

Town Council - Meeting Commentary

March 4th, 2025 @ 6:30pm Council Chambers - 1 Portland Avenue

www.oobmaine.com/town-council

*Members of the public wishing to view the meeting from home may tune into Local Access TV (Channel 3 or 1301 - check with your provider) or by clicking the Meeting Videos link on oobmaine.com.)

PLEDGE OF ALLEGIANCE:
ROLL CALL:
ACKNOWLEDGEMENTS:
Chief John Gilboy – Swearing in of new Deputy Fire Chief Travis McDonald
GOOD & WELFARE:
PRESENTATION:

ACCEPTANCE OF MINUTES: Accept the minutes from the 2/18/2025 Regular Town Council Meeting; and the 2/20/2025 Town Council Workshop. Chair: Shawn O'Neill		
the 2/20/2025 Town Council Workshop.	ACCEPTANCE OF MINUTES:	
		Town Council Meeting; and
Chair: Shawn O'Neill	•	
		Chair: Shawn O'Neill

PUBLIC HEARING - BUSINESS LICENSE & APPROVALS:
Grand Beach Properties LLC, Noel Roy, (202-1-1), 1-3 Parcher Avenue, two (2) year-round short-term rentals.
Colombian Food, Estefani Arias, (210-11-6), 5 Ocean Park Road, victualers with prep and no alcohol.
Chain Charm O'Naill
Chair: Shawn O'Neill

PUBLIC HEARING - SPECIAL AMUSEMENT PERMITS & APPROVALS: Royal Anchor Resort, RAR Surfside Inc, Steven and Michelle Cowan, (202-1-5), 203 East Grand Avenue, live music, 10:00AM through 9:00PM, outside, Sunday through Saturday. (no changes from last year)
Chair: Shawn O'Neill

Т	TOWN MANAGER REPORT		

	AGENDA IT	ΓEM #8710	
Discussion with Action Enforcement Officer, E Inspector, term to expi	Deputy Plumbing		
			Chair: Shawn O'Neill

Discussion with Action: Approve the quote from AAA Police Supply in the amount of \$10,632.00 for the purchase of ammunition and simunition for the Police Department from account #20131-50501 Police Operating Supplies with a balance of \$42,137.27 Chair: Shawn O'Neill

AAA Police Supply

940 Providence Highway Dedham, MA 02026 P: (781) 326-8845

F: (781) 326-3963

E: aaapolicesupply@gmail.com



Ammunition Order Form

Ore	der Date:			
A	lgency:			
Α	ddress:			
C	Contact:			
Wo	rk Phone:			
Ce	Il Phone:			
Ema	il Address:			
Purcha	ase Order #:			
QTY:	Part Number	Description	Price	Extension
			Total of Order:	
			,	,
	Ammunit	ion Must be Delivered By:	/	1
	Notes:			

Please be sure the <u>Exemption Certificate</u> is completed properly.

Fill out the <u>TOP</u> section only and <u>STOP</u> at Statement of Ultimate Vendor.

Leave the bottom portion blank.

Discussion with Action: Approve the purchase of two CWTCCC Touch and Display Pay Stations from FLOWBIRD in the amount of \$14,888.00 from Parking Control Capitol Improvement Account (Pay and Display Parking Kiosks) Account 52002-50884 with a balance of \$26,623.99.



Product Name

Old Orchard Beach

Quote Date **Quote Expires** 2/10/25 5/11/25

Quote Issued By

Natalie Snow

Mobile: 864-501-8836

natalie.snow@flowbird.group

		Equipment		P HA				ALS:	
Product Name	Quantity	Unit Price	Term	Yea	r1	Year 2		Yea	r 3
CWT Credit Card Pay Station - Color Touch Display Color: Black Solar / Cellular Payment Methods: Credit/Debit Card Configuration: Pay by Plate Warranty: 12-month	2	\$6,250.00	One Time	\$	12,500.00				
		Ec	uipment Total:	\$	12,500.00	\$	6 5 S	\$	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1
	0-	Calma Camilaa		940000	riscupski svitat	unum-rectes	AMBURANTANIA		MITA HOMOTECHNOS
WebUlfice	Uni	Going Service		23.95		PRINCES	CATERIA MADE	SECTION.	SECULAR SE
Includes: All Mode Configuration Maintenance alarms alerts to cell phone Reporting (standard) Credit Card Gateway Communication Fees 24/7 Support	2	\$ 62.00	Monthly	\$	1,488.00	\$	1,488.00	\$	1,488.00
Text Receipts - Optional	TBD	\$0.03	Per Transaction						
Flowbird Mobile Payment Application - Fee paid by end user - Optional	TBD	\$0.35	Per Transaction						
Flowbird Text to Park Application - fee paid by end user - Optional	TBD	\$0.35	Per Transaction						
Flowbird Meter Extension from smart phone - fee paid by end user - Optional	TBD	\$0.35	Per Transaction						
PartSmart Extended Warranty program - Optional	2	\$ 32.00	Monthly			\$	768.00	\$	768.00
Te til til att att att med i med en til att åt til statte att		On Going	Services Total:	\$	1,488.00	\$	2,256.00	\$	2,256.00
	Gor	neral Services		7 79 7	1 (200)	WOOD CO.			
Installation Services to prepared ground and training	2	\$ 250.00		\$	500.00	A CHRONICAL	TOTAL SECTION AS	424000	AL ALARM
Installation of concrete Pad if needed	TBD	\$ 900.00	1	7	300.00	_			
Shipping	2	\$ 200.00	-	Ś	400.00	 		\vdash	
	Den Editoria		Services Total:	_	900.00	S	2,256.00	\$	2,256.00
	103700100		TAX:			\$	ESTERNIS DE LA COMPANION DE LA	\$	and Related by
				381.430	14,888.00		2,256.00	Ś	2,256.00
			Grand Total:		A Company of the Comp		2,256.00	200 ASS	2,256.00
		and the second second second second		The state of the		and the state of the state of	THE RESERVE OF THE PARTY OF	-	Color Park Land

All prices stated are exclusive of taxes and shipping costs unless specifically itemized in this quotation.	. Customer is responsible for all taxes or providing proof of tax-
exempt status. By accepting this order, Customer agrees to be bound by all applicable terms and con	ditions or terms of existing contract(s) between Customer and
Flowbird for the same products and services,	if any:

Accepted by:	Date:	/ /

Discussion with Action: Set the public hearing date of March 18th, 2025 to amend the Code of Ordinances, Chapter 34, Housing, Section 34-91 Occupancy Requirements to amend the ordinance to allow greater density for temporary seasonal housing in a cabin or similar facility, and Chapter 34, Housing, Section 34-26 to add definitions for floor area, habitable space, dwelling, and complete bathroom.

Discussion with Action: Set the public hearing date of March 18th, 2025 to amend the Code of Ordinances, Chapter 54, Traffic and Vehicles, Section 54-37, Penalty, changing the fine amount for expired parking; and Section 54-187, Town Hall parking and Veteran's Square parking.

Discussion with Action: Amend Parking Policy 23-1 by changing the fee for a Non Resident Temporary Permit from \$50 to \$100, and adding a new \$1,000 Non Resident Permit; also, changing the end date to Labor Day for all permits except the \$300 permit which ends on October 31st, to match the ordinance change.

TOWN OF OLD ORCHARD BEACH TOWN COUNCIL POLICY 23-1 PARKING PERMITS

The Town Council has established the following Policy for the issuance of and charges for Municipal Parking Permits.

Parking Permit types:

- 1. \$50 Residential Permit
- 2. \$75 Residential Permit
- 3. \$150 Non-Resident Permit
- 4. \$300 Non-Resident Permit
- 5. \$50 \$100 Temporary Permit
- 6. Staff Parking Permit
- 7. \$1,000 Non-Resident Permit

1) \$50 Residential Permit

Resident Eligibility:

- 1)Individuals who register their car in Old Orchard Beach, who presently live in town;
- 2) Individuals who register their car in Old Orchard Beach who pay real estate taxes;
- 3)Individuals who pay real estate taxes, and who live in their homes for the summer season.

Applicants must provide a driver's license, as well as a vehicle registration for each vehicle.

