

## **SOUTH PORTLAND CITY COUNCIL**

*POSITION PAPER OF THE CITY CLERK*

***SUBJECT: ORDER #195-16/17 – Granting street closure of Ocean Street from the intersection of A Street through the intersection of D Street from 2:00PM to 10:00PM on August 12, 2017 for the Knightville Street Festival. Passage requires majority vote.***

A Street and D Street will be open for traffic but the area inside these streets will be closed off for traffic. D Street to C Street will only be closed from 3:00PM to 6:00PM. C Street to A Street will remain closed until 9:00PM.

Code Enforcement, Fire, Parks & Recreation, Police, Public Works and the Transportation Department have been notified and there are no objections. The request with details is attached.



***REQUESTED ACTION:***

Passage of ORDER #195-16/17.



CITY OF SOUTH PORTLAND

PATRICIA SMITH  
Mayor

SCOTT MORELLI  
City Manager

SALLY J. DAGGETT  
Jensen Baird Gardner & Henry

EMILY F. SCULLY  
City Clerk

**In City Council  
Order  
#195-16/17**

District One  
CLAUDE V.Z. MORGAN

District Two  
PATRICIA SMITH

District Three  
EBEN ROSE

District Four  
LINDA C. COHEN

District Five  
BRAD FOX

At Large  
MAXINE BEECHER

At Large  
SUSAN HENDERSON

ORDERED, a street closure of Ocean Street from the intersection of A Street through the intersection of D Street from 2:00PM to 10:00PM on August 12, 2017 for the Knightville Street Festival. Passage requires majority vote.

Dated: May 15, 2017



# City of South Portland Event Application

Application must be turned in 30 days prior to the event

Application Date 4/25/2017

## ORGANIZATION INFORMATION

Name of Organization: South Portland Parks, Recreation and Waterfront

Contact Person for Event: Lisa Thompson Title: Sr. Recreation Manager

Contact Name and Phone number during the Event: Lisa 207-767-7650

Mailing Address: 21 Nelson Rd., South Portland ME 04106

Telephone: 207-767-7650 Cell Phone: 207-400-6520

Email Address: lthompson@southportland.org Web site: www.sopoparksrec.com

Is your organization incorporated as a non-profit organization? Yes  No

Non-Profit Number: \_\_\_\_\_

## EVENT INFORMATION

Name of Event: Knightsville Street Festival

Location of Event: Ocean Street from the intersections of A Street to D Street

Date of Event: Saturday, August 12, 2017 Rain Date: NONE

Time of Event: Start Time: 3:00pm Ending Time: 9:00pm

Does the Sponsoring Organization own the property? Yes  No  Estimated Attendance: 1000  
*If not, please attach a letter from the property owner authorizing this event.*

Does the Applicant have insurance for this event? Yes  No

Please check off all events that will occur

Check off	Type of Event	Additional Information	Fee	Total
<input checked="" type="checkbox"/>	Amplified Sound	Complete Neighbor Notification	\$10.00 per event	
<input type="checkbox"/>	Burn Permit/Bonfire	Must complete additional paperwork with the Fire Department	No Fee	
<input type="checkbox"/>	Carnival	Proof of Insurance is required	\$125.00 a day	
<input type="checkbox"/>	Circus	Proof of Insurance is required	\$300.00 a day	
<input checked="" type="checkbox"/>	Electrical Permit	Must complete additional paperwork with Code Enforcement	\$60.00 paid to Code Enforcement	
<input type="checkbox"/>	Fireworks	Proof of Insurance is required. Site Plan approval from Fire Marshall Required (call 207-624-8744)	No Fee	
<input checked="" type="checkbox"/>	Food	Please Provide a list (Include: Name of organization, contact, address, phone, and food items that will be sold or given away)	\$35.00 per event per Food Vendor	food trucks on site, restaurants offering specials
<input checked="" type="checkbox"/>	Non Food Items	Please Provide a list (Include: Name of individual, date of birth, address, phone, and items that will be sold or given away)	\$60.00	Artisans on site
<input type="checkbox"/>	Off Premise Alcohol	State Application is required	\$20.00	
<input checked="" type="checkbox"/>	Off premise Signs	Must complete additional paperwork with Code Enforcement	\$25.00 Minimum paid to Code Enforcement	
<input type="checkbox"/>	Parade	Please provide Parade route.	No Fee	
<input type="checkbox"/>	Parking Accommodations are needed	Please provide any maps or diagrams relating to this event.	No Fee	
<input checked="" type="checkbox"/>	Road/Intersection Closure Time of Closure: Start: <u>2:00pm</u> Finish: <u>10:00pm</u>	Please provide any maps or diagrams relating to this event. Council Approval is required.	No Fee	
<input type="checkbox"/>	Run/Walk/Cycle/Swim	Please provide any maps or diagrams relating to this event.	No Fee	
<input type="checkbox"/>	Tent Permits	Must complete additional paperwork with Code Enforcement	\$25.00 paid to Code Enforcement	
<input type="checkbox"/>	Tidal Waters to be used	Please provide a map	No fee	
<input type="checkbox"/>	Trailer Permits	Must complete additional paperwork with Code Enforcement	\$25.00 paid to Code Enforcement	
			Processing Fee	\$20.00
			Total	

