parking
- Pedestrian & Bike Policy:
    - Encourage walking and biking, along with transit - "share the street"

In 2017, the City adopted ***Portland's Plan 2030,*** the Comprehensive Plan for the City of Portland. As a foundational plan, it establishes the policy framework that informs and supports zoning, the land use code, and other adopted regulations. *Portland's Plan 2030* outlines a series of goals and strategies aimed at decreasing reliance on automobiles through compact, walkable, and multimodal development and strategically managed parking and reinforcing the city center, recognizing that Downtown Portland remains the region's cultural, civic, and economic hub. The plan's transportation and land use policies stress that by managing automobile traffic growth, the City can expand transportation choices and ensure a more accessible, sustainable urban environment.

Portland's Plan 2030 laid the foundation for further studies and policy development, including ***One Climate Future***, approved in 2021. *One Climate Future* continued to move the City toward the goal of sustainable growth. This adopted policy document included specific goals and strategies to support implementation of the higher level direction in *Portland's Plan 2030.* These goals and strategies again focused on mode shift, aiming to decrease private vehicle use and focused on expanding public transportation systems, biking accessibility, complete streets, and transit-oriented development (TOD) in an effort to make it easier to travel between destinations without a car.

A key action item identified in *One Climate Future* was to shift away from policies that promote increased parking demand and supply, and instead advance strategies that strengthen multimodal transportation options. To achieve this, the plan called for eliminating parking minimums in commercial areas and along designated transit corridors, and for establishing parking maximums. This action recognized that traditional minimum parking requirements, which emerged in the 1920s with the rise of the automobile, became entrenched in city planning by the 1950s, and remain embedded in many city codes today, are largely based on the belief that abundant parking is essential to meeting mobility needs, supporting real estate markets, and aiding local businesses.

However, over the past decade, researchers and policymakers have increasingly acknowledged that minimum parking requirements have led to an oversupply of parking and often work counter to broader city planning and economic development goals. These requirements can constrain new development and drive up housing and development costs. Moreover, large paved parking areas conflict with climate resilience goals by worsening stormwater runoff, flooding risks, and the urban heat island effect. Furthermore, by encouraging lower-density, car-oriented development, excessive parking also undermines public transit efficiency and creates streetscapes that discourage walking and biking. This reinforces car dependency, increases greenhouse gas emissions, and perpetuates demand for more parking.

Ultimately, the oversupply of free or convenient parking acts as a public subsidy for private vehicle travel, one that disproportionately benefits those with access to a car and undercuts the financial sustainability of public transportation systems.



Figure 1: One Climate Future – Parking Strategies for Transportation & Land Use

In recent years, the City has continued to advance its multimodal transportation goals. In 2023, the ***Gorham-Westbrook-Portland Bus Rapid Transit (BRT) Study*** was completed to assess the feasibility and potential benefits of a rapid transit connection linking the three communities. The study identified a preferred alignment, running along Main Street, Brighton Avenue, and Congress Street through downtown Portland, as the most direct and effective corridor. This route would connect major destinations including USM Gorham, Gorham Village, Downtown Westbrook, Rock Row, USM Portland, Maine Medical Center, Downtown Portland, and the Eastern Waterfront.

On April 14, 2025, the City Council adopted the Greater Portland Council of Governments' (GPCOG) ***Regional Vision Zero Action Plan***. By doing so, the City formally endorsed the initiative's core objective: eliminating all traffic-related fatalities and serious injuries by 2045. The GPCOG Vision Zero plan emphasizes reducing reliance on single-occupancy vehicles and promoting greater use of public transit as a critical step toward safer, more equitable mobility.

In 2025, the S&T Committee directed staff to update the City's 2012 ***Complete Streets Policy*** to ensure that it continues to reflect the community's vision for a safer, more multimodal city.

PARKING CAPACITY & UTILIZATION

While parking has been a frequent topic of conversation for several decades, the City commissioned a study covering much of the downtown and nearby waterfront areas, which found that there are enough parking spaces to accommodate roughly one space for every four residents of the City of Portland. The study showed that peak utilization typically occurs on weekday afternoons in the summer, when businesses and offices are open, with demand tapering off by early afternoon and continuing into the evening. More recent studies and analyses have yielded similar findings.

Parking Study for Downtown, the Old Port, and the Eastern Waterfront (2017)
In 2017, the City commissioned a parking study covering the downtown, central waterfront, eastern waterfront, and a ¼-mile buffer surrounding these areas (Attachment B). The primary objectives were to collect data on parking supply and demand during both weekdays and weekends and to identify any areas of deficiency.

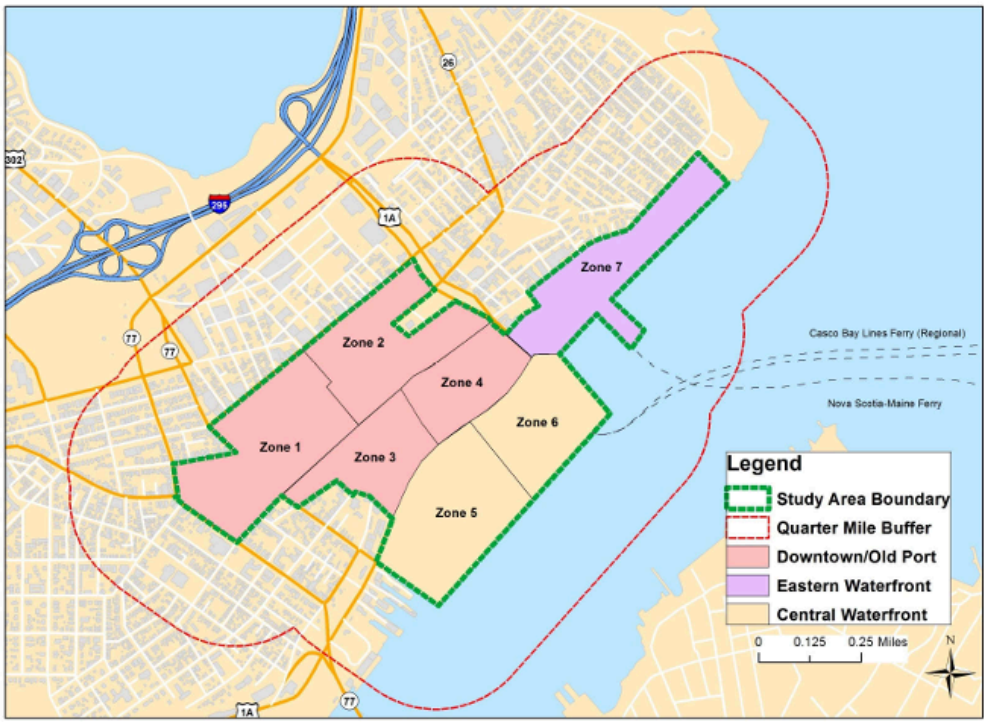


Figure 2: 2017 Parking Study – Study Area Map

The study identified a total supply of nearly 16,000 parking spaces (on-street, surface lot, structured parking) within the study area, or roughly one space for every four residents of the City of Portland (~25% of Portland's entire population). Of these, over 11,000 spaces were located within the core downtown area. The analysis found that peak parking demand occurs on weekday afternoons during the summer, when office and businesses are open and visitors are abundant, and demand exceeds the system's effective capacity[1], though not its total capacity (Figure 3). On these peak weekdays, utilization begins to decline starting around 2:30 PM and continues to remain low, below the system's effective capacity, into the evening hours. In contrast, weekend peak demand during the summer season was significantly lower in general, reaching only 71% of effective capacity (Figure 4).

[1] Effective Capacity: The effective capacity is a concept in parking analysis that refers to the occupancy level at which parking users begin to have difficulty finding open spaces and vehicle circulation to access parking begins to exhibit signs of congestion including queuing. The effective capacity is also thought of as the threshold when a parking supply begins to be perceived by users to be full.

The study documented a strong preference for on-street parking, which was at or above effective capacity during weekday and Saturday evenings, despite the fact that substantial capacity remained in nearby surface lots and parking garages during those same periods. The study also highlighted that individual streets varied and some high-demand streets, such as Commercial Street, Middle Street, and Exchange Street, exhibited higher occupancy rates than the overall sample.