Parking:

Includes Milliken Street Municipal Parking lot; Memorial Park Municipal Parking Lot; front parking lot and back parking lot of Town Hall, including Veteran's Square. Parking at Town Hall and Veteran's Square is limited to after Town Hall business hours. Business hours are Monday, Wednesday, Thursday and Friday, 8 a.m. to 4 p.m. and Tuesday 8 a.m. to 6 p.m

Limit of two permits purchased per household, with two license plate numbers authorized per permit (total of four vehicles). If the resident did not add a second license plate number allowed per permit, at the time of purchase, they can go online to create a user name/password, and make the addition, or come into the Town Clerk's Office. Once the two license plate numbers are entered, it is non-transferable. Both vehicles on a permit may be parked in the municipal lots at the same time.

2) \$75 Residential Permit

Resident Eligibility:

- 1)Individuals who register their car in Old Orchard Beach, who presently live in town;
- 2) Individuals who register their car in Old Orchard Beach who pay real estate taxes;
- 3)Individuals who pay real estate taxes, and who live in their homes yearround.

Parking:

Includes Milliken Street Parking lot; Memorial Park Parking Lot; on-street parking meters six -hours, the front and back parking lots of Town Hall, including Veteran's Square. Parking at the Town Hall <u>and Veteran's Square</u> is limited to after Town Hall business hours. Business hours are Monday, Wednesday, Thursday and Friday, 8 a.m. to 4 p.m. and Tuesday 8 a.m. to 6 p.m.

Limit of two permits purchased per household, with two license plate numbers authorized per permit (total of four vehicles). If the resident did not add a second license plate number allowed per permit, at the time of purchase, they can go online to create a user name/password, and make the addition, or come into the Town Clerk's Office. These Parking Permits are interchangeable. Both vehicles on a permit may be parked in the municipal lots and parking meters at the same time.

3) \$150 Non-Resident Permit

No residency restrictions.

Parking:

Milliken Street Municipal Parking Lot.

Each permit allows for one license plate number, but is interchangeable. Applicants must provide a vehicle registration to purchase.

4) \$300 Non-Resident Permit

No residency restrictions.

Parking:

Milliken Street Municipal Parking Lot, and includes overnight parking.

Each permit allows for one license plate number, but is interchangeable. Applicants must provide a vehicle registration to purchase.

5) \$50 \$100 Temporary Permit

No residency restrictions.

Parking:

Milliken Street Municipal Parking Lot, and includes overnight parking. Each permit is purchased for seven consecutive days, and allows for one license plate number, but is interchangeable. Applicants must provide a vehicle registration to purchase.

6) \$1,000 Non-Resident Permit

No residency restrictions.

Parking:

Includes Milliken Street Parking lot, allowing overnight parking; Memorial Park Parking Lot; on-street parking meters six -hours, the front and back parking lots of Town Hall, including Veteran's Square. Parking at the Town Hall and Veteran's Square is limited to after Town Hall business hours. Business hours are Monday, Wednesday, Thursday and Friday, 8 a.m. to 4 p.m. and Tuesday 8 a.m. to 6 p.m.

Each permit covers two license plate numbers. If the purchaser did not add a second license plate number allowed per permit, at the time of purchase, they can go online to create a user name/password, and make the addition, or come into the Town Clerk's Office. These Parking Permits are interchangeable. Both vehicles on a permit may be parked in the municipal lots and parking meters at the same time.

7) Staff Permits:

Parking:

Front and back of Town Hall, including Veteran's Square. Permit is valid during work hours only.

Each employee operating a motor vehicle or motorcycle to work shall give the Human Resource Director or Town Manager's Office their vehicle registration for the digital permit system.

Staff Permits are valid only while the individual is employed.

GENERAL INFORMATION:

- Permits shall be digital. All permits for which a fee is charged shall be issued by the
 Town Clerk's Office. Permits are valid from May 1st the Friday before Memorial Day
 through Labor Day of each year, except the \$300 permit, which expires on October 31st.
- Only the \$300 Non-Resident Parking Permit, the \$1,000 Non-Resident, and the \$50 \$100
 Temporary permit authorize overnight parking, and that is the Milliken Street Municipal Parking Lot only.
- All permits are non-refundable.
- All permits are subject to availability in the parking lots.
- The Town reserves the right to restrict parking for events approved by the Town Council, or meetings at Town Hall.
- Permits issued under this policy are personal and not transferable. If the Town Clerk determines that a permit has been sold or otherwise transferred, the Clerk shall immediately void the permit and the permit fee shall be forfeited to the Town.
- Parking Meters and Pay Stations shall be considered the same for the purposes of this
 policy.
- Permit holders are required to follow all traffic regulations.

Adopted 02/07/2023

Amended 12/05/23--changing end date to after Labor Day and changing the \$75 permit to eliminate the two hours on Old Orchard Street and changing the four-hours at all other meters to six hours.

Discussion with Action: Amend the Code of Ordinances, Appendix A-Schedule of License, Permit and Application Fees by amending the fee for a Non Resident Temporary Permit and adding the new \$1,000 Non Resident Parking Permit. Chair: Shawn O'Neill

Discussion with Action: Amend the Code of Ordinances, Appendix A-Schedule of License, Permit and Application Fees by amending the fee for parking at all pay stations, meters, and pay by parking app from \$3 an hour to \$4 an hour. Chair: Shawn O'Neill Amend Appendix A-Schedule of License, Permit and Application Fees by deleting the strikethrough language and adding the underscored language.

Resident and non-resident Parking Permits: Payment of parking permits does not guarantee a parking space is available.	\$50.00 per residential parking permit for Milliken Street/Memorial Park municipal parking lots, and Town Hall after hours and on weekends. (Amended 3/1/22)
	\$75.00 per residential parking permit for Milliken Street/Memorial Park municipal parking lots, Town Hall parking lots after hours and on weekends and all parking meters and pay stations and pay by app (per permit) (Amended by adding 3/7/17; Amended 3/1/22)
	Residential parking permits are limited two per household
	\$150.00 per nonresidential parking permit for Milliken Street municipal parking lot. Does not include overnight parking. (Amended 2/7/12; Amended 3/1/22)
	\$300.00 per nonresidential permit, for overnight parking in the Milliken Street municipal lot only, (Amended by adding 10/21/14; Amended 3/1/22)
	\$50.00 \strack{\$100}{100}\$ nonresidential parking permit, seven consecutive days, parking in Milliken Street parking lot only, allows overnight parking. (Amended by adding 3/1/22)
	\$1,000 nonresidential parking permit includes Milliken Street Parking lot, allowing overnight parking; Memorial Park Parking Lot; on-street parking meters six -hours, the front and back parking lots of Town Hall, including Veteran's Square. Parking at the Town Hall and Veteran's Square is limited to after Town Hall business hours. Business hours are Monday, Wednesday, Thursday and Friday, 8 a.m. to 4 p.m. and Tuesday 8 a.m. to 6 p.m.
Parking at all pay stations, meters and pay by parking app	\$3.00 \$4.00 per hour (Amended by adding 3/13/22)

Discussion with Action: Amend the Code of Ordinances, Chapter 58, Utilities, Section 58-58, Reimbursement of costs to residents, by changing the total septic reimbursement from \$250 to \$325. Chair: Shawn O'Neill

NOTICE OF PUBLIC HEARING MUNICIPAL OFFICERS OF THE TOWN OF OLD ORCHARD BEACH

The Municipal Officers of the Town of Old Orchard Beach, Maine hereby give Public Notice that there will be a Public Hearing held at the Town Hall, Council Chambers, on February 4th, 2025 at 6:30 p.m. to consider the following:

Shall the Town Council of the Town of Old Orchard Beach amend section 54-58, Reimbursement of costs to resident by adopting the underscored language and deleting the strikethrough language:

Sec. 58-58. Reimbursement of costs to resident.

Any town resident who pays a septic waste hauler a charge, which includes the cost of disposal at the treatment plant, may apply to the town treasurer for reimbursement of the amount of that charge, including charges for pumping and transportation, up to a total reimbursement of \$250.00 \$325.00. Upon receipt of proof of payment of such charge, the treasurer shall issue to the resident a certificate for the amount of the reimbursement. For one year after the issuance of the certificate, the resident may apply the certificate toward real or personal property taxes or any other amount of money due from that resident to the town. A reimbursement allowed under this section shall be nontransferable, and no resident may receive more than one such reimbursement in any 18-month period, notwithstanding that such resident may own more than one property served by a septic system.

