

**Special City Council Meeting
January 4, 2017**

1. Agenda Only

Documents:

[AGENDA ONLY 2017-01-04.PDF](#)

2. Agenda With Packet

Documents:

[AGENDA AND PACKET 2017-01-04.PDF](#)

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR. (A/L)

AGENDA
SPECIAL CITY COUNCIL MEETING
JANUARY 4, 2017

The Portland City Council will hold a Special City Council Meeting at 5:30 p.m. in City Council Chambers, City Hall. The Honorable Ethan K. Strimling, Mayor, will preside.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

RECOGNITIONS:

Arts in the Chamber Performance

APPROVAL OF MINUTES OF PREVIOUS MEETING:

(Tab 1) December 19, 2016 City Council Meeting Minutes

PROCLAMATIONS:

Proc 17-16/17 Proclamation Honoring Keith Forest, Public Works Department,
(Tab 2) as Employee of the Month for December 2016 – Sponsored by Mayor
Ethan K. Strimling.

Proc 18-16/17 Proclamation Honoring Portland Public Library's 150th Anniversary –
(Tab 3) Sponsored by Mayor Ethan K. Strimling.

APPOINTMENTS:

CONSENT ITEMS:

Order 109-16/17 Order Declaring February 3, 2017 Portland Museums of Art's Beyond
(Tab 4) the Brick: Your Museum Reimagined Festival - Sponsored by Jon P.
Jennings, City Manager.

This order declares February 3, 2017 as the Portland Museum of Art's
Beyond the Brick: Your Museum Reimagined Festival.

For the month of January 2017, the Portland Museum of Art will close its doors to the public to make significant renovations.

The PMA and Creative Portland have proposed an event to coincide with the February 2017 First Friday Art Walk (February 3), when the museum will open back up again to the public with a free-admission Community Day, entitled “Beyond the Brick: Your Museum Reimagined.” To help celebrate the reopening, the Museum would also like to present a dynamic 3-D video projection on the front of the museum façade and extend Community Day events beyond its doors, out onto Free Street and into Congress Square Park. The Festival runs from 5:00-9:00 p.m. and is free to the public. There is no rain date.

Portland Downtown has endorsed the event, and the organizer has contacted businesses in the closed section of the street to get their endorsement. City staff has conferred with organizers to discuss details and traffic management, which will consist of city event staff monitoring barricades positioned at intersections as well as police personnel on site.

In order for this festival to be held in the street, a portion of Free Street needs to be closed and barricaded to vehicle traffic from 4:00 to 10:00 p.m. Free Street (from High Street to Oak Street) would be closed to vehicles and also posted No Parking. Organizers will leave an emergency lane available down Free Street.

Five affirmative votes are required for passage after public comment.

**Order 110-16-17
(Tab 5)**

Order Declaring April 22, 2017 the Urban Runoff/Green Neighbor Family Festival 2017 - Sponsored by Jon P. Jennings, City Manager.

This order declares Saturday, April 22, 2017, the Urban Runoff/Green Neighbor Family Festival.

These two events are held by the city to meet water quality outreach and education requirements under the state's stormwater permit to the city and are held as a kickoff event to raise community awareness about watershed and water quality issues.

The Urban Runoff is a 5K race making use of Portland streets and the outer Evergreen Cemetery Trail. Race start is 9:00 a.m. Expected attendance is 700 runners.

The Green Neighbor Family Festival takes place primarily on Deering High School grounds, beside Stevens Avenue, from 9:30 a.m. to 12:30 p.m. Expected attendance: 1,000.

There will be musical entertainment, information booths, hands-on educational activities, games, food trucks and food vendors.

Street closings are included in the agenda backup.

Five affirmative votes are required for passage after public comment.

**Order 111-16/17
(Tab 6)**

Order Declaring April 22, 2017 the Portland Public Library Makers @ PPL Festival – Sponsored by Jon P. Jennings, City Manager.

This order declares Saturday, April 22, 2017, Portland Public Library's 3rd Annual Makers@PPL Festival.

At this event, artists, crafters, designers, inventors, and creators showcase their wares and ideas to the public. Attendance has increased every year, and the event now draws 1500-2000 people over the course of the day. The festival is scheduled for Saturday, April 22, 2017, running from 10:00 a.m. to 4:00 p.m. and will include workshops and demonstrations held in the Library, as well as in Monument Square. Many 10x10 canopies will be set up at Monument Square, as well as tables and chairs to facilitate workshops. The festival at Monument Square area will also include three food trucks and a DJ for music and announcements.

Five affirmative votes are required for passage after public comment.

LICENSES:

**Order 112-16/17
(Tab 7)**

Order Granting Municipal Officers' Approval of Highlife LLC, d/b/a Howie's Pub. Application for a Class A Lounge at 501 Washington Avenue - Sponsored by Michael Russell, Permitting and Inspections Director.

Application filed on 12/9/2016. New City and State applications. This is the current location of Howie's Pub & Grill.

Five affirmative votes are required for passage after public comment.

BUDGET ITEMS:

COMMUNICATIONS:

**Com 7-16/17
(Tab 8)**

Communication Re: Harbor Commission Revised Rules Section 12.3 Mooring Fees – Sponsored by Jon P. Jennings, City Manager.

On December 22, 2016, the Harbor Commissioners notified the City Manager that they recently adopted a change to their rules.

State law requires that proposed amendments be filed with the City Manager for submission to the City Council. Rules of the Harbor Commissioners become effective 45 days from the date they have been filed with the City Manager unless the City Council should disapprove them.

The amendment, which is included in the agenda backup, relates to Section 12.3, Mooring Fees, and proposes changes to the mooring fees, as well as bonding and insurance requirements.

As a Communication, this item ordinarily requires no formal Council action and public comment is generally prohibited by City Council Rule 31(1). In the past, however, the Council has allowed public comment at a subsequent Council meeting. To allow for public comment, it will be necessary for the City Council to approve a suspension of the rules, or for a councilor to make a motion to disapprove the rule changes proposed by the Harbor Commissioners. Staff is requesting that this item be postponed to the City Council meeting of January 20, 2017 for the City Council to consider allowing public comment.

If one or more members of the Council subsequently decides to sponsor an order vetoing any of the proposed rules, that order would be on the January 20, 2017 agenda. Under state law (P&S law 1981, c. 98), the City Councils of Portland and South Portland may disapprove the Harbor Commissioners' rules provided they do so within 45 days of submission of the rules to the City Managers of each city.

RESOLUTIONS:

UNFINISHED BUSINESS:

ORDERS:

**Order 113-16/17
(Tab 9)**

Order Authorizing an Extension of the Reporting Deadline of the Pesticide and Fertilizer Task Force to March 2017– Sponsored by Councilor Nicholas M. Mavodones, Jr., Chair of the Pesticide and Fertilizer Task Force.

On September 7, 2016, the City Council extended the due date for a report by the Pesticide and Fertilizer Task Force to December 30, 2016. At the request of the Chair, the City Council granted a further extension to allow the Task Force to submit its report to the Energy and Sustainability Committee by December 30, 2016 with a report to the Committee in January. During their meeting on December 21, the members of the Task Force determined that they are close to developing a recommendation but need additional time to conclude their work.

Therefore, Councilor Mavodones requests that the Task Force be authorized to conclude its report by February 28, 2017 and report to the Sustainability and Energy Committee in March, 2017.

Five affirmative votes are required for passage after public comment.

6:00 P.M. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS:

AMENDMENTS:

LICENSE RENEWALS:

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER THIBODEAU (2)
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(Tab 2) as Employee of the Month for December 2016 – Sponsored by Mayor
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Portland Downtown has endorsed the event, and the organizer has contacted businesses in the closed section of the street to get their endorsement. City staff has conferred with organizers to discuss details and traffic management, which will consist of city event staff monitoring barricades positioned at intersections as well as police personnel on site.

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Application filed on 12/9/2016. New City and State applications. This is the current location of Howie's Pub & Grill.

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Therefore, Councilor Mavodones requests that the Task Force be authorized to conclude its report by February 28, 2017 and report to the Sustainability and Energy Committee in March, 2017.

Five affirmative votes are required for passage after public comment.

6:00 P.M. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS:

AMENDMENTS:

LICENSE RENEWALS:

IN COUNCIL REGULAR MEETING DECEMBER 19, 2016 VOL. 133 PAGE 47

ROLL CALL: Mayor Strimling called the meeting to order at 5:30 P.M (Councilors Costa, Duson arrived during Recognitions.

ANNOUNCEMENTS:

RECOGNITIONS:

"Arts in the Chamber", Children from the Cast of Portland Stage will perform a scene from the *Christmas Carol*.

The Portland Hockey Trust will thank the Portland City Council for its support.

APPROVAL OF MINUTES OF PREVIOUS MEETING:

Motion was made by Councilor Duson and seconded by Councilor Ray to the minutes of December 5, 2016 City Council Organizational Meeting and December 5, 2016 Special City Council Meeting. Passage 9-0.

PROCLAMATIONS:

Proc 16-16/17 Proclamation Honoring Cheryl Brewster, Police Department, as Employee of the Month for November 2016 – Sponsored by Mayor Ethan K. Strimling.

Proc 17-16/17 Proclamation Honoring Keith Forest, Public Works Department, as Employee of the Month for December 2016 - Sponsored by Mayor Ethan K. Strimling.

Proc 18-16/17 Proclamation Honoring Officer Andrew Knutson as Police Officer of of the Month for November 2016 – Sponsored by Mayor Ethan K. Strimling.

APPOINTMENTS:

Order 106-16/17 Order Authorizing Special Council and Outside Boards and Commissions Appointments for 2017 - Sponsored by Mayor Ethan K. Strimling.

Motion was made by Councilor Ray and seconded by Councilor Thibodeau.

Motion was made by Councilor Thibodeau and seconded by Councilor Costa to amend Order 106 by striking Ethan Strimling from the Portland Downtown. Passage 9-0.

Motion was made by Councilor Ray and seconded by Councilor Thibodeau for passage. Passage 9-0.

COMMUNICATIONS:

6:00 P.M. PUBLIC COMMENT PERIOD ON NON-AGENDA ITEMS:

RESOLUTIONS:

Resolve 4-16/17 Resolve Endorsing the Mission and Goals of the Future Office of Economic Opportunity – Sponsored by the Economic Development Committee, Councilor David Brenerman, Chair.

Motion was made by Councilor Brenerman and seconded by Councilor Costa.

Motion was made by Councilor Costa and seconded by Councilor Duson to add “the creation of the Office of Economic Opportunity: Serving Immigrants, People of Color and Other Underserved Populations (the “Office”) with”. Passage 7-2 (Ray, Thibodeau).

Motion was made by Councilor Brenerman and seconded by Councilor Costa for passage. Passage 9-0.

UNFINISHED BUSINESS:

**Order 102-16/17 Traffic Schedule Amendment Re: Junior Street to No Parking -
– Sponsored by Councilor David Brenerman and Jon P. Jennings, City Manager. This item was given first reading on December 5, 2016.**

Motion was made by Councilor Brenerman and seconded by Councilor Duson to postpone Order 102 until the January 18, 2016 meeting.
Passage 9-0.

**Order 103-16/17 Order Approving Agreements between Portland, Maine Department of Transportation and Portland Area Comprehensive Transport System
Re: Veranda Street Paving – Sponsored by Jon P. Jennings, City Manager. This item was given first reading on December 5, 2016.**

Motion was made by Councilor Costa and seconded by Councilor Thibodeau for passage. Passage 9-0.

**Order 104-16/17 Amendment to Portland City Code Chapter 13 General Assistance Re:
Lawfully Present and Lawful Process – Sponsored by Corporation Counsel, Danielle West-Chuhta. This item was given first reading on December 5, 2016.**

Motion was made by Councilor Costa and seconded by Councilor Ray.

Motion was made by Councilor Ali and seconded by Councilor Duson to postpone Order 104 until the February 6th, 2017 City Council Meeting. Motion failed 3-6 (Duson, Mavodones, Brenerman, Costa, Ray, Thibodeau)

Motion was made by Councilor Costa and seconded by Councilor Ray for passage. Passage 9-0.

**Order 105-16/17 Amendment to Portland City Code Chapter 33 Re: Tipped Wage
- Sponsored by Danielle West-Chuhta, Corporation Counsel. This item
given first reading on December 5, 2016.**

Motion was made by Councilor Costa and seconded by Councilor Duson for passage. Passage 9-0.