The 2017 study also included a land-use-based analysis of parking demand. Using ITE parking generation factors, a conservative methodology known for overestimating demand, it concluded that evening and weekend events at a sold-out Cross Insurance Arena, with a seating capacity of approximately 6,700, appeared to be adequately supported by existing parking in Downtown Portland. The study indicated approximately 5,000 spaces anticipated to be available during the peak time for a sold out weekday event (Figure 5) and approximately 2,000 spaces anticipated to be available during the peak time for a sold event on a Saturday (Figure 6).

Rather than recommending the construction of additional parking facilities, the study concluded that the City should focus on more efficient management of existing supply. Recommendations included encouraging greater use of underutilized surface lots and structured parking facilities, particularly during peak demand periods.

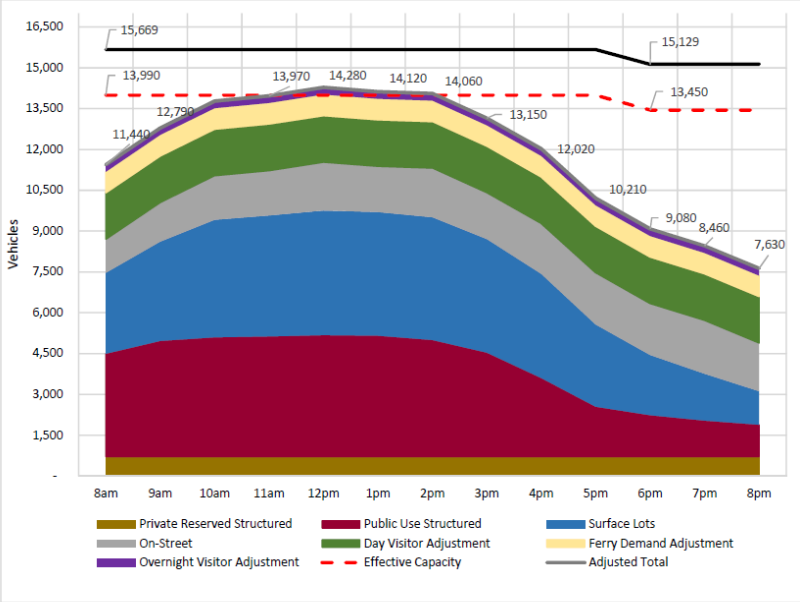


Figure 3: 2017 Parking Study – Estimated Peak Season Weekday Parking Demand by Time of Day

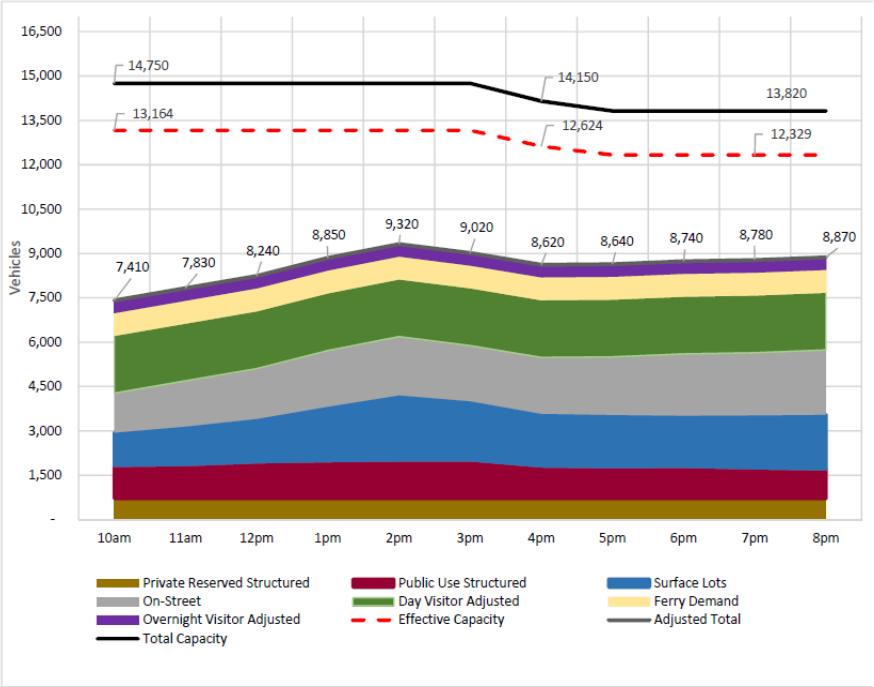


Figure 4: 2017 Parking Study – Estimated Peak Season Saturday Parking Demand by Time of Day

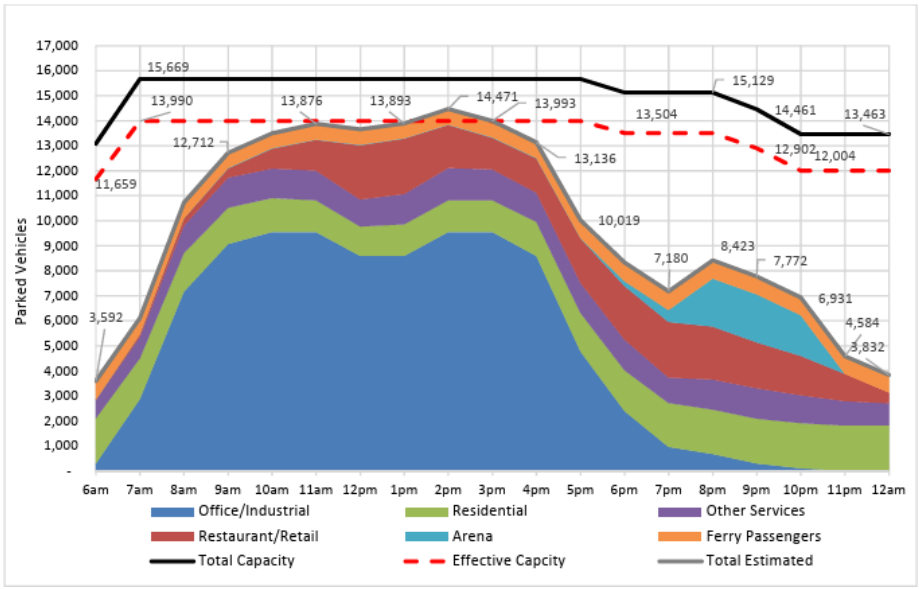


Figure 5: 2017 Parking Study – Weekday Peak Demand by Land-Use

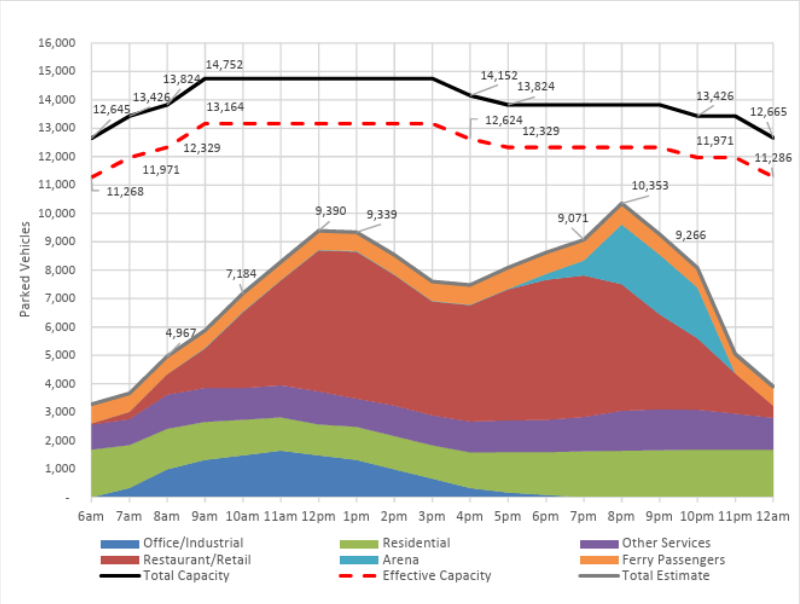


Figure 6: 2017 Parking Study – Saturday Peak Demand by Land-Use

Current parking occupancy data

As of today, parking capacity in the area remains similar to past levels. The City of Portland Parking Division conducted a parking lot occupancy assessment of parking lots and garages within ¼ mile of the proposed music venue and ½ mile of the proposed Live Nation Portland Music Hall on a Thursday, Friday, and Saturday in May of 2025. Each lot was counted at least twice, and in some cases, up to four times, over the three-day period with all counts occurring after 5:00 PM.