Per Order of the Municipal Officers this 21st day of January, 2025.

A True Copy Attest:

s/Kim McLaughlin
Kim M. McLaughlin, Town Clerk

Discussion with Action: Per Section 50-111 of the Code of Ordinances, the Town Council, for E-911 services, are naming the following private ways: Sugar Bush Lane and Black Birch Way. Chair: Shawn O'Neill



Town Of Old Orchard Beach 1 Portland Ave, Old Orchard Beach, ME 04064 www.oobmaine.com

> Diane J. Paul Deputy Assessor 207.937.5612 dpaul@oobmaine.com

MEMO

TO:

Town Council

From:

Diane J. Paul, CMA

Deputy Assessor / E911 Addressing Officer

DATE:

2/26/2025

RE:

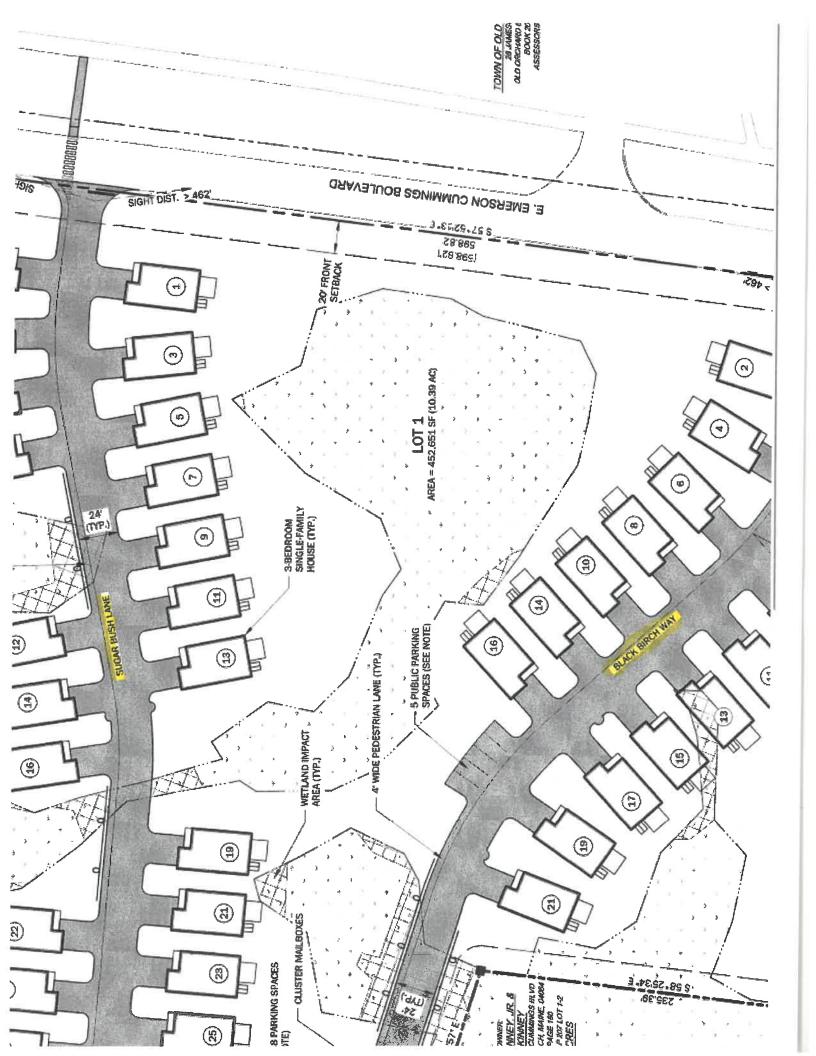
New Street Names - Sugar Bush Lane and Black Birch Way

The Forest is a new subdivision plan approved by the Planning Board in October 2024. There are two streets to be addressed from E Emerson Cummings Boulevard in the development.

The proposed street names submitted by the Deputy assessor are Sugar Bush Lane and Black Birch Way. Please see the following site plan with the street names highlighted IN yellow.

I, along with the police chief and fire chief, have reviewed the names and found them to be acceptable.

Therefore, it is recommended that the Town Council approve the street names, Sugar Bush Lane and Black Birch Way.



Discussion with Action: Award the Pickle Ball Court Resurfacing bid to Pine State Asphalt Inc. in the total amount of \$63,300 with \$36,410.89 coming from account #51002-50902 CIP Recreation Loranger Pickleball with a balance of \$36,410.89 and the balance of \$26,889.11 from account #30200-50317 Recreation Non-Program Expense fund with a balance of \$140,392.40.



Town Of Old Orchard Beach Recreation 1 Portland Ave, Old Orchard Beach, ME 04064 207.934.0860 Jwebber@oobmaine.com www.oobmaine.com

To: Town Manager and Town Council **From:** Jason Webber, Recreation Director

Date: 2/26/2025

Subject: Pickleball Court Bids Review and Recommendation

I am submitting this memo to present the three bids received for the Pickleball Court resurfacing project and to recommend the most suitable contractor for the job.

Bid Summaries:

1. CRAFCO (Nassau, New York) - \$22,900

- o Bid submitted sight unseen.
- o Includes one day of low spot/birdbath repair.
- o Crack repair at an additional cost of \$30 per linear foot.
- o One coat of resurfacer and two coats over only the new pavement.
- o No application to bind new and old pavement.
- o Two coats of acrylic color coating system.
- o No specified time frame for completion.

2. Beaverbrook - \$44,400

- o Bid submitted sight unseen.
- o Unable to meet completion requirements due to temperature and scheduling conflicts.
- o Crack repair at an additional cost of \$30 per linear foot.
- Depressions and low spots addressed at an additional cost on a time and materials basis.
- o No details on the number of coats or application to bind new and old pavement.

3. Pine State Asphalt Inc. (Windham, Maine) – \$63,300 (Recommended)

- Bid submitted after site inspection.
- Project scheduled for completion by May 23, 2025, as soon as temperatures permit.
- o Includes crack repairs and low spot corrections in the base price.
- o Includes binder patch to connect old and new pavement.
- o Two coats of resurfacer over new pavement.
- o One coat with sand over the entire court.
- o Two coats of acrylic athletic court surface color.
- o Two coats of a selected color for the "kitchen" area.

Recommendation:

Based on the bids received, I recommend selecting **Pine State Asphalt Inc.** for this project. While their bid is the highest at \$63,300, they are the only contractor who has:

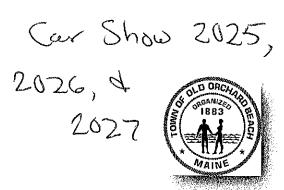
- **Performed a site inspection** and is fully aware of the project scope.
- Included all necessary repairs and applications in their price, ensuring no unexpected costs.
- Committed to a completion date (May 23, 2025) with favorable temperature conditions.
- Addressed the critical binder patching between the old and new pavement for durability.

The other two bids present risks, including additional costs for crack repairs, low spots, and uncertain project timelines, which included our budget. Pine State Asphalt Inc. provides the most comprehensive and reliable solution for a long-lasting and high-quality resurfacing of the Pickleball Courts.

I request approval to proceed with contracting Pine State Asphalt Inc. for this project.

Discussion with Action: Approve the Special Event Permit application for the Chamber of Commerce to hold their annual Car Show on Friday & Saturday, September 12th and 13th, 2025; Friday & Saturday, September 11th and 12th, 2026; and Friday & Saturday, September 10th and 11th, 2027. Set-up Friday at 9 a.m. Event Friday from noon to 8 p.m., closing Old Orchard Street, and using barricades to create two lanes of traffic travelling from Heath to Old Orchard Street. On Saturday, request to use Memorial Park from 6 a.m. to 5 p.m. and a request to use the Milliken Street parking lot for registration of vehicles. Take down by 7 p.m. Request to close First Street (Staples Street to Heath Street). Request for a banner to be hung in the Gazebo in Memorial Park and in the Square two weeks prior to event. Tents/canopies with BBQ grills, fryers, or other cooking appliances should have a portable fire extinguisher available during operation. Insurance, listing the Town of Old Orchard Beach as additionally insured, to be provided to the Town Clerk's Office at least two weeks prior to each event.