ORDERS:

**Order 107-16/17 Order Authorizing Salary Increase for the City Manager –
Sponsored by the Legislative/Nominating Committee, Councilor Justin
Costa, Chair.**

Motion was made by Councilor Costa and seconded by Councilor Duson for passage. Passage 9-0.

**Order 108-16/17 Order Authorizing Waterfront Concert Festivals Presented by
Waterfront Concerts, LLC on the Maine State Pier and Approving
Contracts and Permits Therefor sponsored by Jon P. Jennings, City
Manager.**

Motion was made by Councilor Thibodeau and seconded by Councilor Mavodones for passage. Passage 9-0.

Motion was made by Councilor Costa and seconded by Councilor Duson to adjourn. Passage 9-0, 9:25 P.M.

A TRUE COPY.

Katherine L. Jones, City Clerk

*Proc 17-1617
Tab 2 1-4-17*

PROCLAMATION

Honoring

Keith Forest

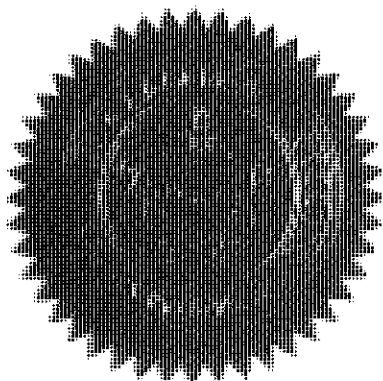
Employee of the Month

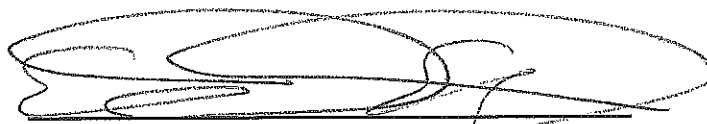
December 2016

- WHEREAS:** **Keith Forest** of the Public Works Department has been named the City of Portland Employee of the Month by a committee of his peers and selected for this distinct honor from a workforce of 1,300; and
- WHEREAS:** This award is presented in recognition of **Keith's** work as a Maintenance Worker II with eleven years of City service. **Keith** is a vital part of the City's mission to reach environmental sustainability goals toward zero waste. **Keith** is not only a tremendous team player but has the ability to independently problem solve. **Keith** creatively finds ways to make a difference in the City; and
- WHEREAS:** **Keith** took it upon himself to make use of old trash cans by restoring the cans and painting them the recycling blue color with the white recycling symbol on each one. **Keith** then took the initiative to place these transformed recycling cans around the city in many locations, including City parks and ballfields; and
- WHEREAS:** Due solely to **Keith's** proactive approach and his time spent educating many residents who frequent these locations, the City recovered an additional 2.1 tons of recycling in just one week. Previously, this recycling would have been 2.1 tons of additional municipal solid waste the City would need to pay for in disposal fees. This speaks to **Keith's** dedication to the financial responsibility we have to our residents. **Keith's** dedication to duty is always on display by his willingness to help other City departments, his pleasant interactions with the public, and constantly working to improve the Solid Waste Department's image. **Keith** truly is an asset to the Public Works Department and to the City.

NOW, THEREFORE, BE IT RESOLVED, THAT I, Ethan K. Strimling, Mayor of the City of Portland, Maine, and the members of the Portland City Council do hereby proclaim honor and recognition to **Keith Forest** as **City Employee of the Month, December 2016**.

Signed and Sealed this 4th day of January, 2017




Ethan K. Strimling, Mayor
City of Portland, Maine

*Proc 18-16/17
Tab 3 1-4-17*

PROCLAMATION

HONORING

**Portland, Maine Honors and Celebrates Portland Public Library on the occasion of its
150th Anniversary**

WHEREAS, Portland Public Library is the civic and cultural center of our dynamic city and region, fostering citizens to be literate, informed, and engaged.

WHEREAS, Portland Public Library is committed to "Building a City of Readers" for all the joy, learning, and wisdom that reading provides.

WHEREAS, Portland Public Library impacts the creative, economic, educational and technological health of the City through collections, programs, outreach, and partnerships throughout the community.

WHEREAS, Portland Public Library provides service and support to 675,000 visitors annually at four locations and a bookmobile and is the most visited cultural institution in Maine. It provides open access to its collection of more than 300,000 books, audiobooks, recordings, movies and digital resources, and connects patrons to the collections of the world's great libraries.

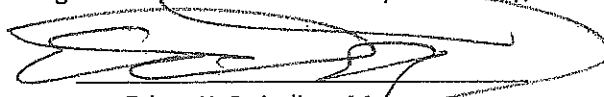
WHEREAS, Portland Public Library is a key partner with the City of Portland in preservation of the City's history and promotion of its cultural vitality.

WHEREAS, Portland Public Library was incorporated on January 22, 1867, following the Portland fire of 1866, described by then Mayor Chapman as "so veritable a home of true democracy ... an atmosphere of philosophy, knowledge, and fancy."

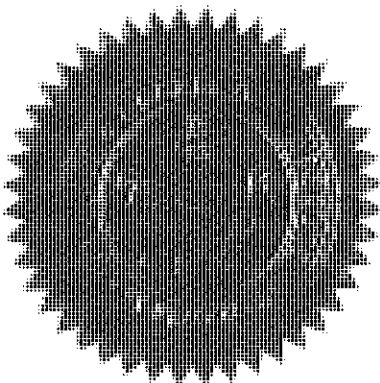
WHEREAS, Portland Public Library was founded on the principles of civil and civic engagement and of free access to those from all walks of life, which continue to today.

NOW, THEREFORE, BE IT RESOLVED, THAT I, Ethan K. Strimling, Mayor of the City of Portland and members of the City Council do hereby honor Portland Public Library on the occasion of its 150th anniversary for its sustained and transformative impact on the City of Portland, its Institutions and its community.

Signed and sealed this 4th day of January, 2017



Ethan K. Strimling, Mayor
City of Portland, Maine



Order 109-16/17
Feb 14 1-4-17

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

**ORDER DECLARING FEBRUARY 3, 2017
PORTLAND MUSEUM OF ART'S BEYOND THE BRICK: YOUR MUSEUM
REIMAGINED FESTIVAL**

ORDERED, that February 3, 2017 is hereby declared to be the Beyond the Brick: Your Museum Reimagined Festival, sponsored by the Portland Museum of Art and Creative Portland; and

BE IT FURTHER ORDERED, that the Beyond the Brick: Your Museum Reimagined Festival area shall be Free Street from High Street to Oak Street, Congress Square Park, Congress Street at the Hay Building and next to Starbucks Coffee Shop and all adjacent sidewalks; and

BE IT FURTHER ORDERED, that Free Street from High Street to Oak Street shall be closed to traffic from 4:00 to 10:00 p.m. on February 3, 2017; and

BE IT FURTHER ORDERED, that vehicles in violation of the "no parking" signs in the Festival Area shall be towed at owner's expense; and

BE IT FURTHER ORDERED, that the Beyond the Brick: Your Museum Reimagined Festival Area shall be closed to licensed street vendors as provided in §19-17 and § 19-22 of the Portland City Code; and

BE IT FURTHER ORDERED, that the City Manager is authorized to issue a revocable permit to the Portland Museum of Art under §§25-26—25-28 of the City Code to conduct said Festival, subject to the direction and control of the City Manager and to the following specific conditions:

1. The Portland Museum of Art shall defend, indemnify and hold harmless the City of Portland, its officers and employees, from and against all claims arising out of or resulting from the Festival and/or use of City streets and property for said Festival, and shall procure and maintain public liability insurance in the minimum amount of \$400,000 per occurrence for personal or bodily injury, death or property damage and covering the obligation of indemnification hereunder. The Portland Museum of Art shall provide the City with a certificate showing evidence of such insurance and showing the City as an additional insured on said insurance;

2. No alcoholic beverages may be sold on the streets or public property during the Festival within the Festival Area;
3. Conditions for use of grounds and requirements for food service, vending sales, and other items specified in a permit issued by the Public Assembly Facilities Division shall be adhered to;
4. Expenses incurred by City Departments, including costs for services by the Police Department, the Department of Public Works, and the Public Assembly Facilities Division of the Department of Parks, Recreation and Facilities, shall be paid by the Museum, as well as any license fees due to the Business Licensing Office;
5. The Portland Museum of Art and Creative Portland shall have sole authority over participating vendors at the Festival and may charge a fee to vendors for the opportunity to vend at the Beyond the Brick: Your Museum Reimagined Festival; and
6. The Business Licensing Office shall charge the usual fees for licensing food vendors, street goods vendors, and concerts for the Festival to those vendors the Portland Museum of Art and Creative Portland have agreed shall participate; and

BE IT FURTHER ORDERED, that the City Manager is authorized to waive fees and to issue such other temporary licenses, including licenses for food service establishments, as may be required by the Portland City Code, provided that all other applicable Code requirements for the operation of the Festival have been met.



Sally L. DeLuca
Director

Department of Parks, Recreation & Facilities

Andrew J. Downs
Director

Public Assembly Facilities Division

TO: Jon Jennings, City Manager
FROM: Sally DeLuca, Director of Parks, Recreation & Facilities Management
DATE: December 16, 2016
RE: **Council Agenda Item – Portland Museum of Art's "Beyond the Brick: Your Museum Reimagined" Festival**

I am requesting that the following order be placed on the next City Council agenda (Jan. 4):

Order declaring Portland Museum of Art's **"Beyond the Brick: Your Museum Reimagined"** Festival, to be held Friday, February 3, 2017, during First Friday Art Walk.

The Public Assembly Facilities Division is working with the Portland Museum of Art and Creative Portland on this Festival. Since this event is scheduled as part of the February First Friday Art Walk, there will be many people in attendance (possible 3000 – 5000 people). In addition, organizers have requested Free Street be closed to vehicular traffic and that Festival areas be under direction of event organizers. A Festival Declaration is needed.

For the month of January 2017, the Portland Museum of Art will close its doors to the public to make significant renovations. The PMA and Creative Portland have proposed an event to coincide with the February 2017 First Friday Art Walk (Friday, Feb. 3), when the museum will open back up again to the public with a free-admission Community Day, entitled "Beyond the Brick: Your Museum Reimagined." To help celebrate the reopening, the Museum would also like to present a dynamic 3-D video projection on the front of the museum façade and extend Community Day events beyond its doors, out onto Free Street and into Congress Square Park. The Festival runs 5-9pm and is free to the public. There is no rain date.

Events and activities proposed for the PMA Community Day include: Food trucks, musical entertainment, 3-D video projection, ice sculptures, and info booths. Food trucks would park on Free Street beside the Children's Museum, entertainment would be focused at Congress Square Park. The 3-D video projectors would be set atop scaffolding which would be located on the Congress Square Park sidewalk beside Congress Street.

With Free Street being an area where audience members will congregate, organizers have requested that Free Street (from High Street to Oak Street) be closed to vehicles. Businesses along that closed section of Free Street are being notified of the closure. Some of the businesses, like the Children's Museum, will participate in the Festival. In addition, the Maine Health Parking Lot on Free Street (between the Children's Museum and Oak Street), will stay open for parkers; city staff will be stationed at Oak & Free to permit vehicle access in and out of the one-way street. Congress Street will stay open to vehicular traffic.



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

Andrew J. Downs
Director
Public Assembly Facilities Division

Portland Downtown has endorsed the event and the organizer has contacted businesses in the closed section of street to get their endorsement. City Staff have conferred with organizers to discuss details and traffic management, which will consist of city event staff monitored barricades positioned at intersections as well as Police personnel on site.

In order for this festival to be held in the street, a portion of Free Street needs to be closed and barricaded to vehicle traffic (4 – 10pm). Free Street (from High Street to Oak Street) would be closed to vehicles and also posted "No Parking." Organizers will leave an emergency lane available down Free Street.

The Festival Area for the event includes: Congress Square Park (sidewalks, stage, sunken plaza area), Congress Street and Free Street sidewalks at the Hay Building, Free Street sidewalk areas abutting Portland Museum of Art and Children's Museum, as well as sidewalks abutting Starbucks Coffee, and Free Street itself – from High to Oak Street. Organizers will have authority over this festival area to facilitate and manage the event.