The results showed that of the approximately 2,700 parking spaces within a ¼-mile radius of the proposed Live Nation Portland Music Hall, the average utilization rate between 5:30 PM and 8:00 PM was 19% (Table 1). For parking spaces located between ¼ and ½ mile from the venue, utilization after 5:00 PM averaged 18% (Table 2). These findings suggest that roughly 80% of the parking supply remained available during those times, indicating sufficient existing capacity to support the proposed venue and other uses. These findings are consistent with the 2017 study and reflect a broader trend of reduced parking demand, particularly during evening hours. With utilization below 20% and available capacity at 80% these numbers indicate that there continues to be parking capacity within the existing supply aligning with the recommendations of both the 2009 *Portland Peninsula Study* and the 2017 study, which advised the City to focus on managing the existing parking supply rather than expanding it.

TABLE 1
Off-Street Parking Utilization: 0 to 1/4 Mile Occupancy (5:30 PM-8:00 PM)(May 2025)

Total Spaces	Available Spaces	% Utilized	% Available
3,380	2,715	19.66%	80.4%

Table 2 Off-Street Parking Utilization: 1/4 to 1/2 Mile Occupancy (5:30 PM-8:00 PM)(May 2025)			
Total Spaces	Available Spaces	% Utilized	% Available
2,969	2,412	18.75%	81.25%

Portland Music Hall TMP Parking Analysis

Given that the proposed music venue includes no on-site parking, in accordance with zoning requirements, the project's Traffic Movement Permit (TMP) included an analysis of existing parking to understand trip distribution within the surrounding area. The applicant provided a map of available off-street parking facilities, including garages and lots, identifying the total number of spaces within four-tenths of a mile of the site (Figure 7). These facilities were documented in the *March 2025 City of Portland Parking Division's Annual Parking Survey*. Based on distance to the venue, current hours of operation, and capacity, the applicant identified five lots and garages as the most likely parking destinations for music hall patrons (Figure 8). Those five facilities alone account for approximately 2,800 total parking spaces.

Additionally, as part of the Portland Music Hall Major Site Plan Application, the applicant's Transportation Demand Management (TDM) Plan highlights the venue's central Downtown location and centers its strategies on access to and from the site on modal split and vehicle occupancy. The TDM materials estimate a total of 1,385 one-way vehicle trips, including both attendees and employees. The projected mode share is 82% vehicles, 2% transit, and 16% walking or biking. The applicant's original TDM submission also sets a target to reduce personal vehicle use by 10%, aiming for a modal split of 72% vehicles instead of 82%, which would further decrease parking demand. In summary, when comparing the estimated parking demand to the effective parking capacity Downtown, there is sufficient parking available to accommodate demand, even under the more conservative 82% vehicle mode share.

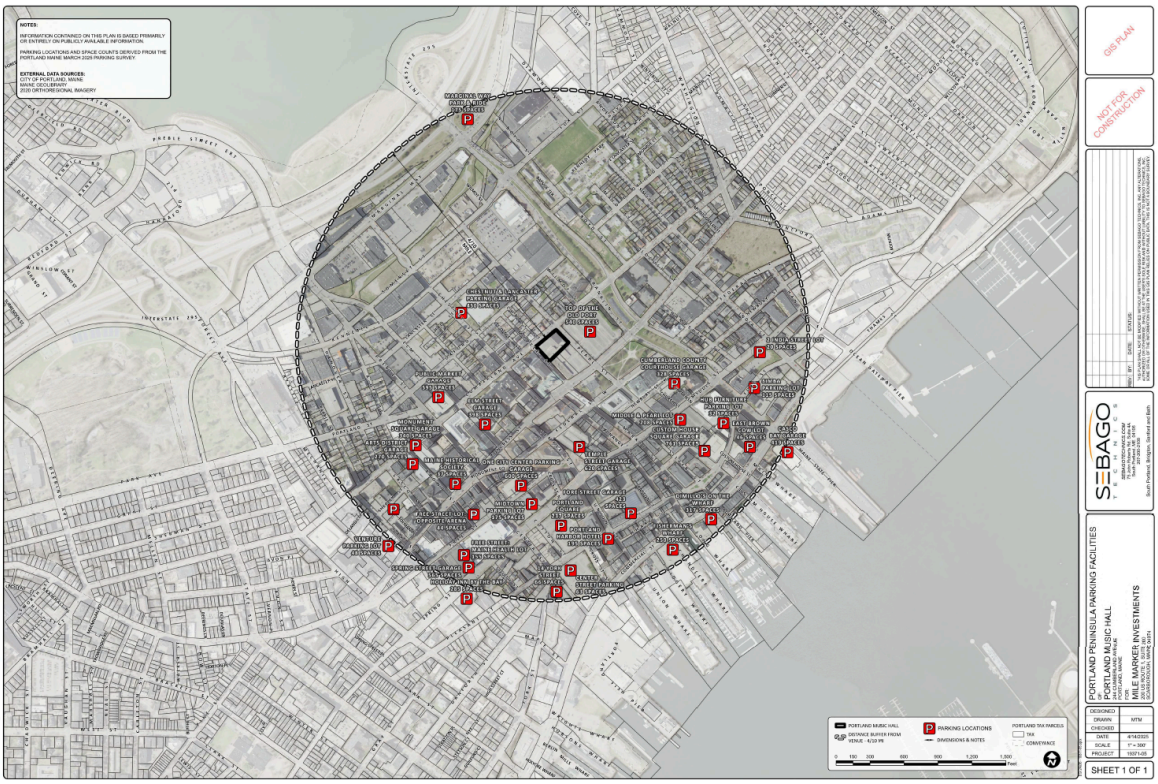


Figure 7: Garages and Lots Within 4/10 Mile of Proposed Portland Music Hall (outlined in black) – Traffic Movement Permit (April 21, 2025), Source: Sebago Technics

Parking Facility	# of Spaces	Hour of Operation	Walking Distance from Site
Top of the Old Port Surface Lot	540	Open 24hrs	0.1 Miles
Temple Street Parking Garage*	620	Closes 12AM	0.2 Miles
Cumberland County Parking Garage	328	Open 24hrs	0.3 Miles
Custom House Parking Garage*	761	Closes 12AM	0.4 Miles
One City Center Parking Garage	600	Open 24hrs	0.4 Miles

**Preliminary parking agreements between event operator and parking facility.*

Figure 8: Traffic Movement Permit – Portland Music Hall (April 21, 2025) Nearby Parking Facilities, Source: Sebago Technics

RECODE & PARKING STANDARDS

Pre-ReCode

Prior to the first phase of ReCode in 2020, the City's land use code contained minimum parking requirements, as well as a variety of off-street parking regulations that had been amended over time to allow greater flexibility for projects seeking to provide less than the required minimum parking. The code offered several alternative compliance options, such as conducting a parking study, utilizing shared or off-site parking, or paying a fee in lieu of providing spaces on-site. In practice, many developers used a combination of these options to minimize their on-site parking.

ReCode Phase I (2020)
Against the backdrop of evolving planning priorities, policy initiatives, and data, the City of Portland undertook its first comprehensive rewrite of the land use code and zoning map in over 50 years. The primary objective was to align the City's regulations with adopted policy direction and to support sustainable, intentional growth.

During ReCode Phase I, off-street parking requirements were a key area of interest for the City Council's Ad Hoc ReCode Committee. Throughout early 2019, the committee discussed potential far-ranging reforms, including reducing or eliminating existing parking minimums, introducing parking maximums, and implementing a fee for developments that exceeded parking thresholds. In response, and in alignment with the goal of Phase I to streamline the code rather than fundamentally overhaul it, staff proposed a set of targeted revisions to expand existing flexibilities within the off-street parking requirements. This included the introduction of a quarter-mile transit buffer exemption for multi-family developments. Staff also noted that more comprehensive reform could be considered in a future phase of ReCode. During the Planning Board hearing, the proposed transit buffer drew substantial attention. Some members of the public opposed the exemption, while others argued it did not go far enough. Board members reflected this range of views. Ultimately, the Board voted to recommend the proposed exemption, with the understanding that the divergent perspectives on parking would be conveyed to the City Council. The Board also indicated its intent to explore parking maximums in Phase II of ReCode.