Town of Old Orchard Beach Special Event Permit application

Application for Special Event Permit

Please read the following:

- All applications must be thoroughly completed. Failure to fully complete an application may result in a delay in the processing.
- This application is to be completed by the individual or authorized representative of the organization regulating the event and requesting the permit. Submission of an application does not guarantee the event will be approved. Do not publicize or promote your event until your notification of acceptance has been issued.
- All applications must be received by the Town Clerk's Office not less than thirty (30) calendar days prior to the date on which the person proposes to conduct such special event. If not received by that date, the application may be subject to non-approval for that reason.
- Special Event Permit applications require a \$50 (per day, including dates of set up/take down) non-refundable fee to be paid at the time application is received.
- A Special Event Permit Application will be deemed "received" on the date the Town Clerk's Office receives:
 - A completed application
 - Appropriate Insurance, listing the Town of Old Orchard Beach as additionally insured (if event is within 30 days)
 - o Application fee
- Once you have completed the application, please return to the Town Clerk's Office:

Town Clerk's Office 1 Portland Avenue Old Orchard Beach, ME 04064

If you have any questions, please contact the Town Clerk's Office at 207-934-4042 or e-mail the Town Clerk, Kim McLaughlin, at kmclaughlin@oobmaine.com

APPLICATION INFORMATION

PLI	EASE SUBMIT A <u>COMPLETE</u> APPLICATION A MINIMUM OF <u>30 CALENDAR DAYS</u> PRIOR TO THE EVENT.
1.	Name of applicant Old Orchard Beach Chamber of Commerc.
	Address of applicant 11 First St, Old Orchard Reach ME 04064 City State Zip
	Phone number of applicant (201) 934-2500 Fax (207) 934-4994
	Cell phone (347) 743-3605 E-mail Kimh @ oldorchardbeachmoine Col
	On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable)
	Website address (if an Organization, Firm or Corporation) www. old or chard beochmaine.
	Type of Event: Festival/Fair September 12-13, 202 Race/Walk/Bike Ride September 11-12, 2026 Concert Parade/March September 10-11, 202 Other-Please specify Car Show
2.	Event Description (name all vendors who will provide entertainment and the type of entertainment provided)
•	Fri Car Showcase on Old Orchard St. / DJ Music Dat: Cars Displayed / Food Tents/DJ Music / Vendo
	Will you be using tents?
	If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.
	Canopy For Good tent & tent For merchandise
	Canopy For food tent of tent for merchandise table secured by ground stakes of rope Page 2 of 12

	Will you be using staging?YESNO
	If yes, the following items will be used at the event (Please mark all that apply): ☐ Amplified Music ☐ Bleacher(s) ☐ Dance Floor(s) ☐ Live Entertainment ☐ Loud Speaker(s) ☐ Microphone(s) ☐ Stadium(s) ☐ Stage(s)
	Nother: Gazabe in Veteran Memorial Park For Awards
	Presentation of = 2:00 pm on Sct.
	Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.
3.	Chairperson and/or responsible party for the event, if other than above: (Include information how this person may be contacted <u>at any time</u> during the event). Name Kim Howard Work Phone 2019 34 - 2500
	Address 11 First St OBB ME 04064 City State Zip
	Cell phone (34) 743-3605 Fax (217) 934-4994
	,
	E-mail Kinh@oldorchard beachmaine.con
4.	SET-UP Date for Event \$ 9/12/25 Day of Week Fri from 9:00m to 8:00 pm
	Date of Event 9/12/25 Day of Week Fri from 1: 10 pm to 6:30 pm
	Date of Event 9 13 25 Day of Week 5 to from 6:00 am to 5:00 pm
	Date of Event Day of Week from to
	Date of Event to to to
	TAKE-DOWN date 9/13/25 Day of Week St from 3:00 pm 5:00 pm RAIN DATE(s) Sun 9/14/25 Times 6:00 cm to 5:00 pm (if rain date listed, insurance must list rain date)
	RAIN DATE(s) Sun 9/14/25 Times 6:00 cm to 5:00 pm (if rain date listed, insurance must list rain date)
5.	Location of the Event Fri Old Orchard St, First St Sat: Monorial Park, (if applicable, a map or diagram showing the area to be used, or parade route) Milliktin Lot The estimated number of participants in the event The estimated number of participants in the event
6.	The estimated number of participants in the event
	0-150;150-500;1,000+

7.	If a parade or public gathering, will it occupy any or all of the roadway involved or to be traversed? (if yes, explain). Use extra sheet of paper to describe exact route of parade, including any water stops.
	Fri will occupy Old Orchard St & part of First St; Sat will be reviewed D/ Police & Fire Depts.
3.	Will the sale of food and/or beverages occur at the event? If yes, describe the commodities to be sold. □ Alcoholic Beverages (only at Ballpark, using Ballpark Licensee) □ Pot Luck Items
	☐ Professional Catering ☐ Non-Profit Food Vendors ☐ Retail Food Vendors ☐ Professional Catering ☐ Pro
	Breakfast Sandwiches burgers, hol dog, Clan
	Strips & drinks.
9.	Will there be merchandise sold at the event?YESNO
	Description of merchandise T-Shirts/Sweatshirts, Car Show
	Souveries
10	. Is the event a Charitable event?YESNO
	Is this event co-sponsored by the Town of Old Orchard Beach?YESNO
	If this event a Regional School Unit #23 event?YesNO (The request for a waiver can only be requested if the event is a RSU #23 event or sponsored or cosponsored by the Town of Old Orchard Beach).
11	. If the event is charitable, name the beneficiary of the proceeds from the event:
	A portion of proceeds go to ODB Volunteer/Cal
12	. List any Event Sponsors:
	To Be Determined
	Will admission be charged for the event?YESNO Will participants be charged for parking?YESNO

13. Has this event bee	n held previously in Old Orchard Beach?
	please list dates): past 30 years
NO	,
peace? Describe yo if necessary). Secui they have final say least one Old Orchathe sole responsibil	ant doing to ensure the event will not endanger the public safety or disturb the ur plans for security at your event, including crowd control (attach additional sheets rity plan will need final approval by the Old Orchard Beach Police Department and in appropriate number and type of security personnel required. Must include at ard Beach Police Officer, if security is required. Costs associated with security are ity of the event organizer.
Please describe you vehicles, equipmen	r security plan (including your plans for controlling ingress/egress of all persons, t, and Emergency Medical Services):
Fance of k manned by Additional Uniformation	parricades around park entrances 4 on From the Volumeteer Staff expresence provided by:Off-Duty Police Officers; Private Security;
Times:	How many?
If you have already number:	made contact with someone about security, provide the contact name and
Name:	Phone Number:
details for personal	s that will be left overnight. If equipment will be left on-site overnight, provide property safety and security of site: (Note that the event organizer is solely as left on the property. The Town assumes no responsibility for items of personal tion at any time)

	Will audible devices be used at this event? VES NO If yes, what type of devices will be used? What time will they be used? (Decibel level limits are in Chapter 26 of the Code of Ordinances).
	Sound System on Old Orchard St. (Fri); Sound
•	Sound System on Old Orchard St. (Fri); Sound System & Mic in gazebo on Sat: Where will the event attendees/participants park? Local lots, Street parking
	Will a shuttle service be provided from parking areas to the event site?YESNO
	If yes, please describe shuttle plan, and name of company provided service:
	Will you require special parking (RV's, trailers, trucks)?YESNO
	If yes, give details:
15	Describe your plans for waste disposal at your event. What arrangements have you made for removal and disposal of trash generated by your event? Please supply details of numbers and type of containers and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town trash receptacles is NOT an accepted means of disposal, and is prohibited.
	A Fow extra trash can in Memorial Park
	Is the use of barricades necessary/requested for this event? Vestion of Did Orchard St. If yes, number needed and location Sat. First A Heath St. intersection of First A Steplets.
	If yes, number needed and location Sot. First & Heath St intersection of
	Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?
	YESNO If yes, please describe:
	Old Orchard of beginning at 9:00 am on tri
	Old Orchard St beginning at 9:00 am on Fri. First beginning at 9 am on Fri through Sat.