The Festival area will be closed to street vendors pursuant to Section 19-17 of the Portland City Code and is reserved for the use of Portland Museum of Art and Creative Portland for the purpose of conducting the Festival, subject to the direction and control of the City Manager.

Vehicles in violation of the "no parking" signs in the Festival

Zones shall be towed (at owner's expense).

Also, the City Manager is authorized to issue a revocable permit under Section 25-27 of the Municipal Code to organizers for the use of the above-described area for said Festival subject to the following conditions:

- Portland Museum of Art shall indemnify the city and hold it harmless from and against all claims arising out of activities during said events, and shall take out and maintain public liability insurance coverage in the amount of at least \$400,000 combined single limit for personal or bodily injury, death or property damage for said purpose. This insurance certificate will also list the City of Portland as an additional insured in regards to the Beyond the Brick Festival activities;



Sally L. DeLuca
Director

Department of Parks, Recreation & Facilities

Andrew J. Downs
Director

Public Assembly Facilities Division

- Portland Museum of Art and Creative Portland shall act as managing authority over participating vendors and shall have sole authority over activities and events and vendors at the Festival, and may charge a fee to vendors for the opportunity to vend at the Festival, and will act as Festival Manager for the event;
- Conditions for use of grounds and requirements for food service, vending sales, stages, tents, and other items specified in a permit issued from Public Assembly Facilities Division, shall be adhered to;
- Expenses incurred by City Departments for the Festival, including costs for Police services, Public Works services, and Public Assembly Facility Division services, shall be paid for by the Portland Museum of Art. License fees due the Business Licensing Office would also be paid by the Museum; and
- Food Vendors participating in the Festival shall be licensed by the Business Licensing Office. Under no circumstances may alcoholic beverages be sold or permitted on City of Portland right-of-ways or public property during said event.

The City Manager is also authorized to waive any fees, and issue such other temporary licenses and temporary permits, including licenses for food service establishments and permits for sales of non-food related items, as may be required by the Portland City Code, provided that all applicable requirements of said code have been met regarding the operation of said event.

Document prepared by Ted Musgrave, PAFD Event Coordinator



CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE APPLICATION (4 pages)
 212 Canco Rd. ~ Portland ~ ME ~ 04103
 207-808-5400
 Ted Musgrave tvm@portlandmaine.gov

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

TODAY'S DATE	12/14/2016 Revised: 12-14	ORGANIZATION NAME	Creative Portland				
ORGANIZATION ADDRESS	141 Middle Street	CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)	Jess Lauren Lipton Dinah Minot, Exec Dir	TITLE	Program Assistant	Margaret Perkins, PMA Elizabeth Jones, PMA			
HOME #	WORK (207) 370-4784	CELL		FAX			
EMAIL	jesslauren@creativeportland.com dinah@creativeportland.com	EMAIL	mperkins@portlandmuseum.org ejones@portlandmuseum.org				

PARK AREA OR PUBLIC SPACE REQUESTED	Thursday: Congress Square (for projector set up) Friday: Congress Square, Free Street (itself) and slip between High and Oak Streets, Free Street sidewalks				
EVENT DAY & DATE(S)	(set up day) THURS Feb 2 12pm - 5pm FRIDAY February 3, 2017 5pm - 9pm	RAIN DAY & DATE(S) (50% added fee)	n/a		
EVENT START TIME set-up start time)	3 p.m.	EVENT END TIME (i.e. when event cleanup is complete)	10 p.m.	ACTUAL START & END TIME OF EVENT	5 p.m. – 9 p.m.

EVENT NAME	EXPECTED ATTENDANCE
Beyond the Brick: Your Museum Reimagined A Community Evening Event	3000 - 5000

DESCRIPTION OF EVENT: Please be specific regarding area of public space/park and describe Event in detail. If submitting a request for a Road Race (other than a race around Back Cove and using Back Cove Pathway for the route) or a Street Closure (parade, march, rally, etc.), please include a detailed MAP of the COURSE or EVENT AREA (as this will need to be approved by City Departments).

The Portland Museum of Art is currently involved in *Your Museum, Reimagined*, a highly publicized multiyear, multimillion-dollar project that will fundamentally change the way audiences experience the museum. This period is marked by significant renovations and a renewed dedication to the museum's collection and its presentation in our galleries, and will result in heightened awareness of Maine's artistic heritage and increased cultural tourism to Portland's Downtown Arts District.

In January of 2017, the PMA will close its doors to the public to work on this extensive project, before reopening on Friday, February 3, with a free Community Day. To help celebrate the reopening, we would like to present a dynamic 3-D projection on the front of our building and extend the Community Day beyond our doors and into Congress Square.

This projection, as part of our *Beyond the Brick* marketing campaign, will build awareness of the PMA collection, create intrigue around the PMA and project to the world what Maine's culture has to offer. Our February 3, 2017, Community Day will receive a significant marketing push in addition to media coverage throughout the region and country, and will draw people to Portland's downtown businesses during what is traditionally the slowest month of the year.

In close collaboration with the Friends of Congress Square Park, METRO, Creative Portland, and Convention + Visitors Bureau, we'd also like to program the evening with activities and create a block-party atmosphere. To make these arrangements, we'd like to request that **Free Street be blocked off (closed to vehicles) from High Street to Oak Street between the hours of 4 p.m. and 9 p.m.**, so that there is fluidity between Congress square, the PMA, and the area around the museum. This will create a safe, pedestrian friendly, and accessible celebration centered on a projection that lights the PMA up in unexpected and exciting ways. **Congress Street would stay open to vehicles.**

Setup of projectors and scaffolding (that the 2 projectors will sit on) will happen on Thurs. Feb. 2 (with a test run of the images and video happening Thursday night. These items will stay in place over the evening and Friday morning (security personnel on site), to be dismantled Friday late evening and into Saturday, Feb. 4. For power (elec.) a generator will need to be used at Congress Square Park.

I hope the city of Portland can support us in this endeavor and help with this dynamic community event.

Note: There is precedence for this type of projection. We have projected on the front of our building before for an artist projection by Jenny Holzer in 2010 but roads were not closed.

There is a concert at State Theatre FFAW night (7pm showtime).

12-1-2016 City Staff met with organizers to review event. Staff endorsed, pending: 1 Police Officer is hired (5-10pm), 2 PAFD Staff are hired for barricades at High Street area (4-10pm), 2 PAFD Staff are hired for barricades at Free & Oak Street intersection (4-10pm), and organizer alerts businesses on Free Street and provides city staff with sign-off sheet.

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT? NO

Please check: _____ FEE _____ PLEDGES

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?

PLEASE CHECK OFF AND ANSWER:

PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

	X-YES	X-NO	X-NOT SURE
* Are you setting up a canopy(s) ? (canopy is 10x10 size) How many:		X	
* Do you wish to set up a tent(s) ? (A canopy or tent larger than 10x10 needs to be		X	
* Will you be setting up tables and/or chairs ? How many tables: chairs:		X	
* Are other items or equipment being placed on City property? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List:	X 4 PROJECTORS, 2 SCAFFOLD TOWERS		
* Will there be refreshments at the event? Do you wish to sell food ? (If so, you will need approval from PAFD and possibly a Temporary Food Service License from Business Licensing Office) List food and drink / Food Trucks, etc.: PLEASE NOTE: A Temporary Food Service License is NOT needed when: 1. Food Vendors have a current City of Portland Food License 2. Just pre-packaged refreshments, or food & drink items are purchased or donated from a licensed establishment 3. Bottled water / water is served PLEASE give the BL Office at least a 2-week notice (874-8557). A TFSL is needed when food vendors are not licensed, or when food is being prepared and cooked at the event.	X IN THE PROCESS OF SECURING LOCAL FOOD TRUCKS, HOT CHOCOLATE STAND		
* Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)? If so, you will need approval from PAFD Office, and you will need to apply for a Street Goods Vendor License(s) at the Business Licensing Office (874-8557).	IS CHILDREN'S MUSEUM OUT THERE SELLING	X	

List items you wish to sell:		ITEMS..?		
*	Are you setting up a PA (sound) system ? Are you planning on having Amplified Music ? Band? DJ? Boom Box? If so, your event may require a concert license from BL Office (874-8557). (Just voice – i.e. Press Conference, would not require the license because it is not music). However, a Sound Security Deposit may also be required for amplification. For amplified music/speech, there are time restrictions for the Downtown Parks & Squares (music limited to 11:45am – 1:15pm, and 1 hour between 5pm - 8pm).			X
*	Will your event require electricity ? Electricity is available at some of the parks &	X		
*	Are you planning on bringing a Grill for a Barbecue ?		X	
*	Will the event require reserved parking spaces / parking meters ? How many? "No Parking" signs may be purchased at PAFD Office, 212 Canco Rd.	X		
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: A few orange vests and cones may usually be borrowed from PAFD Office. Barricades and signs are borrowed from Public Works, Customer Service.	X		
*	Will your event require street closures ? (Please be specific under "Description of Event") Will your event affect METRO BUS ROUTES ? (If service is affected, organizer needs to work directly with METRO for endorsement / feedback). Please check with Glenn Fenton, METRO: 517-3029 (gffenton@gpmetrobus.com) to discuss.	X		
*	Will your event require Police assistance? An event such as a road race, march or parade in the street, would typically require police assistance.	X		
*	Will your event require Fire/EMS assistance? (For a large walk/race, it is recommended.)			X
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms		X	
*	Do you wish to have a banner over the street to advertise your event? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to PAFD: 808-5400.			X

INSURANCE CERTIFICATE INFORMATION

*	Will your event require liability Insurance? (Commercial liability insurance is required for a walkathon, race, festival, press conference, concert, etc. Product liability insurance is also required if the event has been approved for serving food.)	X ON FILE		
♦ If you answered YES, you shall procure and maintain commercial and/or product liability insurance in an amount of at least \$400,000 combined single limit, covering claims for bodily injury, death, and property damage at your event. You shall name the City of Portland as an additional insured or shall obtain a general liability extension endorsement for coverage for the event, only in those areas where governmental immunity has been expressly waived by 14 M.R.S.A. § 8104-A, as limited by § 8104-B, and § 8111. The terms of this permit shall not be deemed a waiver of any immunities or limitations of damages available under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, or common law. ♦ The insurance certificate shall be sent to tvm@portlandmaine.gov and must state with no exceptions one of the following: 1) The policy is endorsed to name the City of Portland as an additional insured pursuant to the date of the event (and rain date). 2) The policy contains a general liability extension endorsement by which the City of Portland is made an additional insured pursuant to the date of the event (and rain date).				

PUBLIC ASSEMBLY FACILITIES DIVISION POLICIES

ELECTRICITY

All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) we require that you **not use** electricity, unless all connections and equipment are covered and protected from the elements.

PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. If renting units, event organizer **MUST** rent from Associated Septic / Royal Flush (799-1980) – the city's contracted company.

TRASH

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

MARKING OF GROUNDS

Event Organizers must not use Spray Paint or Spray Chalk when marking city property.
Children's Art Chalk can be used with permission from PAFD Office.

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

PAFD has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets (unless specifically approved by city staff). \$10 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.**

SMOKE-FREE ZONES

By city ordinance, smoking a cigar, cigarette, pipe, electronic cigarette, electronic cigar, electronic pipe, or other similar product that relies on vaporization or aerosolization, is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this information along to participants / spectators at the event.

NOTIFICATION

Please keep a copy of this permit on site at all times. City staff may require proof of permit.

REVOCABLE PERMIT

- ♦ The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property.
- ♦ The City reserves the unconditional right to revoke or revise an issued permit.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	DATE
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ASSUMPTION OF RISK & LIABILITY

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

I have read the Assumption of Risk & Liability Agreement	TYPE INITIALS	DATE
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FEE SCHEDULE – UPDATED JULY 1, 2015

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

Simple Event (no registration fee): \$50/hour	Impact/Street Closure Fee (variable based on impact): \$0-\$500
Event with registration or pledges & attendance 25 – 300: \$100/hr	Admin/Staff Fee (support for events): \$30/hour
Event with registration or pledges & attendance 301+: \$200/hr	Porta Restroom User Fee (if attendance is 150+): \$25
Public Space/Park Security Deposit/Sound Security Deposit: \$100-\$1000	

CREDIT CARD INFORMATION

Visa or MasterCard Number	Exp Date (Mon/Yr)
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CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED

TOTAL AMOUNT(S) DUE TO PUBLIC ASSEMBLY FACILITIES DIVISION (Please make all security deposit checks out separately)

Permit Fee for use of area: \$50 - \$200 per hour (i.e. a 3 hour event at \$50 totals \$150) includes use of elec. If your event is rained out / cancelled, the bulk of the fee is returned (however \$50 is non-refundable) Number of Hours of Use:	\$?	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$?
Admin/Staff Fee (support for events): \$30/hour	\$	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$?
Key Deposit: \$50 per key	\$	Other (Porta-Restroom User Fee: \$25, etc.)	\$
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$?		