However, during the City Council's adoption process for ReCode Phase I, the conversation around parking reform reemerged, and the Council ultimately voted to expand the quarter-mile parking exemption to apply to all land uses, effectively eliminating parking minimums for much of the city. This decision marked a shift in off-street parking policy and rendered much of the code's previous off-street parking framework functionally obsolete. As a result, the City has not had minimum parking requirements for any land uses categories within a quarter mile of fixed route transit, representing most of the city, since 2020.

ReCode Phase II (2024)
In early 2021, *One Climate Futur*e committed the City to exploring the implementation of parking maximums, a commitment that was reaffirmed during the ReCode Phase II code evaluation later that year. Public feedback on this direction was generally positive; for example, more than half of respondents to ReCode's code evaluation survey agreed or strongly agreed with establishing parking maximums in areas with access to transit. In line with this feedback, staff conducted additional research and released draft off-street parking regulations in spring 2024 that formally proposed eliminating minimum parking requirements and introducing parking maximums.

During the Planning Board's review, there was extensive discussion about the potential impacts of parking maximums. While the Board generally supported the concept, some members expressed concerns about applying them in areas of the city with limited access to alternative transportation options (Off-peninsula). However, no concerns were raised regarding their applicability in areas—such as the peninsula—that are perceived to have better access to public transportation and higher degrees of walkability. Ultimately the Board voted unanimously in favor of the proposed maximums, recognizing that minimum parking requirements can act as a

barrier to housing production and development, that the proposed maximum parking caps were relatively generous, and that the City's long-range plans support a shift toward more sustainable modes of transportation. Furthermore, the Board acknowledged that, in practice, the City had been operating without minimum parking requirements since 2020.

During the City Council's review of ReCode Phase II, additional discussions focused specifically on the proposed parking maximums. Some Councilors expressed concerns that the caps were too high in mixed-use and Transit-Oriented Development (TOD) zones, and deliberated whether further reductions would better align with the City's transit-access goals. Staff advised that, as the City transitions to a system based on parking maximums, setting more conservative caps would provide flexibility, allowing market conditions to guide parking supply, while eliminating the barriers created by parking minimums. Ultimately, the City Council unanimously adopted the revised code (Order 70-24/25), including the implementation of parking maximums (8 in favor, 0 opposed, Councilor Fournier absent).

Case Studies: Cities That Have Adopted Parking Maximums

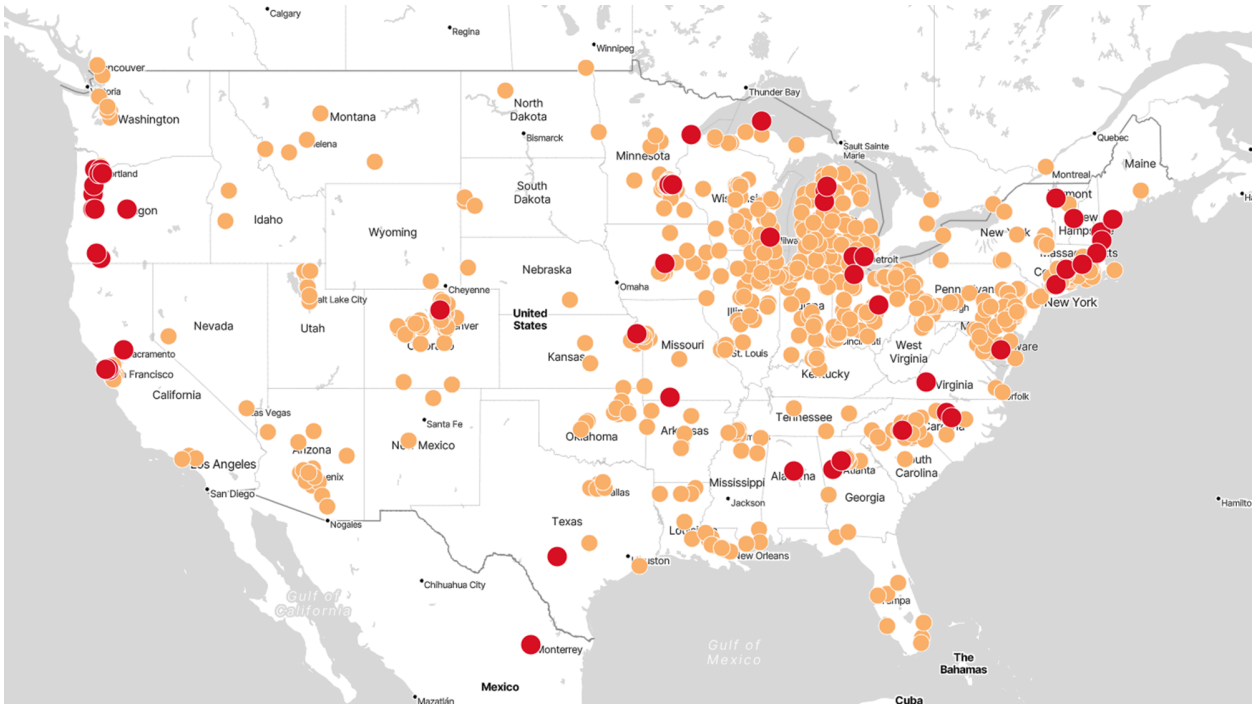
Beginning in the latter half of the 20th century, most American cities integrated the concept of required parking minimums into their land use codes. For any given development site or lot, a minimum ratio would be applied based on the proposed use, resulting in a parking requirement for the site. These parking minimum ratios were often based on outdated research and were conservative by design; by many standards they resulted in many more parking spaces than necessary.



Figure 9: Maine Mall Parking Lot, South Portland, ME

Realizing that not only were parking minimums resulting in "over parking," but that they also encouraged the use of driving trips (and their carbon emissions), forced developers to use valuable land for cars rather than other uses, and meant that many city blocks were consumed by surface parking lots which detracted from the urban experience, cities began to embrace parking reform in the early 2000s. Many cities began by eliminating their parking minimums, effectively

choosing to "let the market decide" how much parking to provide on a site. Ultimately, many cities progressed to parking maximums, or off-street parking caps, within their land use codes.



Source: Parking Reform Network

Regional examples

- *Hartford, CT:* In 2017, the City of Hartford, CT established parking maximums within its land use code. Hartford's maximums are based on broad use categories (i.e. "industrial uses," "employment uses," "service uses"), and leave some discrepancy to special permit review. For entertainment uses, the maximum parking allowed is based on special permit review.
- *Boston, MA:* Boston, MA adopted parking maximums in 2022. These maximums apply to large projects, and are based both on use and geography. If a given use is in an area with a high "mobility score" (meaning good access to transportation options, grocery stores, and jobs), it has a lower parking maximum.
- *Burlington, VT:* Burlington, VT adopted parking maximums in 2023, with maximums that vary by zone and use.
- *Roanoke, VA:* Roanoke's land use code establishes city-wide parking maximums by use.

Examples of Cities Renowned for Their Live Music Venues

- *Gainesville, FL:* Gainesville's 2022 parking maximums establish flat caps by land use.
- Nashville, TN: Nashville's land use code establishes parking maximums within the Urban Zoning Overlay, an overlay which covers a large part of the city and all of downtown. Within the overlay, maximums are established by use.

- *Austin, TX:* Austin has established maximums within various zones, including the central business district (i.e. downtown). In the central business district, maximums are generally set at 40% of the number of spaces required elsewhere in the city.

LAND USE CODE REGULATIONS & IMPACT FEES

Parking Regulations

In Portland, Article 18 of the Land Use Code regulates parking requirements. Section 18.1.2 states that off-street vehicle parking is not required. Section 18.1.3 establishes maximum off-street parking limits for each designated use, as outlined in Table 18-A. For theaters and performance halls, the maximum allowed is one space per 300 square feet of floor area. Section 18.1.3.F.1 provides a process for exceeding this maximum by up to 25%, provided certain conditions are met.