Is any other public works assistance needed? Veterand Membrial Park walk
through approx. 2 weeks prior to event.
If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking?
Will there be any use of fire (i.e. tiki torches, grills, barbecues, bonfires, etc?) For Bonfires, the pit/bonfire must be pre-approved for use by the Fire Department; the wood to be burned has no paint or nails; the portable pit or bonfire can be removed or filled in after the event <u>leaving no residue or noticeable impact</u> ; a small water extinguisher and shovel are present; at least one adult be assigned to "keep fire watch" at all times. Note a burn permit must also be obtained from the Fire Department for the date specified on the date of the event. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. Permission may be refused or revoked if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone. A \$100 cash deposit is required for all fires to be returned to the applicant if the area is cleaned to the satisfaction of the public works department and/or fire department. YES NO
If yes, explain: Grils in Food tent.
Describe your plans for all signage and/or decorations for the event. Please include type of signage to be used, and description of verbiage being posted on signage.
Directional signs, sponsor burners, car class signs, vandor signage yard signs For event 30 days pro
Will this event be posting a banner on public property? VES NO The West of Services NO If yes, please list requested dates, dimensions of banner, wording on banner, and location (no more than two weeks prior to the event):
Alcohol is not allowed on public property, except as outlined in the liquor license for the Ballpark. If this is a Ballpark event, will there be alcohol available for consumption? Note, if alcohol is being served, the Town requires additional Liquor Liability Insurance (minimum \$2,000,000, listing Town of Old

	Will the alcohol be: No Sold; No Given away;Both
	Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:
19.	If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark?Yes, it's attachedNo
20.	Will the event involve professional fireworks?YESNO Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company?(If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).
	What time/date will the fireworks display occur?
21.	Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.)YES VO
	If so, please indicate the location of the animals on the Site Plan/Map.
22.	Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1 st through August 31 st of each year. Will this event occur or the beach?YESNO
	If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prior to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.
	Piping Plover Essential Habitat: The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a state agency or municipal government shall not permit, license, fund, or carry out projects that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. However, projects must be reviewed by MDIFW before

Town approval.

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final project proposal per review standards established for Essential Habitats and determine if the project would significantly alter the habitat or violate protection guidelines.

The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.

Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of at least \$500,000. The Town of Old Orchard Beach <u>MUST</u> be listed as an Additional Named Insured.
Yes, it has been provided with the application; No, it will be provided at least 30 days prior to the event.
Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)?YESNO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

	SPECIAL EVENT PERMIT AGREEMENT
	SPECIAL EVENT PERIVIT AGREEMENT Chamber of Chamber of Chamber of Marchard Beach Commerce (Print Organization/Group Name)
Agr	ee to abide by the following Special Event requirements:
1.	All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2.	Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach MUST be listed as an Additional Name Insured with the proper endorsement included. (initial)
3.	To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
4.	Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5.	Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6.	To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
7.	This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
8.	For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the Town of Old Orchard Beach, in support of said event.

invitees or other sponsor in connection with said event.

9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents,

- 10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
- 11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
- 12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
- 13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
- 14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
- 15. Consumer Fireworks are illegal in Old Orchard Beach.

l have read and understand the Special Events Permit Agreem	ent terms and conditions and I agree to be bound by said
terms and conditions. I certify that the information I provided	
	Date: 02/11/2025
(authorized representative)	
٨	

Print name: Kim Howard

Print Organization Name (if applicable): Old Orchard Beach Chamber of Competee SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator) In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location Event Coordinator's Booth Tents/Stages/Grandstands Porta Potties/Rest Rooms Vendor Locations Garbage Cans Water Sources Street Closures/Parking Information Water/Electricity Sources Loudspeakers

W Will	provide in	August.

AGENDA ITEM #8722

Discussion with Action: Approve the Special Event Permit application for the Town of Old Orchard Beach to hold the annual Memorial Day Parade to honor our country's veterans. The parade will be on Monday, May 26th, 2025, from 1:00p.m. to approximately 3:00 p.m. with an anticipated parade start at the Ball Park, traveling down Saco Ave, to Old Orchard Street, followed by First Street with an end at Memorial Park. Chair: Shawn O'Neill

APPLICATION INFORMATION

PLEASE SUBMIT A **COMPLETE** APPLICATION A MINIMUM OF **30 CALENDAR DAYS** PRIOR TO THE EVENT.

1.	Name of applicant Town of Old Orchard Beach
	Address of applicant 1 Portland Avenue, Old Orchard Beach, ME 04064 City State Zip
	Phone number of applicant (_207)934-4042 Fax (_207)934-7967
	Cell phone () E-mail kmclaughlin@oobmaine.com
	On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable)
	Town of Old Orchard Beach
	Website address (if an Organization, Firm or Corporation)
	Type of Event: Festival/Fair Race/Walk/Bike Ride Concert XXParade/March Other – Please specify
2.	Event Description (name all vendors who will provide entertainment and the type of entertainment provided)
	Memorial Day Parade and Ceremony to honor our Veterans
	Will you be using tents?YESXNO
	If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.

	Will you be using staging? _	XYES _	NO		
	If yes, the following items wil ☐ Amplified Music ☐ Blea ☐ Loud Speaker(s) ☐ Micr	icher(s)	Dance Floor(s)	□Live Ente	ertainment
	☐ Other: Podium in Mei	morial Park, and	the Gazebo.		
	Note: If any of the above iter Plan/Map. Use of the above	ms will be used, _l items may requi	olease indicate the re the Event Organ	eir location on nizer to meet .	your attached Site ADA regulations.
3.	Chairperson and/or responsi (Include information how this	ble party for the person may be	event, if other that contacted <u>at any t</u>	an above: <u>ime</u> during th	e event).
	NameKim McLaughlin, Tov	vn Clerk	Work Phone	()SAN	1E
	Address				
			City	State	Zip
	Cell phone ()		Fax ()		
	E-mail				
4.	SET-UP Date for Event05				
	Date of Event <u>05/26/2025</u>	Day of Week	MON	from _1 p.	m to3 p.m
	Date of Event	Day of Week		from	to
	Date of Event	Day of Week		from	to
	Date of Event	Day of Week		from	to
	TAKE-DOWN date	Day of Week		from	to
	RAIN DATE(s)		Times	- Andrews	
	(if rain date listed, insurance n	nust list rain date	<mark>e)</mark>		
5.	Location of the Event Ballpar				
	(if applicable, a map or	alagram showin	g the area to be u	sed, or parado	e route)
6.	The estimated number of part	cicipants in the e	vent		
	0-150;150-500;	500-100	00; <u>X</u> 1,000+		
		Page	3 of 12		

7.	If a parade or public gathering, will it occupy any or all of the roadway involved or to be traversed? (if yes, explain). Use extra sheet of paper to describe exact route of parade, including any water stops.			
	Yes, the route is outlined. There aren't any water stops.			
8.	Will the sale of food and/or beverages occur at the event? NO If yes, describe the commodities to be sold. □ Alcoholic Beverages (only at Ballpark, using Ballpark Licensee) □ Pot Luck Items □ Professional Catering □ Non-Profit Food Vendors □ Retail Food Vendors			
9.	Will there be merchandise sold at the event?YESXNO Description of merchandise			
10.	Is the event a Charitable event? X YESNO			
	Is this event co-sponsored by the Town of Old Orchard Beach?XYESNO If this event a Regional School Unit #23 event?YesXNO (The request for a waiver can only be requested if the event is a RSU #23 event or sponsored or co-sponsored by the Town of Old Orchard Beach).			
11.	If the event is charitable, name the beneficiary of the proceeds from the event:			
	Town of Old Orchard Beach			
12.	List any Event Sponsors:			
	American Legion			
	Will admission be charged for the event?YESXNO Will participants be charged for parking? X (if spectators use the municipal lots or on-street parking meters) YESNO			

n held previously in Old Orchard Beach?
please list dates):prior to the 1970's to present
ant doing to ensure the event will not endanger the public safety or disturb the ur plans for security at your event, including crowd control (attach additional sheet rity plan will need final approval by the Old Orchard Beach Police Department and in appropriate number and type of security personnel required. Must include at and Beach Police Officer, if security is required. Costs associated with security are ity of the event organizer.
r security plan (including your plans for controlling ingress/egress of all persons, t, and Emergency Medical Services): <u>Fire/Police needed for blocking streets, police</u> Police Honor Guard, and Public Works for barricades and trash barrels.
ed presence provided by:Off-Duty Police Officers; Private Security;
How many?
made contact with someone about security, provide the contact name and
Phone Number:
that will be left overnight. If equipment will be left on-site overnight, provide property safety and security of site: (Note that the event organizer is solely solely on the property. The Town assumes no responsibility for items of personal