PLEASE BE SURE AND INITIAL, DATE AND/OR ANSWER ANY HIGH-LIGHTED YELLOW BOXES.

FOR OFFICE USE ONLY

E REC'D APPLICATION	12-14-2016	DATE REC'D INSURANCE	12-7-2016	PERMIT FEE AMT REC'D	\$	SECURITY DEPOSIT	\$
PAYMENT TYPE							
VISA	\$	MC	\$	CK #		CK AMOUNT	\$
						CASH AMT	\$

*Order 110-16/17
Feb 5 1-4-17*

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

**ORDER DECLARING APRIL 22, 2017 THE URBAN RUNOFF/
GREEN NEIGHBOR FAMILY FESTIVAL**

ORDERED, that Saturday, April 22, 2017 is hereby declared the Urban Runoff / Green Neighbor Family Festival in Portland, sponsored by the Portland Public Works Department and the Cumberland County Soil & Water Conservation District (together, the "Festival Organizers"); and

BE IT FURTHER ORDERED, that the Urban Runoff / Green Neighbor Family Festival Area shall be the Deering High School grounds, the School Parking Lot, Ludlow Street from Columbia Road to Edgeworth Avenue, and Stevens Avenue and adjacent sidewalks from Pleasant Street to Higgins Street; and

BE IT FURTHER ORDERED, that the Urban Runoff 5-Kilometer Race starts at 9:00 a.m.; and

BE IT FURTHER ORDERED, that runners congregate for the start of the Race on Ludlow Street and finish on Stevens Avenue between Tremont Street and Orkney Street, as shown on the attached Race Route Map; and

BE IT FURTHER ORDERED, that during the Race and Festival, the following streets will be closed to vehicular traffic:

- Ludlow Street (Columbia Street to Edgeworth Street) from 8:30 to 9:15 a.m.;
- Stevens Avenue and adjacent sidewalks (Pleasant Avenue to Higgins Street) from 7:00 a.m. to 11:00 a.m.; and

BE IT FURTHER ORDERED, that vehicles in violation of the "no parking" signs in the Festival Area shall be towed at owner's expense; and

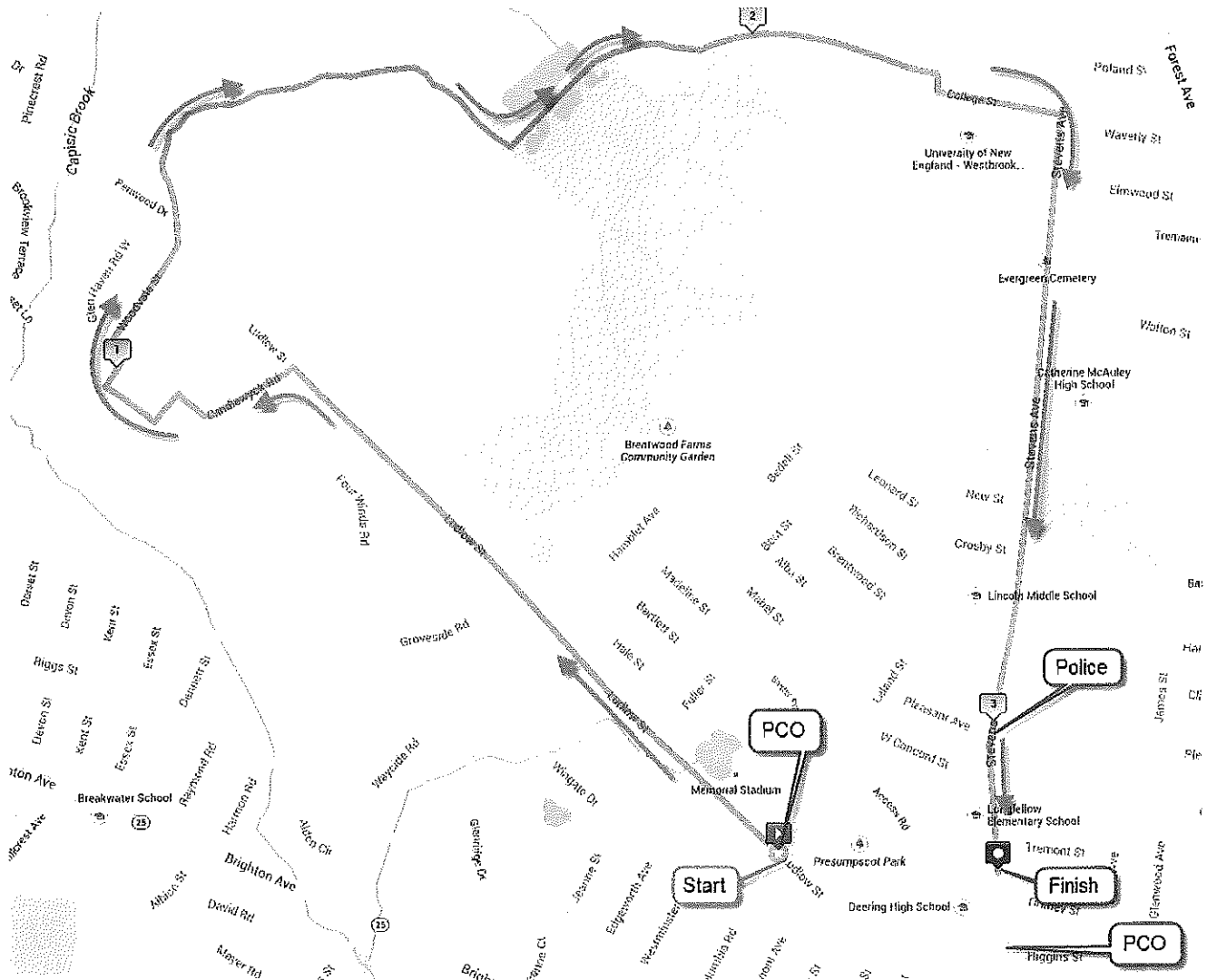
BE IT FURTHER ORDERED, that the Green Neighbor Family Festival take place primarily on Deering High School grounds beside Stevens Avenue, from 9:30 a.m. to 1:30 p.m. and that the Festival Area be closed to street vendors pursuant to Sections 19-17 and 19-22 of the Portland City Code and be reserved for the use of the Portland Public Works Department and

the Cumberland County Soil & Water Conservation District for the purpose of conducting the Urban Runoff / Green Neighbor Family Festival subject to the direction and control of the City Manager; and

BE IT FURTHER ORDERED, that the City Manager is authorized to issue a revocable permit under §§25-26—25-28 of the Portland City Code to the Festival Organizers for the use of the above-described area for said Race and Festival, subject to the following conditions:

- Festival Organizers shall have sole authority over participating vendors at the event and may charge a fee to vendors for the opportunity to vend at the Festival;
- The Cumberland County Soil & Water Conservation District and Road Runners Club of America shall defend, indemnify and hold harmless the City of Portland, its officers and employees, from and against all claims arising out of or resulting from the Festival and/or use of City streets and property for said Festival, and shall procure and maintain public liability insurance in the minimum amount of \$400,000 per occurrence for personal or bodily injury, death or property damage and covering the obligation of indemnification hereunder. The insurance certificate will also list the City of Portland as an additional insured in regards to the Urban Runoff / Green Neighbor Family Festival;
- Expenses incurred by City Departments for said event, shall be waived, except for direct staff costs incurred by Police and Parking Control Officers assisting with the Race;
- Conditions for use of grounds, the positioning of volunteer flaggers at race route intersections, and requirements for food service, vending sales, and other items specified in a permit issued by the Public Assembly Facilities Division, shall be adhered to;
- The Business Licensing Office shall charge the usual fees for licensing food vendors, street goods vendors, and concert licenses for the Festival to those vendors the Festival Organizers have agreed shall participate;
- Under no circumstances may alcoholic beverages be sold on the streets of public property of said area during said Race and Festival; and
- The route of the course is subject to change, depending on construction projects along the course, and Police Department needs; and

BE IT FURTHER ORDERED, that the City Manager is authorized to waive fees and issue such other temporary licenses, including licenses for food service establishments, as may be required by the Portland City Code, provided that all other applicable requirements of said Code have been met regarding the operation of the Festival.





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

Andrew J. Downs
Director
Public Assembly Facilities Division

TO: Jon Jennings, City Manager
FROM: Sally DeLuca, Director of Parks, Recreation & Facilities Management
DATE: December 16, 2016
RE: **Council Agenda Item – Urban Runoff / Green Neighbor Family Festival**

I am requesting that the following order be placed on the next City Council agenda (Jan. 4):

Order Authorizing the Urban Runoff / Green Neighbor Family Festival 2017, scheduled for Saturday, April 22, 2017.

This will be the 6th Annual Urban Runoff 5K Race and Green Neighbor Family Festival. The Public Works Department works with the Cumberland County Soil & Water Conservation District to organize the events.

These two events are held by the city to meet water quality outreach and education requirements under the state's stormwater permit to the city and are held as a kickoff event to raise community awareness about watershed and water quality issues. This is also a very affordable way for the city to work with other municipalities and local partners to reach out to the residents and businesses of the Greater Portland area to help them understand the importance of protecting water quality in our streams, rivers and coastal waters and how they can make a difference.

The Urban Runoff is a 5K race making use of Portland streets and the outer Evergreen Cemetery Trail. Race start is 9am. Expected attendance is 700 runners. In order to start the race, a portion of Ludlow Street (both lanes: Columbia Rd. to Edgeworth Ave.) needs to be closed to vehicular traffic: 8:30 – 9:15am. The finish line is situated on Stevens Ave. beside Deering High School (closed from approx. 7 – 11am).

The Green Neighbor Family Festival takes place primarily on Deering High School grounds, beside Stevens Avenue. Time: 9:30am – 12:30pm. Expected attendance: 1000. Musical entertainment, information booths, hands-on educational activities, games, food trucks and food vendors are just some of the fun planned for the day. In order to facilitate the festival (and the race finish line), a portion of Stevens Ave. (both lanes: Pleasant St. to Higgins St.) and sidewalks, will need to be closed to vehicular traffic: 7am – 11am. This section of street will also need to be posted "No Parking."

The Festival area will also be closed to street vendors pursuant to Section 19 -17 / 19-22 of the Portland City Code and is reserved for the use of event organizers for the purpose of permitting vendors for the event, subject to the direction and control of the City Manager.



Sally L. DeLuca
Director

Department of Parks, Recreation & Facilities

Andrew J. Downs
Director

Public Assembly Facilities Division

Festival grounds are as follows:

Ludlow Street (Columbia Rd. to Edgeworth Ave.)
Deering High School Grounds and School Parking Lots
Stevens Ave. and adjacent sidewalks (Pleasant St. to Higgins St.)

Race/Festival organizers will work with METRO to ensure impact to transit services is kept to a minimum. METRO Buses should be able to proceed through the barricaded section of closed street during the time when the runners are not nearing the Finish Line.

The City Manager is authorized to issue a revocable permit under Section 25-27 of the Municipal Code to the Festival organizers for the use of the above-described area for said race and festival, subject to the following conditions:

- The Cumberland County Soil & Water Conservation District / Road Runners Club of America, shall indemnify the city and hold it harmless from and against all claims arising out of activities during said race and festival, and shall take out and maintain public liability insurance coverage in the amount of at least \$400,000 combined single limit for personal or bodily injury, death or property damage for said purpose. This insurance certificate will also list the City of Portland as an additional insured in regards to the Urban Runoff / Green Neighbor Family Festival,
- Expenses incurred by City Departments for said event, shall be waived, except for direct staff costs (Police and Parking Control Officers assisting with race),
- Conditions for use of grounds and requirements for food service, vending sales, stages, tents, and other items specified in a permit issued from Public Assembly Facilities Division, shall be adhered to, and
- Under no circumstances may alcoholic beverages be sold on the streets of public property of said area during said race and festival.