Site Plan Requirements

Portland's site plan ordinance, located within Chapter 14 of the City Code (Land Use Code), establishes the framework for reviewing new development proposals. Consistent with the City's Comprehensive Plan, the purpose of the ordinance is to support the City's vision for sustainable growth. The ordinance reflects shared goals around the environment, transportation, community well-being, and economic development. It is intended to complement the broader zoning regulations contained in the Land Use Code.

Any development that triggers site plan review must obtain approval before construction may begin. Site plan review is conducted administratively for minor site plans and by the Planning Board for major site plans. Approval may only be granted if the proposal complies with all applicable standards. The site plan ordinance includes several standards focused on transportation impacts, including:

- *Impact on Surrounding Street Systems:* Projects must demonstrate that they will not create or exacerbate safety hazards or congestion on adjacent streets. This includes evaluating vehicle loading/unloading, parking, and circulation for vehicles and pedestrians both on-site and on neighboring properties. Any increase in congestion must be mitigated proportionally.
- *Access and Circulation:* Developments must provide safe and efficient internal circulation and site access for all users. Continuous sidewalk and curb infrastructure is required along all site frontages.
- *Public Transit Access:* Projects 20,000 square feet or larger and located on an existing bus route must include a bus shelter.
- *Parking:* All developments must comply with off-street vehicle and bicycle parking standards outlined in the zoning code.
- *Transportation Demand Management (TDM):* Commercial, institutional, or mixed-use projects of 50,000 square feet or more must submit a TDM Plan to demonstrate how they intend to get people to and from their site using alternative transportation modes, such as public transit, walking, biking, or other methods. As part of TDM requirements, an annual report must be submitted to the Planning Authority.

In addition to the standards described above, projects that meet certain trip thresholds must also submit a Transportation Study in accordance with Section 2 of the City's Technical Manual. This study must include:

- Description of the development proposal
- Overview of existing multi-modal transportation conditions
- Estimated trip generation and hourly volumes by mode (based on ITE or approved methodology
- Trip distribution assumptions
- Multi-modal level of service (LOS) analysis pre- and post-development
- Capacity analysis at intersections and roadway segments, including delay, v/c ratios, and queuing
- Crash history and safety analysis within the study area
- Summary of transportation and safety issues caused or worsened by the development
- Impacts on pedestrian, bicycle, and transit infrastructure and users
- Findings and recommended mitigation measures to address identified impacts

State Traffic Movement Permit (TMP) Requirements

The MaineDOT Traffic Movement Permit (TMP) is required for any development project that generates 100 or more passenger car equivalent trips during a peak hour. Its primary purpose is to ensure that such developments do not create unreasonable congestion or unsafe conditions for all users—motorists, pedestrians, and bicyclists—and that the surrounding infrastructure can safely accommodate the projected traffic. The TMP process promotes transportation-efficient development, supports multimodal access, and encourages the implementation of Transportation Demand Management (TDM) strategies. Applicants must submit a comprehensive traffic study that evaluates trip generation, distribution, safety impacts, and identifies necessary mitigation for both motorized and non-motorized travel. A TMP is issued once it is determined that a project will not adversely affect traffic conditions in the surrounding area.

Impact Fees

In 2018, the Portland City Council adopted an impact fee ordinance aimed at ensuring new development contributes a proportional or reasonably related share of the costs for new, expanded, or replacement infrastructure required to support that development. The ordinance requires that any new building, building addition, or change of use that results in a net increase in impact is subject to paying an impact fee. These fees apply to all qualifying building permits and are intended to help fund necessary municipal infrastructure improvements.

Impact fees are assessed to ensure that as development occurs, bringing with it benefits and growth, it also accounts for increased demands on city infrastructure, such as higher volumes of vehicular, bicycle, and pedestrian traffic, greater strain on sewer systems, and additional use of parks and open spaces. These pressures require capital investment to maintain service levels and infrastructure quality. The City's impact fee policy ensures that new development pays its fair share, supporting infrastructure expansion in line with the City's Comprehensive Plan. Portland's

impact fees pay for transportation, parks and recreation, and wastewater infrastructure required to serve proposed development.

To implement the impact fees, the City conducted the *City of Portland Impact Fee Study*, completed in the fall of 2018. This study analyzed growth-related infrastructure costs and apportioned those costs to anticipated development, calculated per square foot, per unit, or per trip, depending on the development type. Based on the study's findings, the City Council adopted the Impact Fee Ordinance, which includes a schedule of fees and a process for assessing and collecting them. The ordinance is codified in Article 16 of the City's Land Use Code. As of January 2025, the adjusted Transportation Impact Fee for a Retail/Service use, under which a performance hall is classified, is $10,412 per 1,000 square feet of gross floor area.

DEVELOPMENT TRENDS

Between 2017 and 2025, 59 development projects were reviewed and approved in mixed-use zones on the peninsula, resulting in the approval of over 3,000 parking spaces. While several projects during this period chose not to provide any on-site parking, others opted to include it, indicating that market demand continues to influence these decisions. This demonstrates that not all developments rely solely on the existing parking supply to meet their needs even in downtown and mixed-use transit accessible locations of the city.

CONCLUSION(S)

In staff's judgment, the conditions do not meet the necessary threshold to justify enacting a moratorium on theater and performance hall projects. Given the existing conditions, robust policy foundation including *Portland's Plan 2030* and *One Climate Future*, and well-established regulatory tools already in place such as the Land Use Code, Site Plan Ordinance, Traffic Movement Permit, and Impact Fees, staff concludes that there is sufficient capacity and regulatory framework in place to manage the transportation impacts of new development.

Additionally, the City's transition from parking minimums to parking maximums reflects decades of intentional policy development and a consistent commitment from both policymakers and the community to support compact, sustainable, and multimodal growth. This approach is designed to reduce reliance on private vehicles, promote walkability, bikeability, and transit use, and align land use with broader transportation and climate goals. Furthermore, parking capacity studies and analysis have demonstrated capacity within Portland's parking supply to handle future growth and demand.

PRIOR COMMITTEE REVIEW

N/A

PREPARED BY

Kevin Kraft, AICP
Director
Planning & Urban Development

Nell Donaldson
Director of Special Projects
Planning & Urban Development

ATTACHMENTS

Attachment A - Proposed Performance Hall Moratorium (Order 165-24/25)
Attachment B – 2017 City of Portland Parking Study for Downtown, The Old Port, and The Eastern Waterfront

Order 131-25/26
Passage: 9-0 on 02/23/2026, as an emergency

Effective: 02/23/2026

MARK DION (MAYOR)
PIOUS ALI (A/L)
APRIL D. FOURNIER (A/L)
BENJAMIN GRANT (A/L)

CITY OF PORTLAND
IN THE CITY COUNCIL

SARAH MICHNIEWICZ (1)
WESLEY PELLETIER (2)
REGINA L. PHILLIPS (3)
ANNA BULLETT (4)
KATE SYKES (5)

ORDER EXTENDING FOR 179 DAYS THE MORATORIUM ON THEATER AND PERFORMANCE HALL PROJECTS WITH A CAPACITY EXCEEDING 2000 PEOPLE IN THE CITY OF PORTLAND ESTABLISHED BY ORDER 9-25/26

WHEREAS, the City of Portland continues to face significant and demonstrable parking pressure as a result of land development, tourism, and commerce on the Downtown Peninsula which has continued to create hardships for members of the public and commercial enterprises; and

WHEREAS, increased traffic before and after large events at theaters and performance halls are known to cause unsafe road conditions and strain parking resources; and

WHEREAS, as set forth in Table 18-A of the City of Portland Land Use Code, there are no parking minimums for theaters and performance halls, regardless of the anticipated capacity, and this issue requires further study and potential amendments to the Land Use Code in order to protect the public welfare and safety and prevent overburdening of public parking facilities; and

WHEREAS, section 14.6.8.14 of the City's Land Use Code only requires a 100-foot buffer in the B-3 and WCZ zones between businesses with entertainment licenses; and