\*\*\*Fees are waived for Non Profits\*\*\*



- Knightville Street Festival, Event Description
- Saturday, August 12, 2017
- 3:00-9:00pm

The Knightville Street Festival is now in its 4th year. We plan to expand the hours in order to make this an all ages event with a children's area, music, dancing and Knightville businesses offering in store and sidewalk specials. The goal of this festival is to expand the offerings of Art in the Park to a broader demographic and to celebrate the growth of the Knightville neighborhood.

We ask for a road closure from the intersection of A Street through the intersection of D Street from 2pm- 10pm D Street and A street will be open for traffic flow. However, the area inside of D street through to A street will be closed off for traffic so that we can create a true block party to take place from 3-9pm in the neighborhood. D Street to C street will be closed ONLY from 3-6pm, then will open up at 6pm. C Street to A Street will remain closed until 9pm for the remaining night's activities. The street will be lined with food trucks, artisans and activities for all ages.

Activities planned (not limited to) are:

- 3-6pm Childrens' play area on the D-C block with children's performances, arts and crafts activities and sidewalk chalk contest, face painting and a DJ. This section of the street will re-open at 6:00pm.
- 3-9pm Artisans and Food trucks will line the C to A Streets offering a variety of food items. The Artisan focus will be on those artists whose medium in not approved for Art in the Park (pottery, jewelry and other forms of crafts or artwork.)
- 6-9 pm will be for more adult entertainment with a 70's and 80's tribute band, " The Time Pilots" performing, local restaurants providing food and drink specials and more. Foulmouthed Brewing will be offering outdoor dining at their parking lot. Two other local craft brewers are planning on offering a beer tasting garden in a private lot on Ocean Street.



# City of South Portland Event Application – Signoff

\*\*\*\*FOR STAFF USE\*\*\*\*

## DEPARTMENT COMMENTS AND RECOMMENDATIONS:

City Clerk Comments/Recommendation: Print Name: \_\_\_\_\_

Code Officer/Health Comments/Recommendation: Print Name: \_\_\_\_\_

Fire Department Comments/Recommendation: Print Name: \_\_\_\_\_

Parks & Recreation Department Comments/Recommendation: Print Name: \_\_\_\_\_

Police Department Comments/Recommendation: Print Name: \_\_\_\_\_

Public Works Department Comments/Recommendation: Print Name: \_\_\_\_\_

Transportation Department Comments/Recommendation: Print Name: \_\_\_\_\_

Council Public Hearing Date: \_\_\_\_\_

Approved/Denied: \_\_\_\_\_ Date applicant notified: \_\_\_\_\_



May 4, 2017

Dear Knightville Neighbor:

The South Portland Parks, Recreation and Waterfront Department will once again be sponsoring the annual event "Knightville Street Festival" on Saturday, August 12<sup>th</sup>. This is an event now in collaboration with the Annual "Art in the Park" which takes place on the same day at Mill Creek Park.

This event is scheduled from 3:00- 9:00pm. We are asking the city council to approve closing the following roads for the event:

- Ocean Street from D Street to C Street: 3:00-6:00 pm.
- Ocean Street from C Street to A Street: 3:00-9:00pm.

Ocean Street from D to C street will be closed from 3-6 pm for our Children's Area which will include food, music, crafts, games and street performers. This area will open up again at 6:00pm. Traffic will have access where D Street and Ocean Street come together during this time.

Ocean Street from C Street to A street will be closed from 3-9pm for local artists and artisans, Food trucks and vendors, music and activities. The band "The Time Pilots" will perform from 6-9pm outside along Ocean Street. Traffic will have access to where both A street and C street connect to Ocean Street.

The City Council will be voting on the road closure at their meeting on Monday, May 15<sup>th</sup>. If you have any concerns or questions regarding this closure, please attend this meeting or contact Patti Smith, City Councilor for your district at [psmith@southportland.org](mailto:psmith@southportland.org)

Sincerely,

Lisa Thompson, CPRP  
Senior Recreation Manager  
South Portland Parks, Recreation & Waterfront Department  
207-767-7650  
[lthompson@southportland.org](mailto:lthompson@southportland.org)

Cc; KAdams, PSmith