The City Manager is also authorized to issue such other temporary licenses and temporary permits, including licenses for food service establishments and permits for sales of non-food related items, as may be required by the Portland City Code, provided that all applicable requirements of said code have been met regarding the operation of said event.

Document prepared by Ted Musgrave, PAFD Event Coordinator



CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE APPLICATION (4 pages)
212 Canco Rd. ~ Portland ~ ME ~ 04103
207-808-5400
Ted Musgrave tvm@portlandmaine.gov

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

TODAY'S DATE	11-21-16 Revised: 11-23, 12-8	ORGANIZATION NAME	Cumberland County Soil & Water Conservation District					
ORGANIZATION ADDRESS	35 Main St., Suite 3		CITY	Windham	STATE	ME	ZIP	04062
CONTACT NAME(S)	Jami Fitch Erik Boucher		TITLE	Education & Outreach Manager Race Director (210.8655)				
HOME #	WORK 892-4700		CELL			FAX		
EMAIL	Jami Fitch jfitch@cumberlandswcd.org Doug Roncarati DAR@portlandmaine.gov		EMAIL	Erik Boucher erik@justgiddyup.com Julia Evans (DHS) evansju@portlandschools.org				

PARK AREA OR PUBLIC SPACE REQUESTED	Ludlow Street (for Urban Runoff 5k start area) Stevens Ave (for Urban Runoff 5k finish area) Deering High School front lawn (for Green Neighbor Family Fest) (The Festival end of event is being coordinated with the School Dept.)				
EVENT DAY & DATE(S)	SAT 4-22-17		RAIN DAY & DATE(S)	N/A (50% added fee)	
EVENT START TIME set-up start time)	5am	EVENT END TIME (i.e. when event cleanup is complete)	4pm	ACTUAL START & END TIME OF EVENT	Race: 9:00-11:00 Fest: 9:30-12:30

EVENT NAME	EXPECTED ATTENDANCE
Urban Runoff 5k + Green Neighbor Family Fest	700 (race) 1,000 (festival)

DESCRIPTION OF EVENT:

This is the 6th annual Urban Runoff 5k to be followed by the Green Neighbor Family Fest, both to be held in the Deering High School area. The race and festival are coordinated by the Cumberland County Soil & Water Conservation District with assistance from the City's Public Works Dept. (Water Resources) to raise community awareness about watershed and water quality issues. Approximately 700 runners are expected for the race, with 1,000 estimated to attend the Festival.

EVENT WILL GO BEFORE PORTLAND CITY COUNCIL, FOR FESTIVAL DECLARATION STATUS.

Race organizers would like to close off a section of street (Ludlow Street) for the Start Line and Stevens Ave for the Finish Line. Stevens Ave would also be closed as a staging area for the Festival itself (see attached Start Area and Finish Area maps). (Race designed by Erik Boucher, race director – phone: 207-210-8655). **A Police Officer and 2 PCOs will be hired for the race / Stevens Ave. closure.**

Route: This is a 5 kilometer/3.1 mile run (see attached course map). Water tables may be set up along the race route.

Runners assemble for race on and around Ludlow Street between Columbia Ave and Rosemont Ave. at 9:00 a.m. runners take off down Ludlow St (heading north), then Left on Candlewyck Rd, then Right on Starlight Rd., then Right on Warwick St., Left on Glen Haven Rd. West, Right on Woodvale St., Get onto Evergreen Cemetery Trail, and Exit trail onto College St. inside UNE Campus, then Right on Stevens Ave., then continue down Stevens Ave., ending at finish line (just before Orkney Street).

Section of Ludlow Street closed to traffic: Columbia/Leland to Edgeworth Ave. (8:30 – 9:15am). Detour signs will reroute traffic around Columbia St, Leeman St and Edgeworth Ave. Two Parking Control Officers will be positioned on Ludlow to assist with the closure of and Street and redirecting traffic.

Section of Steven Ave closed to traffic: Higgins St to Pleasant Ave (7:00 am – 11:00 am). Detour signs will reroute traffic around via Higgins St, Lawn Ave, and Pleasant St. A Parking Control Officer will be positioned at Stevens Ave and Ludlow St to assist with the street closure.

A set of City barricades will be placed in the right turning lane on Woodford St and Stevens Ave at the request of the Police Department. The barricades will not be manned by a volunteer. The purpose of the barricades is to discourage (but not require) vehicles from turning right onto Stevens Ave towards Ludlow St where they'll run into the road closure.

ent organizers will work with the Greater Portland METRO to allow buses to pass through the temporary street closure.

A Public Announcement system will be set up at the start on the sidewalk off Ludlow St. An announcer will play music and talk to participants from 8:30a.m. to 9:05a.m. Electricity for PA System will come from a generator.

A second Public Announcement system will be set up on the lawn in front of Deering High School next to the finish line on Stevens Ave. The announcer will play music and talk to participants from 9:20am until 11:00am.

Race intersections will be staffed by volunteers (to hold back traffic if necessary, and to let vehicles through intermittently when space allows). Barricades will be used at the Finish Line intersections where traffic is detoured. "No Parking" signs will be needed for the UNE and Evergreen Cemetery side of Stevens Avenue from College St to Pleasant Ave. Orange cones will also be placed along the white line from College St to Pleasant Ave. Runners will run to the right of the cones along Stevens Ave.

Green Neighbor Family Fest Description: The Green Neighbor Family Fest (GNFF) serves as the annual kickoff event for the City of Portland's Greener Neighborhoods Cleaner Streams Program, part of the City's Capisic Brook restoration effort. The goal of the GNFF is to raise awareness of the Capisic Brook watershed and impacts to it, and provide attendees an opportunity to celebrate Earth Day. Many local organizations will offer children's environmental activities about water or other conservation topics (forestry, energy, waste, etc.). Canopies & Tables will be set up on the front lawn of Deering High School for these activities. Live entertainment will be provided, including music. ELEC provided by DHS. A small stage (8' x 12') will be set up on the DHS front lawn for these performances. Some food truck vendors will be invited to set up inside the closed-off section of Stevens Ave. (parking lane).

IS THERE A REGISTRATION FEE/PLEDGES COLLECTED FOR THIS EVENT? YES – RACE ONLY

Please check: ☒ FEE ☐ PLEDGES

IF YES FOR FEES, HOW MUCH?

FEE	\$20 pre-registration; \$25 day-of registration (race only)
STUDENT FEE	\$12 pre-registration; \$15 day-of registration (race only)

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? *Athletes & festival attendees will be presented with a parking plan that encourages them to first ride their bicycle and also to carpool as much as possible. Some cars will be allowed to park on the Access Rd off Leland if space is available. Otherwise participants will be allowed to park on nearby neighborhood streets including the following: Ludlow St., Leland St, Edgeworth Ave., Westminster Ave., Columbia Rd., Rosemont Ave., Hillis St., Caldwell St., Marlow St., and Stevens Ave. A free bike valet parking area will be set up next to the Deering High School buildings.*
20 parking spaces will be reserved in the school lot directly beside the Tennis Courts; those spaces reserved for tennis and other sports players (not runners in the race).

PLEASE CHECK OFF AND ANSWER:

PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

	X-YES	X-NO	X-NOT SURE
* Are you setting up a canopy(s) ? (canopy is 10x10 size) How many: ~10	X		
* Do you wish to set up a tent(s) ? (A canopy or tent larger than 10x10 needs to be approved by PAFD Office and a Tent Permit issued from Inspections Division; please call Inspections – 874-8703 – (buildinginspections@portlandmaine.gov) for information on their application process / PLEASE give them at least a 2-week notice). PAFD will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): 20'x40' Exact Location(s) of Tent Placement Requested: Deering HS front lawn In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			X
* Will you be setting up tables and/or chairs ? How many tables: ~40 chairs: ~20	X		
* Are other items or equipment being placed on City property? Please List: Stage for live performances, bales of hay, moon bounce	X		
* Will there be refreshments at the event? Do you wish to sell food ? (If so, you will need approval from PAFD and possibly a Temporary Food Service License from Business Licensing Office) List food and drink / Food Trucks, etc.: PREPACKAGED SNACKS & BOTTLED DRINKS FOOD TRUCKS – MAINLY AT FESTIVAL PORTION OF EVENT PLEASE NOTE: A Temporary Food Service License is NOT needed when: 1. Food Vendors have a current City of Portland Food License 2. Just pre-packaged refreshments, or food & drink items are purchased or donated from a licensed establishment	X X		

	3. Bottled water / water is served PLEASE give the BL Office at least a 2-week notice (874-8557). A TFSL is needed when food vendors are not licensed, or when food is being prepared and cooked at the event.			
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)? If so, you will need approval from PAFD Office, and you will need to apply for a Street Goods Vendor License(s) at the Business Licensing Office (874-8557). List items you wish to sell: T-shirts & water bottles	X		
*	Are you setting up a PA (sound) system ? Are you planning on having Amplified Music ? Y Band ? Y DJ ? Y Boom Box ? Y If so, your event may require a concert license from BL Office (874-8557).	X		
*	Will your event require electricity ? From DHS classroom	X		
*	Are you planning on bringing a Grill for a Barbecue ?		X	
*	Will the event require reserved parking spaces / parking meters ? How many? SEVERAL "No Parking" signs may be purchased at PAFD Office, 212 Canco Rd.	X		
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: 14 barricades, 4 Detour signs, 100 orange cones A few orange vests and cones may usually be borrowed from PAFD Office. Barricades and signs are borrowed from Public Works, Customer Service.	X		
*	Will your event require street closures ? (Please be specific under "Description of Event") Will your event affect METRO BUS ROUTES ? (If service is affected, organizer needs to work directly with METRO for endorsement / feedback). Please check with Glenn Fenton, METRO: 517-3029 (gffenton@gpmetrobus.com) to discuss.	X X		
*	Will your event require Police assistance?	X		
*	Will your event require Fire/EMS assistance? (For a large walk/race, it is recommended.)		X	
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned?	X		
*	Do you wish to have a banner over the street to advertise your event? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to PAFD: 808-5400.			X

INSURANCE CERTIFICATE INFORMATION

*	Will your event require liability Insurance? (Commercial liability insurance is required for a walkathon, race, festival, press conference, concert, etc. Product liability insurance is also required if the event has been approved for serving food.)	X		
♦ If you answered YES, you shall procure and maintain commercial and/or product liability insurance in an amount of at least \$400,000 combined single limit, covering claims for bodily injury, death, and property damage at your event. You shall name the City of Portland as an additional insured or shall obtain a general liability extension endorsement for coverage for the event, only in those areas where governmental immunity has been expressly waived by 14 M.R.S.A. § 8104-A, as limited by § 8104-B, and § 8111. The terms of this permit shall not be deemed a waiver of any immunities or limitations of damages available under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, or common law. ♦ The insurance certificate shall be sent to tvm@portlandmaine.gov and must state with no exceptions one of the following: 1) The policy is endorsed to name the City of Portland as an additional insured pursuant to the date of the event (and rain date). 2) The policy contains a general liability extension endorsement by which the City of Portland is made an additional insured pursuant to the date of the event (and rain date).				

PUBLIC ASSEMBLY FACILITIES DIVISION POLICIES

ELECTRICITY

All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) we require that you **not use** electricity, unless all connections and equipment are covered and protected from the elements.

PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. If renting units, event organizer **MUST** rent from Associated Septic / Royal Flush (799-1980).

TRASH

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

MARKING OF GROUNDS

Event Organizers must not use Spray Paint or Spray Chalk when marking city property.
Children's Art Chalk can be used with permission from PAFD Office.

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

PAFD has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets (unless specifically approved by city staff). \$10 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.**

SMOKE-FREE ZONES

By city ordinance, smoking a cigar, cigarette, pipe, electronic cigarette, electronic cigar, electronic pipe, or other similar product that relies on vaporization or aerosolization, is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this information along to participants / spectators at the event.

NOTIFICATION

Please keep a copy of this permit on site at all times. City staff may require proof of permit.