WHEREAS, the City's Land Use Code does not require a larger buffer between large theaters and performance halls, which should be considered to protect public safety and ensure that these venues are not clustered and do not overburden public infrastructure and city services or create unsafe road conditions for pedestrians, bicycles and vehicles; and

WHEREAS, a larger buffer should also be considered to prevent serious public harm to the creative economy, character, and vitality of the City's downtown region and ensure existing venues are not displaced, jobs at those venues are not lost, and the unique character of Portland's arts community and its accessibility for all residents is not eroded; and

WHEREAS, along with a proposed development project's end use and impact on Portland's economy, the City must also consider the employment and workforce development opportunities that the construction of that project would and could have on Portland's diverse workforce, including the establishment of labor standards related to health and safety, wages, benefits, registered apprenticeship participation, and local and diverse employment benchmarks, akin to those established in partnership with local labor unions; and

WHEREAS, on August 11, 2025, by Order 9-25/26, the City Council of Portland Maine implemented a Moratorium on theater and performance hall projects with a capacity exceeding 2000 people; and

WHEREAS, as required by Order 9-25/26, the City's Housing and Economic Development Committee held a meeting on November 18, 2025 during which it discussed a proposal by Councilors Pelletier and Ali to require, among other things, 750 feet of separation between large theaters and performance halls and requested that City staff prepare draft amendments to the City's Land Use Code to incorporate that requirement; and

WHEREAS, the Housing and Economic Development Committee did not meet in December 2025, but at its meeting on January 20, 2026, the Committee received an update from staff who indicated that proposed amendments to the Land Use Code were nearly complete and recommended that the Committee meet as soon as possible to review the amendments; and

WHEREAS, the Housing and Economic Development Committee scheduled a special meeting on February 3, 2026 to review the amendments, and, if the Committee supports the amendments, it is anticipated that the Committee will recommend that the amendments be reviewed by the Planning Board at its meeting on February 24, 2026, and send a recommendation to the Council thereafter; and

WHEREAS, the existing Moratorium is scheduled to expire on March 9, 2026, prior to consideration of proposed code amendments by the City Council; and

WHEREAS, the conditions that gave rise to the original moratorium persist, and the City is actively working to address them by pursuing amendments in accordance with the process initiated by Order 9-25/26.

NOW, THEREFORE, pursuant to its authority in 30-A M.R.S. §§ 3001 and 4356, and notwithstanding the provisions of 1 M.R.S. § 302, the Portland City Council hereby extends the existing Moratorium for an additional one hundred seventy-nine (179) days through September 4, 2026, on any and all proceedings, applications, petitions, and approvals required under the City's Land Use Code that were or have been pending before any officer, board, or agency of the City on or any time after December 1, 2024 for the development of new theaters or performance halls with a capacity exceeding 2000 people; and,

BE IT ORDERED, that no permit applications for any new theaters or performance halls with a capacity exceeding 2000 people shall be accepted, processed, reviewed, or approved by the City or the Planning Board for the period of this Moratorium; and

BE IT FURTHER ORDERED, that those provisions of the City's Land Use Code that are inconsistent or conflicting with the provisions of this Moratorium, are hereby repealed to the extent that they are applicable for the duration of this Moratorium, but not otherwise; and

BE IT FURTHER ORDERED, that during the time that this Moratorium is in effect, the City's Housing and Economic Development Committee, with the assistance of Housing and Economic Development and Planning staff, shall continue their review of the City Code, including, but not limited to, Chapters 4, 6, 14, and 15 and develop amendments for consideration by the Planning Board and City Council to address the concerns addressed in this Moratorium; and

BE IT FURTHER ORDERED, that this Moratorium shall remain in effect until the earlier of the effective date of amendments to the City Code adopted pursuant to this Moratorium or September 4, 2026, unless extended, repealed, or modified by the Portland City Council; and

BE IT FURTHER ORDERED, that to the extent any provision of this Moratorium is deemed invalid by a court of competent jurisdiction, the balance of the Moratorium that shall remain shall be considered valid; and

BE IT FURTHER RESOLVED, that this order is enacted as an Emergency, pursuant to Article II, Section 11 of the Portland City Charter, in order to make it effective immediately.

Moratorium for LiveNation

Dapper Productions jacobmccurdymusic@gmail.com via portlandmaine.gov

Wed, Feb 18, 11:09 PM (5 days ago)

to publiccomment, council

Hello folks,
I'm writing in hopes you will extend the moratorium for the new LiveNation venue. We need to ultimately stop this venue from ruining our city's infrastructure.
Thank you for your time and consideration.
Jacob McCurdy
207-991-2300
jacobmccurdymusic@gmail.com
www.jacobmccurdymusic.com
www.thedappergentsband.com
mainehousing. Press tab to insert.

Moratorium concerning large venues

Cathryn Anderson catwhitanderson@gmail.com via portlandmaine.gov

Thu, Feb 19, 6:16 AM (4 days ago)

to council, publiccomment

Dear Portland City Council,

My email today is to urge you to continue the moratorium concerning large venues in the city.

I have been so encouraged by the work that has been done to allow our city to take time to come up with solutions. It is clear that more time is needed to go through full city process.
There are many things that still need to be addressed to ensure our city remains safe and we support a vibrant local arts economy including a supported downtown infrastructure.

Let us give councilors Wes Pelletier and Pious Ali the opportunity to see this through with the support of those who care deeply about the safety of all those in our community.

I applaud all the hard work that has been done this far.

Cathryn Anderson
207-329-6669

Please Vote to Extend the Large Venue Moratorium

Caroline Koelker <OperaMaine@operamaine.org>
Thu, Feb 19, 2026 at 7:43 AM
To: "council@portlandmaine.gov" <council@portlandmaine.gov>
Cc: "publiccomment@portlandmaine.gov" <publiccomment@portlandmaine.gov>

Dear Members of the Portland City Council,

I am writing to respectfully urge you to vote in favor of extending the large venue moratorium at your February 23 meeting.

I understand the purpose of a moratorium is to give the City time to carefully evaluate the potential impacts of major development proposals and determine whether existing ordinances adequately protect public safety, infrastructure, and the local economy. That work is currently underway, but it is not yet complete.

An ordinance sponsored by Councilors Wes Pelletier and Pious Ali, which would require venues with a capacity of over 1,000 to be located at least 750 feet apart, is still moving through the Council process and has not yet received a full Council vote. It is reasonable and prudent to allow this process to conclude before the moratorium expires.

In addition, important questions remain regarding the potential impacts of a large venue on Portland's downtown infrastructure, including traffic flow, pedestrian safety, parking, and public transportation. There are also unresolved concerns about effects on the local arts economy and small, independent venues that contribute to Portland's cultural vitality.

Extending the moratorium for an additional six months would allow the City to complete this work thoughtfully and responsibly. This is not about halting progress, it is about ensuring that decisions of this magnitude are made with full information and careful consideration.

Thank you for your service to our city and for your thoughtful attention to this matter. I appreciate the work you are doing and respectfully ask for your support in extending the moratorium.

Sincerely,

Caroline Musica Koelker she/her
Executive Director
Opera Maine
P.O. Box 7733
Portland, ME 04112
207-879-7678
www.OperaMaine.org

Live Nation Moratorium

Tyler Jackson timothytylerjackson@gmail.com via portlandmaine.gov

Thu, Feb 19, 8:46 AM (4 days ago)

to council, publiccomment

Good morning,
I am writing to express the importance of extending the moratorium on Live Nations's ill-conceived and wholly unwelcome venue proposal.
The work of the moratorium has not been completed and it must be extended.
Our City Council is actively working on an ordinance related to the moratorium, which has not seen a full council vote yet.
The city still needs to address many points raised in the moratorium, such as impacts on the local arts economy and downtown infrastructure (parking, traffic, pedestrian safety, public transportation), as well as additional issues raised by hundreds of concerned community members.
Thank you for the consideration and for keeping the best interests of the community in mind.
Best,
Tyler Jackson
67 Gray St. Portland, ME 04102

LiveNation Moratorium

'Jesse Lundy' via City Council

Thu, Feb 19, 9:00 AM (4 days ago)

to council, publiccomment

Hello folks, writing today to reiterate that an extension on the moratorium is needed. Allowing LiveNation to come into town and do as they please only works for them and developers. Portland does not need this venue and it will only cause parking issues and clog up the city.

