

SOUTH PORTLAND CITY COUNCIL

POSITION PAPER OF THE CITY CLERK

SUBJECT:

STREET CLOSURE

THE CITY OF SOUTH PORTLAND IS REQUESTING THE CLOSURE OF HINCKLEY DRIVE FROM OCEAN STREET TO COTTAGE ROAD TO ACCOMMODATE ART IN THE PARK FROM 12:01 A.M. TO 9:00 A.M. ON AUGUST 9, 2014. PASSAGE REQUIRES MAJORITY VOTE.

POSITION:

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:

Council approval for the Street closure.


CITY CLERK



City of South Portland Event Application

Application must be turned in 30 days prior to the event

Application Date January 14, 2014

ORGANIZATION INFORMATION

Name of Organization: Art in the Park

Contact Person for Event: Rick Towle

Title of Contact Person: Chairman

Contact Name and Phone number during the Event: Rick Towle

Mailing Address: 21 Nelson Road, South Portland

Telephone: 207-767-7650

Cell Phone: 207-712-8705

Email Address: rtowle@southportland.org

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

Non-Profit Number: _____

EVENT INFORMATION

Name of Event: Art in the Park

Location of Event: Mill Creek Park

Date of Event: August 9th, 2014

Rain Date: not applicable

Time of Event: Start Time: 7:00 a.m. Ending Time: 5:00 p.m.

Estimated Attendance: _____

Does the Sponsoring Organization own the property? yes

If not, please attach a letter from the property owner authorizing this event.

Does the Applicant have insurance for this event? xxx Yes _____ No

SANITARY FACILITIES


Please state if the following items will be available at your event, the number of items available and the proximity of the item to your event:

<u>Sanitary Requirement</u>	<u>Amount at Event</u>	<u>Location</u>
TOILETS	4	
WASTE DISPOSAL		
HAND WASHING FACILITIES	1	
PORTABLE WATER		
FIRST AID FACILITIES		

DESCRIPTION OF EVENT

Open art show with 175 vendors

Signature of Applicant

 1/14/13

Date Submitted

Please note that you will be contacted by City Staff if you require additional permitting.

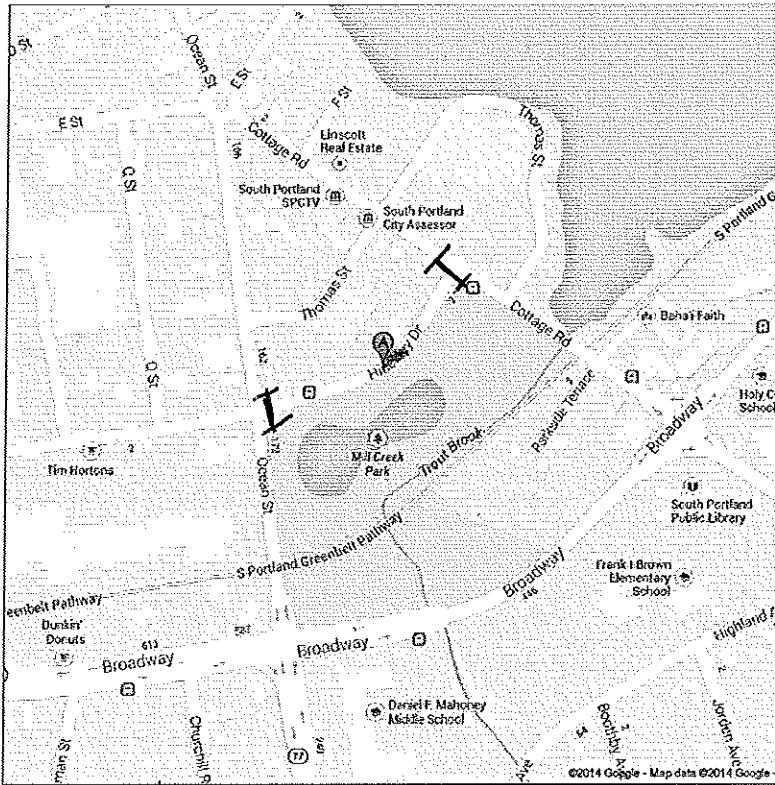
Please return this application to:

**City Clerks Office
Att: Jessica Hanscombe
25 Cottage Road
South Portland, Maine 04106
207-767-7628
jhanscombe@southportland.org**

ADDITIONAL INFORMATION

Google

Address **Hinckley Dr**
South Portland, ME 04106



Neighbor Notification

By signing below, I am acknowledging that I have been advised of the details of an event to be hosted by my neighbor, which includes the need for an *Amplifying License/Street Closing*.

I understand that by signing below I am neither approving nor disapproving of the use of amplification equipment/Street Closing, but rather that I have been advised of the application. (The Police Chief will make a final decision as to whether the application is approved or denied.)

NAME

ADDRESS

SIGNATURE

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

DEPARTMENT COMMENTS AND RECOMMENDATIONS:

City Clerk Comments/Recommendation: _____

Code Officer/Health Comments/Recommendation: _____

Code Officer/Building Comments/Recommendation: _____

Fire Department Comments/Recommendation: _____

Parks & Recreation Department Comments/Recommendation: _____

Police Department Comments/Recommendation: _____

Public Works Department Comments/Recommendation: _____

Transportation Department Comments/Recommendation: _____

Council Public Hearing Date: _____

Approved/Denied: _____

Date applicant notified: _____