REVOCABLE PERMIT

- ◆ The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property.
- ◆ The City reserves the unconditional right to revoke or revise an issued permit.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	JF	DATE	11/21/16
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ASSUMPTION OF RISK & LIABILITY

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

I have read the Assumption of Risk & Liability Agreement	TYPE INITIALS	JF	DATE	11/21/16
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FEE SCHEDULE – UPDATED JULY 1, 2015

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

Simple Event (no registration fee): \$50/hour Event with registration or pledges & attendance 25 – 300: \$100/hr Event with registration or pledges & attendance 301+: \$200/hr Public Space/Park Security Deposit/Sound Security Deposit: \$100 - \$1000	Impact/Street Closure Fee (variable based on impact): \$0-\$500 Admin/Staff Fee (support for events): \$30/hour Porta Restroom User Fee (if attendance is 150+): \$25
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CREDIT CARD INFORMATION

Visa or MasterCard Number	Exp Date (Mon/Yr)
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CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

- ◆ Please make out security deposit checks separate from permit fees.

TOTAL AMOUNT(S) DUE TO PUBLIC ASSEMBLY FACILITIES DIVISION (Please make all security deposit checks out separately)

Permit Fee for use of area: \$50 - \$200 per hour (i.e. a 3 hour event at \$50 totals \$150) includes use of elec. If your event is rained out / cancelled, the bulk of the fee is returned (however \$50 is non-refundable) Number of Hours of Use: 11 hours	\$ WAIVED – City Co-sponsoring (pending approval)	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$???
Admin/Staff Fee (support for events): \$30/hour	\$ N/A	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ N/A
Key Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee: \$25, etc.)	\$ N/A – Renting Units
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$ N/A		

FOR OFFICE USE ONLY

DATE REC'D APPLICATION	11-21-16	DATE REC'D INSURANCE	NEED	PERMIT FEE AMT REC'D	\$ N/A	SECURITY DEPOSIT	\$ N/A unless borrowing items
PAYMENT TYPE							
ISA	\$	MC	\$	CK #	CK AMOUNT	\$	CASH AMT

*Order 111-16/17
Tab 6 1-4-17*

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR. (A/L)

ORDER DECLARING APRIL 22, 2017
THE PORTLAND PUBLIC LIBRARY MAKERS@PPL FESTIVAL

ORDERED, that April 22, 2017 is hereby declared to be the Makers@PPL Festival, sponsored by the Portland Public Library; and

BE IT FURTHER ORDERED, that the Makers@PPL Festival Area shall be Monument Square, Federal Street Extension and Monument Way, and adjacent sidewalks on those streets as well as in front of Portland Public Library itself; and

BE IT FURTHER ORDERED, that Makers@PPL Festival shall be held from 10:00 a.m. to 4:00 p.m. on April 22, 2017; and

BE IT FURTHER ORDERED, that vehicles in violation of the "no parking" signs in the Festival Area shall be towed at owner's expense; and

BE IT FURTHER ORDERED, that the Makers@PPL Festival area shall be closed to licensed street vendors as provided in §19-17 and §19-22 of the Portland City Code; and

BE IT FURTHER ORDERED, that the City Manager is authorized to issue a revocable permit to Portland Public Library under §§25-26—25-28 of the Portland City Code to conduct said Festival, subject to the direction and control of the City Manager and to the following specific conditions:

1. Portland Public Library shall defend, indemnify and hold harmless the City of Portland, its officers and employees, from and against all claims arising out of or resulting from the Festival and/or use of City streets and property for said Festival, and shall procure and maintain public liability insurance in the minimum amount of \$400,000 per occurrence for personal or bodily injury, death or property damage and covering the obligation of indemnification hereunder. Portland Public Library shall provide the City with a certificate showing evidence of such insurance and showing the City as an additional insured on said insurance;
2. No alcoholic beverages may be sold on the streets or public property during the Festival within the Festival Area;

3. Conditions for use of grounds and requirements for food service, vending sales, and other items specified in a permit issued by the Public Assembly Facilities Division shall be adhered to;

4. Portland Public Library shall have sole authority over participating vendors at the Festival and may charge a fee to vendors for the opportunity to vend at the Makers@PPL Festival; and

5. In addition, the Business Licensing Office shall charge the usual fees for licensing food vendors, street goods vendors, and concerts for the Festival to those vendors the Portland Public Library has agreed shall participate; and

BE IT FURTHER ORDERED, that the City Manager is authorized to waive fees and to issue such other temporary licenses, including licenses for food service establishments, as may be required by the Portland City Code, provided that all other applicable Code requirements for the operation of the Festival have been met.



Sally L. DeLuca
Director

Department of Parks, Recreation & Facilities

Andrew J. Downs
Director

Public Assembly Facilities Division

TO: Jon Jennings, City Manager
FROM: Sally DeLuca, Director of Parks, Recreation & Facilities Management
DATE: December 19, 2016
RE: **Council Agenda Item – Portland Public Library's 3rd Annual "Makers@PPL" event.**

I am requesting that the following order be placed on the next City Council agenda:

**Order declaring Portland Public Library's 3rd Annual "Makers@PPL,"
Saturday, April 22, 2017, as a festival.**

This will be Portland Public Library's 3rd Annual "Makers@PPL" event. This is an event where artists, crafters, designers, inventors, creators showcase their wares and ideas to the public. Attendance has increased every year so that the event now draws 1500-2000 people over the course of the day. The festival is scheduled for Saturday, April 22, 2017, running from 10am – 4pm and will include workshops and demonstrations held in the Library as well as in Monument Square. Many 10x10 canopies will be set up at Monument Square as well as tables & chairs to facilitate workshops. The festival at Monument Square area will also include food vendors (3 food trucks) and a DJ (for music and announcements).

Festival Zone (areas falling under PPL's purview):

Monument Square, including Federal Street Ext. and Monument Way and adjacent sidewalks, and the sidewalk areas in front of the Library. Organizers will have authority over this festival area to facilitate and manage the event.

Federal Street Ext. would be posted "No Parking." Vehicles in violation of the "No Parking" signs shall be towed at owner's expense.

The Festival area will be closed to street vendors pursuant to Section 19-17 of the Portland City Code and is reserved for the use of the Portland Public Library for the purpose of conducting the "Makers@PPL" Festival, subject to the direction and control of the City Manager.

Also, the City Manager is authorized to issue a revocable permit under Section 25-27 of the Municipal Code to Portland Public Library for the use of the above-described areas for said Festival subject to the following conditions:

- Portland Public Library shall indemnify the city and hold it harmless from and against all claims arising out of activities during said events, and shall take out and maintain public liability insurance coverage in the amount of at



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

Andrew J. Downs
Director
Public Assembly Facilities Division

least \$400,000 combined single limit for personal or bodily injury, death or property damage for said purpose. This insurance certificate will also list the City of Portland as an additional insured in regards to the "Makers@PPL" Festival and its activities;

- Conditions for use of grounds/requirements for the events/amplified sound/tent placement and other items specified in a permit issued from the Public Assembly Facilities Division Office shall be adhered to;
- Business Licensing Office will charge the usual fees for licensing food vendors (if applicable), street goods vendors (if needed), and other needed licenses for the Festival; the Inspections Div. will also charge permit fees for any needed Tent Permits. However, PAFD Office Permit Fees for use of grounds will be waived, there will be no charge for "No Parking" Signs;
- Portland Public Library shall have sole authority over participating vendors at the festival and may charge a fee to vendors for the opportunity to vend at the events, and
- Under no circumstances may alcoholic beverages be sold or consumed on the streets or public property of said area during said festival.

The City Manager is also authorized to waive any other fees, and issue such other temporary licenses and temporary permits, including licenses for food service establishments and permits for sales of non-food related items, as may be required by the Portland City Code, provided that all applicable requirements of said code have been met regarding the operation of said event.

Document prepared by Ted Musgrave, Event Coordinator
Public Assembly Facilities Division



CITY OF PORTLAND, PUBLIC ASSEMBLY FACILITIES DIVISION
PUBLIC PARK & SPACE APPLICATION (4 pages)
212 Canco Rd. ~ Portland ~ ME ~ 04103
207-808-5400
Ted Musgrave tvn@portlandmaine.gov

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

TODAY'S DATE	June 15, 2016 Rev: 11-21, 12-5	ORGANIZATION NAME	Portland Public Library				
ORGANIZATION ADDRESS	5 Monument Square	CITY	Portland	STATE	ME	ZIP	04101
CONTACT NAME(S)	Samantha Duckworth (NOW: 12-5-16... Rachael Harkness) Organizer						
HOME #	WORK 871-1700	CELL		FAX			
EMAIL	harkness@portlib.org		EMAIL				

PARK AREA OR PUBLIC SPACE REQUESTED	Monument Square		Parking Spaces on Fed St Ext.		
EVENT DAY & DATE(S)	SAT 4-22-17	RAIN DAY & DATE(S)	None		
EVENT START TIME (i.e. set-up start time)	8am	EVENT END TIME (i.e. when event cleanup is complete)	5pm	ACTUAL START & END TIME OF EVENT	10am to 4pm

EVENT NAME	EXPECTED ATTENDANCE
Makers@PPL	1,500
DESCRIPTION OF EVENT: Makers@PPL will be the third annual Portland Maker Fair. We'd like to use Monument Square to have a large tent for workshops not appropriate for inside the building and other demonstrations that will draw people into the library. The square offers a unique space for the event to attract passers-by and non-library users to engage in event activities. We would like to park three food trucks UP ON THE SQUARE (... as long as space allows – permission needed from city staff) and place equipment for presentations and workshops on the square as well. Some items may be sold to the public by participating vendors/makers. Large tent (30x40) – free standing - will be set up (permission is needed from city staff). Some canopies may be set up as well. Some tables and chairs set up. MUSIC - PA system for DJ likely at the square. AND ELEC is needed for laptops, computer monitors, etc. Some reserved parking along Federal Street Ext. is needed.	
IS THERE A REGISTRATION FEE?	NO

WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN? Area garages will be sufficient
--

PLEASE CHECK OFF AND ANSWER:

PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

	X-YES	X-NO	X-NOT SURE
* Are you setting up a canopy(s) ? (canopy is 10x10 size) How many: Canopies in Monument Square do not need PAFD's review.			X
* Do you wish to set up a tent(s) ? (A canopy or tent larger than 10x10 needs to be approved by PAFD Office and a Tent Permit issued from Inspections Division; please call Inspections – 874-8703 – (buildinginspections@portlandmaine.gov) for information on their application process / PLEASE give them at least a 2-week notice). PAFD will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): 30x40 anticipated	X		

	Exact Location(s) of Tent Placement Requested: In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			
*	Will you be setting up tables and/or chairs ? How many tables: 20 chairs: 35	X		
*	Are other items or equipment being placed on City property? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List:			X
	Will there be refreshments at the event? Do you wish to sell food ? (If so, you will need approval from PAFD and possibly a Temporary Food Service License from Business Licensing Office) List food and drink / Food Trucks, etc.: PLEASE NOTE: A Temporary Food Service License is NOT needed when: 1. Food Vendors have a current City of Portland Food License 2. Just pre-packaged refreshments, or food & drink items are purchased or donated from a licensed establishment 3. Bottled water / water is served PLEASE give the BL Office at least a 2-week notice (874-8557). A TFSL is needed when food vendors are not licensed, or when food is being prepared and cooked at the event.			X
*	Do you wish to sell non-food items (like T-shirts, crafts, cd's, etc.)?		X	
*	Are you setting up a PA (sound) system ? Are you planning on having Amplified Music ? Band? DJ? Boom Box? If so, your event may require a concert license from BL Office (874-8557). (Just voice – i.e. Press Conference, would not require the license because it is not music). However, a Sound Security Deposit may also be required for amplification. For amplified music/speech, there are time restrictions for the Downtown Parks & Squares (music limited to 11:45am – 1:15pm, and 1 hour between 5pm - 8pm).			X
*	Will your event require electricity ? Electricity is available at Monument Square. It is turned	X		
*	Are you planning on bringing a Grill for a Barbecue ?		X	
*	Will the event require reserved parking spaces / parking meters ? How many? 4 "No Parking" signs may be purchased at PAFD Office, 212 Canco Rd.	X		
*	Will your event need safety vests, signs, barricades and/or cones ? Please list what you would like to borrow: A few orange vests and cones may usually be borrowed from PAFD Office. Barricades and signs are borrowed from Public Works, Customer Service.			X
*	Will your event require street closures ? (Please be specific under "Description of Event")		X	
	Will your event require Police assistance? An event such as a road race, march in the street, or parade would typically require police assistance.			X
*	Will your event require Fire/EMS assistance?		X	
*	Will your event require porta-restroom rental(s) or need existing porta-restrooms cleaned?		X	

INSURANCE CERTIFICATE INFORMATION

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

♦ If you answered YES, you shall procure and maintain commercial and/or product liability insurance in an amount of at least \$400,000 combined single limit, covering claims for bodily injury, death, and property damage at your event. You shall name the City of Portland as an additional insured or shall obtain a general liability extension endorsement for coverage for the event, only in those areas where governmental immunity has been expressly waived by 14 M.R.S.A. § 8104-A, as limited by § 8104-B, and § 8111. The terms of this permit shall not be deemed a waiver of any immunities or limitations of damages available under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, or common law.