Do your homework on how they operate in Philly...it's not pretty

--

Jesse Lundy
jesse.l@risingsunpresents.com
PO Box 614
Narberth, PA 19072

215 327 4917 - cell

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Large venue moratorium

'lisa arsenault' via Public Comment

Thu, Feb 19, 9:15 AM (4 days ago)

to publiccomment

I’m asking the city council to please extend the large venue moratorium so the impacts of a large venue in the middle of the city can be fully evaluated.
Thank you
Lisa arsenault
135 sheridan st
04101

Live Nation Proposal

John Duncan jduncan1951@gmail.com via portlandmaine.gov

Thu, Feb 19, 9:28 AM (4 days ago)

to council, publiccomment

Just wanted to say, I do not think our community is in need of Live Nation, considering it's track record of monopolizing performance venues and ticketing. Our commmunity has a vibrant music scene as it is, and for a city of our size, it seems inappropriate placing such a large venue here.

Thanks for your time and consideration.
All the best, John Duncan

Large Venue Moratorium

Hamilton Belk hamiltonbelk@gmail.com via portlandmaine.gov

Thu, Feb 19, 10:31 AM (4 days ago)

to council, publiccomment

Hi all,

I'm writing to request that you extend the moratorium pursuant to large venue development that is set to expire on March 9th. The work for which the moratorium was created has not been completed. The ordinance that city council is actively working on has not seen a full council vote yet, and the city steel needs to address many issues raised in the moratorium, such as impacts on the local arts economy and downtown infrastructure (parking, traffic, pedestrian safety, public transportation), as well as additional points raised by hundreds of concerned community members.

Thank you,
Hamilton

Extend the Moratorium on Large Venues

Martin Lodish malodish@gmail.com via portlandmaine.gov

Thu, Feb 19, 11:04 AM (4 days ago)

to council, publiccomment

Mayor Dion and City Councilors,

Please extend the moratorium, as your work is not yet complete. Some work has been done, but the bulk of it is either still in process or yet to be addressed. The city will live with any new venue for generations, please take the time to get this right. And, it is best to extend this as an emergency, otherwise it will lapse for a short period of time that coincides with a planning board meeting.

I know the setback issue is in process, but there are other areas that have yet to be tackled. I have included the appropriate sections of the moratorium, so that you can see what remains more clearly:

WHEREAS, increased traffic before and after large events at theaters and performance halls are known to cause unsafe road conditions and strain parking resources; and
WHEREAS, as set forth in Table 18-A of the City of Portland Land Use Code, there are no parking minimums for theaters and performance halls, regardless of the anticipated capacity, and this issue requires further study and potential amendments to the Land Use Code in order to protect the public welfare and safety and prevent overburdening of public parking facilities;

A new parking study would be very beneficial -- especially to address how the lack of parking would make living on the peninsula more difficult and any impact that might have on new housing being built. Public parking facilities include on street parking -- and that is what people who rent the many apartment buildings in the vicinity of the proposed venue use -- they don't use expensive lots.

WHEREAS, a larger buffer should also be considered to prevent serious public harm to the creative economy, character, and vitality of the City’s downtown region and ensure existing venues are not displaced, jobs at those venues are not lost, and the unique character of Portland's arts community and its accessibility for all residents is not eroded

This section hasn't been addressed at all -- the city should conduct a study on the impact any new venue would have on the existing venues and arts organizations -- to ensure that the significant negative impact of any new venue is able to be mitigated. I fear that a large venue across the small

street from the Merril will do significant damage to the venue and the important arts organizations that utilize it. That would be lost revenue to the city as well as potential irreparable damage to the organizations that use the facility. In addition, it will almost certainly do damage to other arts organizations.

In the absence of a study -- city staff can meet with the arts organizations to assess the impact and then have that be brought back to council for consideration as you look into the buffer issue -- as nothing was presented to the committee that addressed this issue.

Also, what needs to be factored into consideration is the impact of having a large venue be controlled by a firm that also owns Ticketmaster -- creating very dangerous and unfair conditions that threaten the independent venues and organizations that make this city the special place that it is.

Martin

--
Martin Lodish
(he/him/his)
Managing Director
(207) 774-1043 ext. 111
mlodish@portlandstage.org
visit us online at www.portlandstage.org
I recognize and honor the Wabanaki Confederacy who for generations have stewarded this land where I live and work. I pay respect to elders both past, present, and emerging and commit to the ongoing work of decolonization in Maine and beyond.
52 Years of making Maine-made theater!
See our incredible season and explore ticket options now.
mainehousing. Press tab to insert.

New Venue Moratorium Extension Please

RJ Niceguy rjdarabant@gmail.com via portlandmaine.gov

Thu, Feb 19, 11:33 AM (4 days ago)

to council, publiccomment

Hello Friends!

I write today to ask that you please extend the Moratorium on the Live Nation venue proposed. I live a few blocks from the location.

It's important that we continue to discuss the major impact and consider the consequences of such a project. It is my hope that we see the cons outweigh the pros.

Live Nation itself is a company that has done music more harm than good, and their only goal is to extract as much money as possible from the people. Please, don't let the wolves into our beautiful city.

Thank you for all you do
RJ Darabant
179 Congress St

Extend the Large Venue Moratorium

savannah mirisola-sullivan smirisola.sullivan@gmail.com via portlandmaine.gov

Thu, Feb 19, 12:05 PM (4 days ago)

to council, publiccomment

Good Morning Esteemed City Councilors,

I'm writing to urge you to vote YES on extending the large venue moratorium at Monday's City Council meeting (February 23rd, 5pm).

The moratorium was put in place so the city could carefully examine the impacts of large venue development before moving forward. That work is not complete. The ordinance sponsored by Councilors Pelletier and Ali which would require venues with a capacity over 1,000 to maintain a 750-foot buffer still requires more time and attention, and has not yet received a full vote. Allowing the moratorium to expire before that process concludes would undermine the very purpose it was meant to serve.

There are also outstanding concerns raised by hundreds of community members that still need to be addressed, including impacts to Portland's local arts economy, parking, traffic, pedestrian safety, and public transportation infrastructure.

A six-month extension is a reasonable and responsible ask to allow the council to continue its work on the ordinance and address the concerns around city infrastructure like parking and transportation. Please vote to extend the moratorium so that this important work can be completed and this project can be approached with the care and foresight it requires.

Thank you for your service to our community and for listening to your constituents on this issue that is close to the heart of Portland.

Respectfully,
Savannah Mirisola-Sullivan
Rosemont Neighborhood
Portland

Call for extension on the Moratorium - Live Nation nightmare

Donald Nelson donaldjamesnelson@gmail.com via portlandmaine.gov

Thu, Feb 19, 2:45 PM (4 days ago)

to council, publiccomment

Hello, Keeping this brief for assured attention. The work of the moratorium has simply not been completed and a 6 month extension is the very least that must be done at this juncture of the problem. We're told that City Council is actively working on an ordinance, though that has not seen a full council vote yet. We are asking that the City address each and every point raised in the moratorium, such as impacts on the local arts economy and downtown infrastructure (parking, traffic, pedestrian safety, public transportation) and the overarching concern of a criminal enterprise removing what semblance of culture this city has left. This proposed building is a disaster regardless, of course. Thank you for working with your community on these results!
mainehousing. Press tab to insert.

Concert hall: Merrill Auditorium is the nuisance building for neighbors & students

Avery Yale Kamila avery.kamila@gmail.com via portlandmaine.gov

Sat, Feb 21, 7:58 AM (2 days ago)

to Mark, Sarah, Ben, Pious, Kate, Anna, Regina, Wesley, April, publiccomment

Dear City Councilors,

I live less than a block from the proposed site of the Live Nation concert hall. However, what concerns me and my neighbors most is the city-run Merrill Auditorium that functions as a nuisance building and regularly inflicts harm on surrounding residents. Merrill Auditorium currently negatively impacts neighbors in three major ways:

1. For years, the HVAC equipment on the Cumberland Avenue side of the building has been malfunctioning. When the air conditioning for Merrill Auditorium is turned on it emits a loud, irritating sound that penetrates closed windows and apartment walls. City staff continue to dismiss and downplay neighbor complaints and concerns, claiming that the HVAC is working properly. Not one of the surrounding apartment buildings, condos, houses, churches, food pantries, and schools have central air conditioning, and the loud noise from the malfunctioning HVAC on hot days makes opening windows painful. None of Merrill's management lives in the neighborhood.