	Sirens, loud speakers, bands
	Where will the event attendees/participants park? <u>Ballpark, Loranger School lots, municipal lots a on-street parking.</u>
	Will a shuttle service be provided from parking areas to the event site?YESXNO
	If yes, please describe shuttle plan, and name of company provided service:
	Will you require special parking (RV's, trailers, trucks)?XYESNO If yes, give details:Parking for trailer trucks and buses in the Ballpark.
	Describe your plans for waste disposal at your event. What arrangements have you made for remove and disposal of trash generated by your event? Please supply details of numbers and type of container and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town trash receptacles is NOT an accepted means of disposal, and is prohibited.
	Town of Old Orchard Beach responsible for removal of any trash, although trash should be at a minimum. Request for Public Works to place trash barrels in the Ballpark parking lot.
١	Is the use of barricades necessary/requested for this event? YES
	If yes, number needed and location To be worked out with Police/Public Works. Will be the same as last years.
١	Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?

	Is any other public works assistance needed? Yes, for barricades and trash barrels.
	If using First Street or Memorial Park Parking Lot, has the applicant reserved two spaces for Amtrak Parking?
16.	Will there be any use of fire (i.e. tiki torches, grills, barbecues, bonfires, etc?) For Bonfires, the pit/bonfire must be pre-approved for use by the Fire Department; the wood to be burned has no paint or nails; the portable pit or bonfire can be removed or filled in after the event <u>leaving no residue or noticeable impact</u> ; a small water extinguisher and shovel are present; at least one adult be assigned to "keep fire watch" at all times. Note a burn permit must also be obtained from the Fire Department for the date specified on the date of the event. The Fire Department will issue a permit based on class day as listed by the Maine Forest Service. Permission may be refused or revoked if the Maine State Forestry Commission (governing body) declares a "Red Flag" day on which NO open fires may be allowed in our zone:YESXNO
	If yes, explain:
17.	Describe your plans for all signage and/or decorations for the event. Please include type of signage to be used, and description of verbiage being posted on signage. Signage not needed, other than advertising on electronic signs.
	Will this event be posting a banner on public property?YES _X _NO If yes, please list requested dates, dimensions of banner, wording on banner, and location (no more than two weeks prior to the event):
	Alcohol is not allowed on public property, except as outlined in the liquor license for the Ballpark. If this is a Ballpark event, will there be alcohol available for consumption? Note, if alcohol is being served, the Town requires additional Liquor Liability Insurance (minimum \$2,000,000, listing Town of Old Orchard Beach as additionally insured):YES _XNO
	Will the alcohol be:Sold;Given away;Both

	Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:
19	. If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark?Yes, it's attachedXNo
20	Will the event involve professional fireworks?YESXNO Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company? (If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).
	What time/date will the fireworks display occur?
21.	Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.) X YES NO
	If so, please indicate the location of the animals on the Site Plan/Map.
	Animals may be marching in the parade.
22.	Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1^{st} through August 31^{st} of each year. Will this event occur on the beach?YESXNO
	If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prior to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.
	Piping Plover Essential Habitat: The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a state agency or municipal government shall not permit, license, fund, or carry out projects that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. However, projects must be reviewed by MDIFW before Town approval.

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final project proposal per review standards established for Essential Habitats and determine if the project would significantly alter the habitat or violate protection guidelines.

The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.

23.	Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of a least \$500,000. The Town of Old Orchard Beach <u>MUST</u> be listed as an Additional Named Insured.
	Yes, it has been provided with the application; No, it will be provided at least 30 days prior to the event.
	Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)?XYESNO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval? _1/25/2024 requested use of parking lot.

SPECIAL EVENT PERMIT AGREEMENT

١,	Kim McLaughlin, Town Clerk on behalf of the Town of Old Orchard Beach
(P	rint Applicant Contact Name) (Print Organization/Group Name)
Ag	ree to abide by the following Special Event requirements:
1.	All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
2.	Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach MUST be listed as an Additional Name Insured with the proper endorsement included. KMM (initial)
3.	To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
4.	Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
5.	Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will be disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
6.	To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
7.	This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
8.	For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of services provided by the Town of Old Orchard Beach, in support of said event.

invitees or other sponsor in connection with said event.

9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend and hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agents,

- 10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
- 11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
- 12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
- 13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
- 14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
- 15. Consumer Fireworks are illegal in Old Orchard Beach.

I have read and understand the Special Events Permit Agreement terms and conditions and I agree to be bound by said terms and conditions. I certify that the information I provided is accurate to the best of my knowledge.

Signature: Kym Maylun (authorized representative)	Date: 1-24-25
Print name: Kim McLaughlin	
Print Organization Name (if applicable):	Old Orchard Beach

SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)
In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location Event Coordinator's Booth Tents/Stages/Grandstands Porta Potties/Rest Rooms

Vendor Locations Garbage Cans Water Sources Street Closures/Parking Information Water/Electricity Sources Loudspeakers

	SEE ATTACHED PARADE ROUTE.	
1		
1		
1		
1		
1		
1		
1		
1		
1		
1		
1		
1		
1		
1		
1		
1		
1		
ı		
ı		
١		
ı		
ı		
ı		i
ı		
ı		ı
l		١
ı		١
		I
		I
		I
		Į
		I
ı		ı
		ı
		ŀ
		١
		ı
		ı
		ı
		ı
		ı
		ı
		ı
		Į
		ı



AGENDA ITEM #8723

Discussion with Action: Approve the Special Event Permit application for 5k Sports Race Management to hold a road race on Saturday, March 22nd, 2025, from 8 a.m. to Noon. Two Old Orchard Beach police officers are required and

must be booked at least two weeks prior to the event; any cancellation of the event must be at least one week prior to the event. Insurance, listing the Town of Old Orchard Beach as additionally insured, must be provided to the Town Clerk's Office at least two weeks in advance of the event. Chair: Shawn O'Neill

APPLICATION INFORMATION

PLEASE SUBMIT A **COMPLETE** APPLICATION A MINIMUM OF **30 CALENDAR DAYS** PRIOR TO THE EVENT. 1. Name of applicant JK SPOYTS Raje Management Address of applicant P.O. Box 1625 Portland me 04105
City State Zip Phone number of applicant () 831-6029 Fax ()Cell phone () On whose behalf is this event being conducted? (Organization, Firm, Corporation, if applicable) Website address (if an Organization, Firm or Corporation) on the run tolf marathon. Type of Event: ☐ Festival/Fair Race/Walk/Bike Ride ☐ Concert ☐ Parade/March ☐ Other – Please specify 2. Event Description (name all vendors who will provide entertainment and the type of entertainment provided) alf Marathon Will you be using tents? _____YES __X__NO

If yes, list size of tent and supplier, as well as what portion of the event will be taking place under the

tent (i.e. cooking, sales, picnic tables, chairs, etc), and how the tent will be secured.