- ♦ The insurance certificate shall be sent to tvm@portlandmaine.gov and must state with no exceptions one of the following:
- 1) The policy is endorsed to name the City of Portland as an additional insured pursuant to the date of the event (and rain date).
 - 2) The policy contains a general liability extension endorsement by which the City of Portland is made an additional insured pursuant to the date of the event (and rain date).

PUBLIC ASSEMBLY FACILITIES DIVISION POLICIES

ELECTRICITY

All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, w, etc.) we require that you **not use** electricity, unless all connections and equipment are covered and protected from the elements.

PORTA-RESTROOMS / BATHROOM FACILITIES

Porta-Restrooms are required for large events and events where food is being served. With Library across the street, units are not required. If you would like to rent some for Mon Square, please call the porta-restroom company (Associated Septic / Royal Flush, 207-799-1980, M-F) to discuss and rent. Event organizer **MUST** rent from Associated Septic / Royal Flush.

TRASH

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

MARKING OF GROUNDS

Event Organizers must not use Spray Paint or Spray Chalk when marking city property. Children's Art Chalk can be used with permission from PAFD Office.

PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES

PAFD has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets (unless specifically approved by city staff). \$10 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.**

SMOKE-FREE ZONES

By city ordinance, smoking a cigar, cigarette, pipe, electronic cigarette, electronic cigar, electronic pipe, or other similar product that relies on vaporization or aerosolization, is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this information along to participants / spectators at the event.

NOTIFICATION

Please keep a copy of this permit on site at all times. City staff may require proof of permit.

REVOCABLE PERMIT

- ♦ The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property.
- ♦ The City reserves the unconditional right to revoke or revise an issued permit.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES	TYPE INITIALS	SD	DATE	6/15/2016
--	---------------	----	------	-----------

ASSUMPTION OF RISK & LIABILITY

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

I have read the Assumption of Risk & Liability Agreement	TYPE INITIALS	SD	DATE	4/30/2015
--	---------------	----	------	-----------

FEE SCHEDULE – UPDATED JULY 1, 2015

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

Simple Event (no registration fee): \$50/hour Event with registration or pledges & attendance 25 – 300: \$100/hr Event with registration or pledges & attendance 301+: \$200/hr Public Space/Park Security Deposit/Sound Security Deposit: \$100-\$1000	Impact/Street Closure Fee (variable based on impact): \$0-\$500 Admin/Staff Fee (support for events): \$30/hour Porta Restroom User Fee (if attendance is 150+): \$25
--	---

CREDIT CARD INFORMATION

Visa or MasterCard Number				Exp Date (Mon/Yr)	
---------------------------	--	--	--	-------------------	--

CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED

PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"

- ♦ Please make out security deposit checks separate from permit fees.

TOTAL AMOUNT(S) DUE TO PUBLIC ASSEMBLY FACILITIES DIVISION (Please make all security deposit checks out separately)

Permit Fee for use of area: \$50 - \$200 per hour (i.e. a 3 hour event at \$50 totals \$150) includes use of elec. If your event is rained out / cancelled, the bulk of the fee is returned (however \$50 is non-refundable) Number of Hours of Use: 9	\$ N/A – PPL Event	Vest/Cone Deposit: \$10 per/item Barricade Deposit: \$25 per/item	\$???
Admin/Staff Fee (support for events): \$30/hour	\$ N/A	Public Space / Park Security Deposit: Sound Security Deposit \$100 - \$1000	\$ 100 due
Deposit: \$50 per key	\$ N/A	Other (Porta-Restroom User Fee: \$25, etc.)	\$ N/A
Impact/Street Closure Fee (variable based on impact): \$100-\$500	\$ N/A		

FOR OFFICE USE ONLY

DATE REC'D	6-15-16	DATE REC'D	NEED	PERMIT FEE	\$ N/A	SECURITY	\$ NEED
------------	---------	------------	------	------------	--------	----------	---------

APPLICATION		INSURANCE		AMT REC'D		DEPOSIT	
PAYMENT TYPE							
VISA	\$	MC	\$	CK #		CK AMOUNT	\$

Order 113-16-17
Tab 7 1-4-17

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

ORDER
GRANTING MUNICIPAL OFFICERS'
APPROVAL OF:

Highlife LLC, d/b/a Howies Pub. Application for a Class A Lounge at 501 Washington Avenue.

To Mister Mayor and Members of the City Council,

Howies Pub is a small neighborhood bar located in the East Deering area of Portland. The bar has been owned by, Howie Chadbourne for over 10 years. Howies Pub serves a full bar including local craft beers along side a more traditional lineup of domestic choices while also providing great bar food including wings, pizza, burgers, and clam cakes. Howie has decided to sell the bar, and as long time patrons of the business we are delighted to have the opportunity to purchase it from him and keep the location and atmosphere alive.

Adam Moore
OWNER



12/9/16

About Your Establishment

Class of Liquor License:	CLASS A lounge		
Type of food served:	Pub style		
Please circle all that will be served:	☒ Beer	☒ Wine	☒ Liquor
Projected percentage of sales:	Generated from Food: 40%	Generated from Alcohol: 60%	
Hours & days of operation:	Daily 11-1 closed Sundays (except football season)		

QUESTIONS	Y/N
Will full-course meals, only capable of consumption with the use of tableware, be served the entire time the establishment is open?	☒ Y ☐ N
If No, please explain:	
Is the establishment less than 300 feet from a school, dormitory, church or parish house, or similar establishment?	☒ Y ☐ N
If yes, give the distance:	
Will you have entertainment on the premises? (If yes, a Supplemental Application for Dancing & Entertainment is required.)	☒ Y ☐ N
Will you permit dancing on the premises?	☒ Y ☐ N
Will you permit dancing after 1:00 a.m.?	☒ Y ☐ N
Will you have outside dining? (If yes, an Outdoor Dining Application is required)	☒ Y ☐ N
If yes, will the outside dining be on PUBLIC or PRIVATE property (circle one).	
Will you have any amusement devices (pinball, video games, juke box)?	☒ Y ☐ N
If yes, please list: # of pinball machines: _____ # of amusements: _____ # of pool tables: _____	
What is your targeted opening date? Jan 1 st 2017	
Does the issuance of this license directly or indirectly benefit any City employee(s)?	☒ Y ☐ N
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?	☒ Y ☐ N
If Yes, please list business name(s) and location(s):	
Is any principal officer under the age of 21?	☒ Y ☐ N
Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law?	☒ Y ☐ N
If Yes, please explain:	

I, Joseph Hardy, 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: [Signature] Title: President Date: _____

For more information about Liquor Licenses, see Portland City Code Chapter 15 at www.portlandmaine.gov and M.R.S.A. Title 28-A at www.maine.gov.

11. Is/are applicant(s) residents of the State of Maine? YES ☒ NO ☐

12. List name, date of birth, and place of birth for all applicants, managers, and bar managers. Give maiden name, if married:
Use a separate sheet of paper if necessary.

Name in Full (Print Clearly)	DOB	Place of Birth
Joseph Hardy	06/12/79	Portland, ME
Adam Moore	06/17/87	

Residence address on all of the above for previous 5 years (Limit answer to city & state)
ALL PORTLAND, ME

13. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES ☐ NO ☒

Name: _____ Date of Conviction: _____
Offense: _____ Location: _____
Disposition: _____

14. Will any law enforcement official benefit financially either directly or indirectly in your license, if issued?
Yes ☐ No ☒ If Yes, give name: _____

15. Has/have applicant(s) formerly held a Maine liquor license? YES ☐ NO ☒

16. Does/do applicant(s) own the premises? Yes ☒ No ☐ If No give name and address of owner: _____

17. Describe in detail the premises to be licensed: (On Premise Diagram Required) Small one story building

18. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?
YES ☐ NO ☒ Applied for: Pending

19. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? .4 miles Which of the above is nearest? School

20. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES ☒ NO ☐
If YES, give details: Mother

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: Portland, Me 04103 on 12/9/16, 2016
Town/City, State Date

Please sign in blue ink
Signature of Applicant or Corporate Officer(s) Joseph Hardy Print Name
Signature of Applicant or Corporate Officer(s) _____ Print Name

7. Is any principal person involved with the entity a law enforcement official?

Yes ☐ No ☒ If Yes, Name: _____ Agency: _____

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States?

Yes ☐ No ☒

9. If Yes to Question 8, please complete the following: (attached additional sheets as needed).

Name: _____

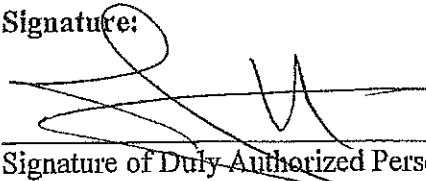
Date of Conviction: _____

Offense: _____

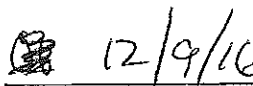
Location of Conviction: _____

Disposition: _____

Signature:



Signature of Duly Authorized Person

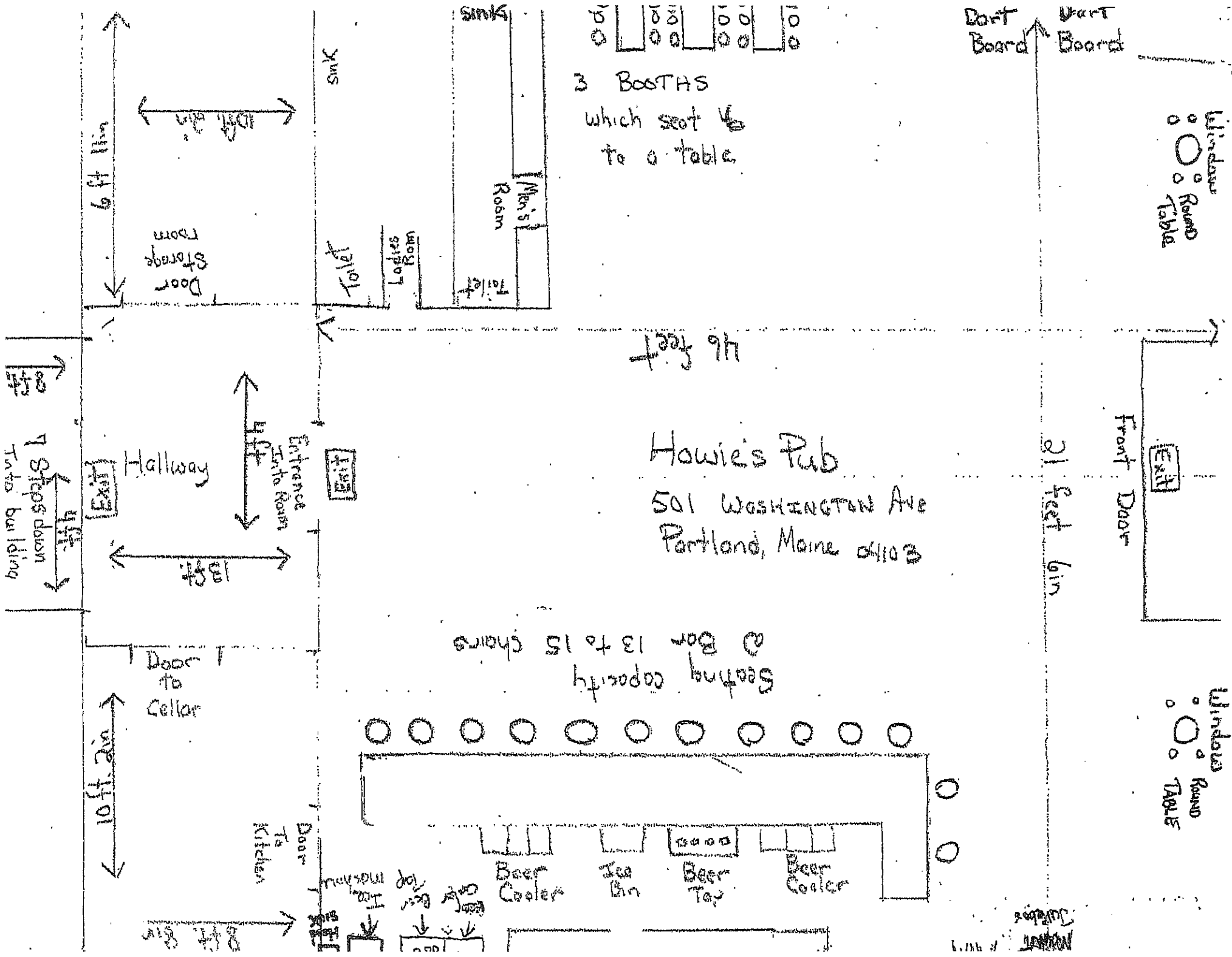


Date

Print Name of Duly Authorized Person

Submit Completed Forms To:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov



Howie's Pub
501 WASHINGTON Ave
Portland, Maine 04103

3 BOOTHS
which seat 6
to a table

Seating capacity
of Bar 13 to 15 chairs

Window
Round
Table

Window
Round
TABLE

Front Door

21 feet bar

Dart Board
Dart Board

Storage
Room
Door

Toilet
Men's
Room

Toilet

Hallway

7 Steps down
Into building

Door to
Cellar

Door
To
Kitchen

Beer
Cooler

Ice
Bin

Beer
Tap

Beer
Cooler

8 ft 8 in

Regulars Rule

SANDWICHES

CLAMBURGER	\$2.75
HOT DOG	\$2.50
HAMBURGER	\$2.75
HAMBURGER DELUXE	\$3.25
CHEESEBURGER	\$3.00
CHEESEBURGER DELUXE	\$3.50
CHICKEN SANDWICH	\$4.00
CHICKEN SANDWICH DELUXE	\$4.50
HADDOCK SANDWICH	\$5.25
STEAK & CHEESE SANDWICH	\$6.25
SMALL ITALIAN SANDWICH	\$3.50

Add fries \$1.75

Add onion rings \$2.50

BREWER'S CHOICE DINNER

\$7.95

7oz haddock with fries

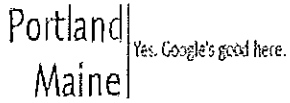
HOWIE'S PUB



LIKE US ON FACEBOOK!

To join our email list for updates & specials, go to www.howiespub.com

*This food is or may be served raw or under cooked or may contain raw or under cooked foods.
Consumption of raw or under cooked foods may increase the risk of food-borne illness.



Jessica Hanscombe <jhanscombe@portlandmaine.gov>

Re: Howies Pub**Kevin Cashman** <kevincc@portlandmaine.gov>

Mon, Dec 12, 2016 at 2:02 PM

To: Jessica Hanscombe <jhanscombe@portlandmaine.gov>

Cc: Craig Messinger <crm@portlandmaine.gov>, David Petruccelli <petruccellid@portlandmaine.gov>, Eric Cobb <ecobb@portlandmaine.gov>, Gary Rogers <garyr@portlandmaine.gov>, Keith Gautreau <kng@portlandmaine.gov>, Laurie Carlson <lac@portlandmaine.gov>, Melissa Caiazzo <mcaiazzo@portlandmaine.gov>, Rachel Smith <rms@portlandmaine.gov>, Tom Williams <tw@portlandmaine.gov>, Treasury Division <treasury@portlandmaine.gov>, Vernon Malloch <vwm@portlandmaine.gov>

PD has no issues and approves. Still cannot send UI email so I'm still responding this way.

Kevin C.

On Mon, Dec 12, 2016 at 8:45 AM, Jessica Hanscombe <jhanscombe@portlandmaine.gov> wrote:

Good Morning**For your approval:****Highlife LLC, dba Howies Pub. Application for a Class A Loung License 501 Washington Avenue. They wish to go before council on 1/4/2017****Owners:****Highlife LLC****Joseph Hardy 6/12/1979****Adam Moore 6/17/1987****Contact:****Joseph Hardy 207-332-5891 joseph.hardy79@gmail.com****The application is attached. Please put feedback into UI.** **Howies.pdf**



MAINE STATE BUREAU OF IDENTIFICATION
45 Commerce Drive, Suite 1 / STATE HOUSE STATION # 42
AUGUSTA, ME 04333
(207) 624-7240 (VOICE)

JESSICA HANSCOMBE
389 CONGRESS ST
PORTLAND, ME 04101

Transaction Response #: MIQ99D088751

Criminal History Record

Introduction

This criminal history record was produced in response to the following request (Produced on 2016-12-09) :

Inquiries Name(s) JOSEPH HARDY (1979-06-12)

NO MATCH WAS FOUND FOR YOUR REQUEST.

**Legal Advertisement
Notice of Public Hearing
City of Portland**

A Public Hearing will be held on January 4th at 5:30 P.M., in City Council Chambers, 389 Congress St., on Highlife LLC, d/b/a Howies Pub. Application for a Class A Lounge at 501 Washington Avenue. Sponsored by Michael Russell, Director of Permitting and Inspections.



CITY OF PORTLAND, MAINE

DEC 27 2016

City Managers Office

**Board of Harbor Commissioners
Harbor of Portland, Maine**

2 Portland Fish Pier
Marine Trade Center
Suite 105
Portland, ME 04101

*Com 7-16/17
Tab 8 1-4-17*

December 22, 2016

Mr. Jon Jennings, City Manager
City of Portland
Counselors, Portland City Council
389 Congress Street
Portland Me 04101

Dear Mr. Jennings, Council Members

I am writing to inform yourself, and City Council Members, of a recent action of the Board of Harbor Commissioners to increase mooring permit fees for residents & non-residents.

The Harbor Master is responsible for the permitting, location keeping and mooring tackle inspections for over 900 individual moorings – with active mooring registrations increasing each year, the Commission deemed a need to increase fees to match administrative and on-water costs incurred by the Harbor Masters office.

As part of the State of Maine Act relating to the Board of Harbor Commission the Commission makes rules for keeping open convenient channels for the passage of vessels, promoting navigational safety, protecting riparian rights including without limitation, procedures standards and fees.

The rules shall be effective 45 days from the date on which notice of such rulemaking is sent to the City Manager of Portland and South Portland, addressed to the City Councils, unless either City Council takes official action disapproving the rule prior to the expiration of the 45 day period.

The following rule changes were presented and voted on at the December 8, 2016 Public Hearing.

Section 12.3 Mooring Fees

(a) Fees for mooring permit will be as follows

(i) Resident of Portland or South Portland, ~~\$78.00~~ \$80.00

(ii) Non Resident

~~\$145.00~~ \$160.00

~~(b) No person shall be eligible to receive a mooring permit for a vessel more than thirty-five (35) feet in length, unless the applicant shows evidence, satisfactory to the Harbor Master, that he/she possesses sufficient financial resources to pay for all costs relating to raising the vessel in the event it should sink in the harbor. This rule will only apply to moorings in the commercial mooring area easterly of the Maine State Pier that is designated for vessels not more than 100 feet in length. No applicant will be eligible for a mooring permit without showing evidence of bonding or insurance to pay all costs relating to raising the vessel in the event it sinks in the Port of Portland Harbor. The minimum coverage required is \$100,000.~~

~~(c) Evidence of sufficient financial resources shall be demonstrated by providing bonds or liability insurance in forms and with sureties or insurance carriers acceptable to the Harbor Master, in the following amounts:~~

~~Length of Vessel — Amount~~

~~35 feet to 45 feet — \$15,000~~

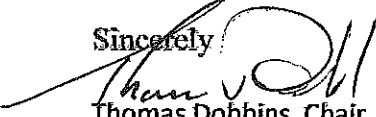
~~45 feet to 60 feet — \$20,000~~

~~60 feet to 80 feet — \$30,000~~

~~80 feet to 100 feet — \$60,000~~

If you have any questions pertaining to these rule changes or any other matter please do not hesitate to contact me.

Sincerely


Thomas Dobbins, Chair

Board of Harbor Commissioners

Port of Portland Maine

*Order 113-16/17
Sat 9 1-4-17*

ETHAN K. STRIMLING (MAYOR)
BELINDA S. RAY (1)
SPENCER R. THIBODEAU (2)
BRIAN E. BATSON (3)
JUSTIN COSTA (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

DAVID H. BRENERMAN (5)
JILL C. DUSON (A/L)
PIOUS ALI (A/L)
NICHOLAS M. MAVODONES, JR (A/L)

**ORDER AUTHORIZING AN EXTENSION OF THE REPORTING DEADLINE OF THE
PESTICIDE AND FERTILIZER TASK FORCE TO MARCH 2017**

ORDERED, that the deadline provided in Order 263-15/16 establishing the Pesticide and Fertilizer Task Force, and extensions approved by Order 18-16/17 and by Order 44-16/17, shall be extended and the Task Force shall conclude its report by February 28, 2017 and formally present to the City Council's Energy and Sustainability Committee at its March 2017 meeting a draft Pesticide Ordinance and any other related recommendations.

MEMORANDUM
City Council Agenda Item

TO: Mayor and City Council

FROM: Troy Moon, Sustainability Coordinator

DATE: 8/9/2016

DISTRIBUTION: City Manager, Mayor, Anita LaChance, Sonia Bean, Danielle West-Chuhta, Nancy English, Julie Sullivan

SUBJECT: Order ...

SPONSOR: Councilor Nicholas Mavodones, Chair, Pesticide and Fertilizer Task Force

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st reading _____ Final Action X

Can action be taken at a later date: Yes X No (If no why not?)

On September 7 the City Council extended the due date for a report by the Pesticide and Fertilizer Task Force to December 30. The Task Force Chair is requesting a further extension. Action is required at this time so an extension may be granted before the deadline.

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

I. SUMMARY OF ISSUE (Agenda Description)

The City Council created the Pesticide and Fertilizer Task Force (Order 263-15/16) which is comprised of individuals with knowledge and expertise regarding the use and environmental impacts of pesticides and fertilizers. This body was charged with reporting to the Energy and Sustainability Committee by July 11, 2016 with a final report to the committee on July 20, 2016 unless the City Council granted an extension. During the task force meeting on June 14, the task force members discussed their work plan and established a meeting schedule that required an extension. Councilor Mavodones, as Task Force Chair, requested that the initial report to the Energy and Sustainability Committee be presented by September 16, 2016 with a report to the committee on September 20, 2016. At the request of the Chair, the City Council granted a further extension to allow the Task Force to submit its report to the Energy and Sustainability Committee by December 30, 2016 with a report to the Committee in January. During their meeting on December 21, the members of the Task Force determined that they are close to developing a recommendation but need additional time to conclude their work. Therefore, Councilor Mavodones requests that the Task Force be authorized to conclude its report by February 28, 2017 and report to the Sustainability and Energy Committee in March, 2017.

II. REASON FOR SUBMISSION (Summary of Issue/Background)

The order establishing the Pesticide and Fertilizer Task Force allows the Pesticide and Fertilizer Task Force to request an extension of their report dates which shall not be reasonably denied.

III. INTENDED RESULT

Adopting the order will permit the Pesticide and Fertilizer Task Force to continue their work in order to draft substantive recommendations regarding the use of pesticides and fertilizers in the City of Portland.

IV. COUNCIL GOAL ADDRESSED

V. FINANCIAL IMPACT

VI. STAFF ANALYSIS

The Pesticide and Fertilizer Task Force continues to study the environmental and financial issues related to the use of pesticides and fertilizers. To be effective, they require additional time to study relevant documents and discuss them.

VII. RECOMMENDATION

We recommend approval of the extension.

VIII. LIST ATTACHMENTS

Prepared by: Troy Moon

Date: 12/22/2016