2. After years and years of resident complaints about idling tour buses, tractor trailers and catering trucks, Merrill finally added two shore power plugs. However, this is far fewer than the big concerts need. When it has two tour buses plugged in on Myrtle Street, Merrill staff allows other buses, catering trucks and tractor trailers to park on both Myrtle Street and Cumberland Avenue and idle for hours, spewing toxic particulate pollution into residents' homes.

3. Merrill Auditorium regularly closes the Cumberland Avenue sidewalk near Portland High School right before the 8:20 a.m. opening time to allow trucks to unload at its loading dock. The school starts at the same time every day, but Merrill seems to take no notice of this in scheduling access to the loading dock. The sidewalk closures force students to walk out in Cumberland Avenue, where snowbanks and busy morning traffic puts their safety at risk.

While I welcome a well-run concert hall that is responsive to neighbors on the parcel between Pearl and Myrtle streets, I would point out that the city-run example has set an extremely low bar for the behavior of concert venues. How can we trust a third-party when the city itself creates such a nuisance?

Please in your deliberations consider setting standards for all city concert halls, including a ban on idling vehicles, requirements that all external equipment be running quietly and efficiently, and bans against blocking sidewalks in school zones when students are walking to and from school.

Thank you so much for reading my message.

Sincerely,
Avery

-
Avery Yale Kamila
PO Box 4242
Portland, ME 04101
207-780-0915

Thomas Blackburn via portlandmaine.gov

Sat, Feb 21, 11:23 AM (2 days ago)

to Avery, Mark, Sarah, Ben, Pious, Kate, Anna, Regina, Wesley, April, publiccomment

Very well done. T
Thomas Blackburn
207-232-8328

Order 131-25/26

Margaret Ann Metcalf margaret.metcalf@mindspring.com via portlandmaine.gov

Sat, Feb 21, 7:02 PM (2 days ago)

to publiccomment

Dear Council,

I am strongly in favor of extending the moratoriums on Theater and Performance Halls with a capacity exceeding 2000.
Improved parking studies need to be done.
Done when existing nearby Theater and Performance Halls have events at or near full capacity
Done when multiply events are happening simultaneously on the Peninsula (Merrill plus Civic Center and/or a First Friday)
Consider usage of parking spaces being taken out of commission by proposed venue or other construction
Consider impact on both permanent and temporary handicap parking
Done during "peak" season. For many performance venues Thanksgiving to New Years is much more active than the month of May
Need to consider potential evacuation of the venue. (I have evacuated Merrill during "Magic of Christmas". Crowding on Myrtle St sidewalk caused a number of of us to move to the parking lot where proposed Live Nation venue would be)
Enhanced Public Transportation evaluation needs to consider travel needs of both current and proposed venue patrons. Are they coming from somewhere close to existing public transportation routes? How disbursed are the audiences?
Thank you for your service,

Margaret ANN Metcalf
110 Vannah Ave., Portland 04103
margaret.metcalf@mindspring.com
617-817-9216 (c)

Order 131-25/26 Public Comment - Extending Moratorium on Large Venues

Alex Silver halfvivid.songs@gmail.com via portlandmaine.gov

Sun, Feb 22, 8:50 AM (1 day ago)

to publiccomment

Hello,

I'd like to submit public comment on Order 131-25/26 for the Special Meeting on February 23rd. My comments are attached as a PDF and included in the body of this email.

Thank you!
Alex Silver

Alex Silver
194 Spurwink Rd B
Scarborough, Maine 04074

Dear Portland City Council,

My name is Alex Silver and I'm making public comment on Order 131-25/26, which would extend the moratorium on theater and performance hall projects with a capacity exceeding 2000 people. Though I'm a resident of Scarborough, I live within 15 minutes and Portland's small-to-medium sized arts venues are a big part of my life.

I appeared at a previous hybrid meeting (hesitantly) arguing that the fee for venues of this size would not properly address the public unease with the proposed Live Nation venue. Now that the fee is in effect, I can see that it is valuable in itself, but of course the larger issue needs more work. I personally like the buffer zone proposal, but I would be happy with any measure that can keep Portland a place with diverse, robust options for experiencing the arts. I grew up in a small town in Michigan and I'm one of those people who saw Walmart and Dollar General overtake important small businesses that tied people together culturally. It would be sad to see Live Nation employ similar tactics here.

In that previous Housing and Economic Development meeting, I heard persuasive imaginings of Portland as a place with diverse small venues—and large big-event arenas, working together to form a rich arts environment (rural Maine is already admired for its unique theaters, galleries, art schools, etc.). I can see the city figuring out its long-term vision and getting its bearings with ReCode, but I think this particular conversation needs ample time for creative problem-solving. I would love to see the council continue its productive discussions, and extending the moratorium would help ensure we get an outcome that fits the intent of the first.

Lastly, given the import of the issue, I want to point out that extended discussions serve the Mainers and New Englanders who use these venues—but even people beyond. I've encountered this issue in a national publication and even a popular author's podcast, so let's be a proud example of how a community can determine its own future!

Thank you,
Alex Silver

Portland Water District
From Sebago Lake to Casco Bay

TESTIMONY OF THE PORTLAND WATER DISTRICT TO THE CITY COUNCIL
RE: PROPOSED PILOT PROGRAM

Mayor Mark Dion and City Councilors:

I am Scott Firmin and I am the General Manager of the Portland Water District. I am requesting that the City of Portland remove the Portland Water District from the PILOT program under consideration.

Portland Water District (PWD or the "District") is a quasi-municipal utility created by private and special law of the State Legislature in 1907 to provide water to the people of greater Portland. The Portland Water District is a separate and distinct entity from the City of Portland. Today, PWD provides drinking water to over 200,000 people in 11 Cumberland County communities, and wastewater treatment services to six of those communities, including Portland. The affairs of PWD are managed by a Board of Trustees composed of 11 members, all popularly elected by a plurality of the voters from the communities they represent; 4 of the members represent Portland. We do not have shareholders that profit from our activities and therefore our sole interest is meeting the needs of our communities and our customers – many of whom are your constituents. PWD is treated as a municipality in many areas of the law, including the Freedom of Access Law for public records and the limitations of liability provided by the Maine Tort Claims Act, to name a few.

Because the District is a quasi-municipality, it is intrinsically different from a non-profit. Its affairs are supervised by an elected Board – similar to a City Council. It provides a government related function; the provision of clean water and waste treatment services. It is publicly accountable for its actions. Its source of revenue is from the public through water rates which are set after public hearing by our Board, and through sewer assessments to our member municipalities, including Portland. Portland in turn passes the cost of these assessments to its sewer users through their sewer rates. We do not have other significant sources of revenue. The public from our member communities funds our activities.

What I have described to you is very different from a traditional non-profit, which is not governed by elected officials, which does not provide a government related service, which may have sources of revenue from a variety of sources and which is not accountable to the public for its activities.

I would note that it would be inaccurate to say the District does not pay for any services supplied by the City. In 2025 alone, the District paid $60,000 to the City in street opening fees, traffic control fees and stormwater fees among other charges.

Given that the District is a quasi-municipality, not too different from the City of Portland, I ask you to consider whether you would include City Hall, or the many school buildings in this City in a PILOT program. I assume the answer is no, that would make no sense because the costs of the PILOT would be passed on to the City's residents and tax payers. Using the same reasoning, the Portland Water District should be removed from this proposed program.

While I understand that a PILOT fee is purely voluntary, I ask you to consider exempting quasi-municipal entities that provide a government related function from your proposed program. If a PILOT is requested, it is unlikely that the Portland Water District would make a payment for the reasons presented.

Sincerely,

Scott Firmin
General Manager