	Will you be using staging?YESNO
	If yes, the following items will be used at the event (Please mark all that apply): ☐ Amplified Music ☐ Bleacher(s) ☐ Dance Floor(s) ☐ Live Entertainment ☐ Loud Speaker(s) ☐ Microphone(s) ☐ Stadium(s) ☐ Stage(s)
	□ Other:
	Note: If any of the above items will be used, please indicate their location on your attached Site Plan/Map. Use of the above items may require the Event Organizer to meet ADA regulations.
3	Chairperson and/or responsible party for the event, if other than above: (Include information how this person may be contacted at any time during the event).
	Name JiM McCorkle Work Phone 201 831-6029
	Name JiM McCorkle Work Phone 201 831-6029 Address Po Box 1625 Portland me 04104
	City State Zip Cell phone (20) (231-6029) Fax ()
	E-mail Five KSArt @ AUL.COM
Re 4.	
Ref de	Date of Event 3-22. Day of Week 504. from 8am to Norm
"Man &	Date of Event bay of Week from to
	Date of Event bay of Week from to
	Date of Event bay of Week from to
	TAKE-DOWN date Day of Week fromto
	RAIN DATE(s) Times (if rain date listed, insurance must list rain date)
5.	Location of the Event
6.	The estimated number of participants in the event
	0-150· 150-500· 1000+

7.	If a parade or public gathering, will it occupy any or all of the roadway involved or to be traversed? (if yes, explain). Use extra sheet of paper to describe exact route of parade, including any water stops.
8.	Will the sale of food and/or beverages occur at the event?
9.	Will there be merchandise sold at the event?YESYEO
	Description of merchandise
	Is the event a Charitable event?NO
	Is this event co-sponsored by the Town of Old Orchard Beach?YESYNO
	If this event a Regional School Unit #23 event?YesNO (The request for a waiver can only be requested if the event is a RSU #23 event or sponsored or cosponsored by the Town of Old Orchard Beach).
11.	If the event is charitable, name the beneficiary of the proceeds from the event:
	Old Orchard Beach Track+ Field
12.	List any Event Sponsors: SKSPOCK Race MEMT
	Will admission be charged for the event?YESNO Will participants be charged for parking?YESNO

.3. Has this event been held pre YES (if yes, please list NO	viously in Old Orshard	20002	Can	ce / Can	ce/
.s. rias triis event been neid pre	viously in Old Orchard I	seacn?	260	21	
X YES (if yes, please list	dates): 2011 201	8, 2019,	2020	2021	2022
NO	2023,	2024		,	
4. What is the applicant doing t peace? Describe your plans for if necessary). Security plan w they have final say in appropring least one Old Orchard Beach I the sole responsibility of the end.	o ensure the event will or security at your even ill need final approval b iate number and type o Police Officer, if security	not endange t, including cr y the Old Orc of security pe	r the public owd contro hard Beach rsonnel regi	safety or di I (attach ad Police Depa Jired, Must	sturb the ditional she artment an include at
Please describe your security vehicles, equipment, and Eme	plan (including your pla ergency Medical Service	ns for contro s) :	lling ingress	e/egress of a	III persons,
Additional Uniformed presenceVolunteers	e provided by: X_Off-	Duty Police C	Officers;	Private Sec	urity;
Times: <u>0800- \200</u>	How many?	3			,
If you have already made cont number:	act with someone abou	ıt security, pr	ovide the co	ontact name	e and
Name:	P	none Numbe	r:		
Please list any items that will be details for personal property s responsible for items left on the property at the location at any	afety and security of sit ne property. The Town	e: (Note that	the event of	organizer is s	olely
	none				
	110110				

and supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Tov trash receptacles is NOT an accepted means of disposal, and is prohibited. No ne Is the use of barricades necessary/requested for this event?	Will audible devices be used at this event?YESXNO If yes, what type of devices will be used? What time will they be used? (Decibel level limits are in Chapter 26 of the Code of Ordinances).
Will a shuttle service be provided from parking areas to the event site?YES	
Will you require special parking (RV's, trailers, trucks)?YESNO If yes, give details:YEs and disposal at your event. What arrangements have you made for reand disposal of trash generated by your event? Please supply details of numbers and type of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Toy trash receptacles is NOT an accepted means of disposal, and is prohibited. No Ne	Where will the event attendees/participants park?
Will you require special parking (RV's, trailers, trucks)?YESNO If yes, give details:YESYESYESNO Solution Describe your plans for waste disposal at your event. What arrangements have you made for real and disposal of trash generated by your event? Please supply details of numbers and type of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Tow trash receptacles is NOT an accepted means of disposal, and is prohibited. No Ne	Will a shuttle service be provided from parking areas to the event site?YESYNO
If yes, give details: Describe your plans for waste disposal at your event. What arrangements have you made for reand disposal of trash generated by your event? Please supply details of numbers and type of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Tow trash receptacles is NOT an accepted means of disposal, and is prohibited. No Ne	If yes, please describe shuttle plan, and name of company provided service:
S. Describe your plans for waste disposal at your event. What arrangements have you made for read and disposal of trash generated by your event? Please supply details of numbers and type of contained supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Tow trash receptacles is NOT an accepted means of disposal, and is prohibited. None None	
Is the use of barricades necessary/requested for this event?	and disposal of trash generated by your event? Please supply details of numbers and type of contained supplier of containers that will be used. (Attach additional sheets if necessary) Costs associated with waste disposal are the sole responsibility of the event organizer. Disposal in Town
If yes, number needed and location Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?	none
Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?	Is the use of barricades necessary/requested for this event?
	If yes, number needed and location
YESNO If yes, please describe:	Will it be necessary to cover street and/or parking signs for this event, or place no parking signs?
	YESX_NO If yes, please describe:

	Will the alcohol be:Sold;Given away;Both
	Describe the type of alcohol to be served, times consumption will be allowed, and plans for controlling consumption:
19.	If this is a Ballpark Event, have you signed an agreement with the Ballpark Commission for use of the Ballpark?Yes, it's attachedNo
20.	Will the event involve professional fireworks?YESNO Consumer Fireworks are prohibited. If professional fireworks are requested, what is the name of the Pyrotechnics Company?(If fireworks are requested, the Fire Chief or his designee must approve of the site prior to the application being submitted to the Town Council for consideration. The Pyrotechnics Company must submit the approval the Maine State Fire Marshal's Office at least one week prior to the event, and the event sponsor's insurance must list that fireworks are occurring).
	What time/date will the fireworks display occur?
21.	Will there be any kind of animals at this event? (e.g. petting zoo, pony rides, etc.)YES_XNO
	If so, please indicate the location of the animals on the Site Plan/Map.
22.	Piping Plovers are state and federally protected birds that nest on beaches. There are mandatory beach management guidelines from April 1 st through August 31 st of each year. Will this event occur of the beach?YESNO
	If yes, you must contact the Public Works Department at 207-934-2250, approximately one week prict to the event. In the event there are any active piping plover nests in the vicinity of your event, you may have to move your event farther down the beach, or request permission to change the date of your event.
	Piping Plover Essential Habitat: The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping ployers. By statute, a state

Piping Plover Essential Habitat: The Maine Department of Inland Fisheries and Wildlife (MDIFW) has designated two areas on Old Orchard Beach as "Essential Habitat" for nesting piping plovers. By statute, a stat agency or municipal government shall not permit, license, fund, or carry out projects that will significantly alter an Essential Habitat or violate protection guidelines adopted by MDIFW. This rule is not a prohibition of all projects within areas designated as Essential Habitat. However, projects must be reviewed by MDIFW before Town approval.

If the event is located partly or wholly within a mapped Essential Habitat the applicant will need to coordinate with municipal staff to submit a "Request for Project Evaluation" to MDIFW. MDIFW will evaluate the final project proposal per review standards established for Essential Habitats and determine if the project would significantly alter the habitat or violate protection guidelines.

The applicant is encouraged to obtain MDIFW guidance during project planning and design. Early involvement of MDIFW will help to minimize or avoid potential conflicts, facilitate cooperation between all parties, and enable quick turnarounds on project evaluations.

23.	Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town of Old Orchard Beach Town Clerk's Office 30 days prior to the event date. The applicant shall at its own cost and expense furnish a policy or policies for property damage or bodily injury in the amount of at least \$500,000. The Town of Old Orchard Beach MUST be listed as an Additional Named Insured.
	Yes, it has been provided with the application; No, it will be provided at least 30 days prior to the event.
	Is the applicant requesting the use of the RSU #23 school property (schools, parking lots, playing fields)?YESNO. If yes, has the applicant received approval from RSU #23 or the date the applicant will receive approval?

SPECIAL EVENT PERMIT AGREEMENT

1, JAmes	McCorkenbeh	alf of	K	SPorts	Race	WOMT
(Print Applicant Cor	itact Name)	(Print O	rgani	zation/Group Na	ame)	

Agree to abide by the following Special Event requirements:

- 1. All pre-event determined fees shall be paid at least two weeks prior to the event. I agree to pay any costs determined after the event immediately upon receipt of invoice.
- 2. Certificate of Insurance and Additional Insured Endorsement page must be provided to the Town Clerk's Office at least 30 days prior to the event date. The Town of Old Orchard Beach MUST be listed as an Additional Name Insured with the proper endorsement included. (initial)
- 3. To develop a comprehensive security plan in conjunction with the Old Orchard Beach Police Department.
- 4. Town property shall not be removed from the premises including but not limited to benches, trashcans, tables, chairs, fencing, signs, etc.
- 5. Premises will be left in as good a condition as received except for reasonable wear and tear. All trash will k disposed of properly within 12 hours of the end of the event. I accept responsibility for any damages that might occur during the period of use.
- 6. To comply will all laws, rules, and regulations of the federal, state, and Town governments governing operations and conduct on Town property.
- 7. This permit agreement may be terminated by the Town of Old Orchard Beach at any time upon finding a violation of any rule, ordinance, and/or condition of the permit or upon good cause shown.
- 8. For myself and any other persons, organizations, firms and corporations sponsoring the event, which is the subject of this permit application, jointly and severally, hereby contract and agree to pay all costs of service provided by the Town of Old Orchard Beach, in support of said event.
- 9. For myself and any other persons, organizations, firms, and corporations sponsoring the event which is the subject of this permit application, jointly and severally, hereby contract and agree to indemnify, defend an hold harmless the Town of Old Orchard beach, its officers and employees, against all claims, loss or liability from any claim or suit arising or alleged to have arisen from any act or omission of said applicant, its agent invitees or other sponsor in connection with said event.

- 10. The facility/area is provided in an "as is" condition. The event organization assumes all responsibility for the security and safety of all participants and spectators of the event.
- 11. I understand that the Town of Old Orchard Beach has no responsibility for equipment and/or items of personal property at the location at any time.
- 12. Any misrepresentation or deviation from the final permit conditions will result in immediate revocation of the permit and halting of the event.
- 13. Events are considered rain/shine. Refunds are not issued if the event does not occur.
- 14. The permit does not authorize alcohol on any public property, including, but not limited to the beach, Memorial Park, streets and sidewalks.
- 15. Consumer Fireworks are illegal in Old Orchard Beach.

(authorized representative)

I have read and under	stand the Special Events Permit Ag	reement terms and conditions and I agree to be bound by s	aid
terms and conditions	I certify that the information I pro-	vided is accurate to the best of my knowledge.	
Signatura	2 100 11/10 chlo	vided is accurate to the best of my knowledge.	

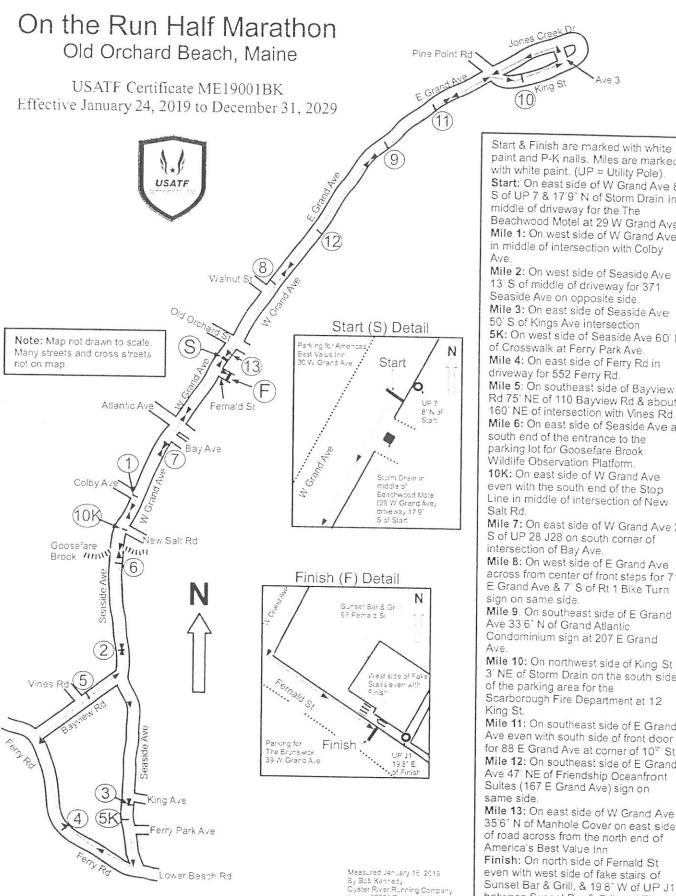
Print name: JAMES McCockle

Print Organization Name (if applicable): 5K SPorts Rage Wown.

SITE PLAN SKETCH OF SPECIAL EVENT (Completed by Event Coordinator)
In the space below, please provide the following information. Attach a separate map if necessary.

General Map of Location Event Coordinator's Booth Tents/Stages/Grandstands Porta Potties/Rest Rooms Vendor Locations Garbage Cans Water Sources Street Closures/Parking Information Water/Electricity Sources Loudspeakers

Course map Attached.



Start & Finish are marked with white paint and P-K nails. Miles are marked with white paint. (UP = Utility Pole). Start: On east side of W Grand Ave 8 S of UP 7 & 17'9" N of Storm Drain in middle of driveway for the The Beachwood Motel at 29 W Grand Ave. Mile 1: On west side of W Grand Ave in middle of intersection with Colby

Seaside Ave on opposite side Mile 3: On east side of Seaside Ave 50'S of Kings Ave intersection 5K: On west side of Seaside Ave 60' N of Crosswalk at Ferry Park Ave. Mile 4: On east side of Ferry Rd in Mile 5: On southeast side of Bayview Rd 75' NE of 110 Bayview Rd & about 160' NE of intersection with Vines Rd. Mile 6: On east side of Seaside Ave at south end of the entrance to the parking lot for Goosefare Brook Wildlife Observation Platform. 10K: On east side of W Grand Ave even with the south end of the Stop Line in middle of intersection of New

Mile 7: On east side of W Grand Ave 2 S of UP 28 J28 on south corner of

Mile 8: On west side of E Grand Ave across from center of front steps for 71 E Grand Ave & 7' S of Rt 1 Bike Turn

Condominium sign at 207 E Grand

3' NE of Storm Drain on the south side Scarborough Fire Department at 12

Mile 11: On southeast side of E Grand Ave even with south side of front door for 88 E Grand Ave at comer of 10th St. Mile 12: On southeast side of E Grand Ave 47' NE of Friendship Oceanfront Suites (167 E Grand Ave) sign on

35'6" N of Manhole Cover on east side of road across from the north end of

even with west side of fake stairs of Sunset Bar & Grill, & 19'8' W of UP J1 between Sunset Rar & Grill and The

MISCELLANEOUS PAYMENT RECPT#: 649211

TOWN OF OLD ORCHARD BEACH

1 PORTLAND AVE.

OLD ORCHARD BEACH, ME 04064

DATE: 02/11/25 TIME: 08:04:29 CLERK: clopresti DEPT:

CUSTOMER#:

COMMENT: SPEC EVENT PERMIT

CHG: TCREC TOWN CLERK RECE

50.00

AMOUNT PAID:

50.00

PAID BY: 5K SPORTS RACE MANAG

PAYMENT METH: CHECK

2693

REFERENCE: 5K SPORTS RA

50.00 50.00

AMT TENDERED:

CHANGE:

.00

Kim McLaughlin

From: Sent: To: Subject:	fiveksport@aol.com Tuesday, February 11, 2025 5:17 PM Kim McLaughlin Re: Special Event Permit
or open attachments unless y	utside of the Town of Old Orchard Beach E-mail System. Do Not click links you recognize the sender address and know the content is safe. ernate method to the individual who claims to be sending the email.
Hi Kim, Its Saturday 3/22/25	5. Race starts at 8AM at the Brunswick
Please no snow this year!	
Thanks, Jim	
On Tuesday, February 11, 2025 a	t 08:18:59 AM EST, Kim McLaughlin <kmclaughlin@oobmaine.com> wrote:</kmclaughlin@oobmaine.com>
Jim,	
I received your Special Event	Permit for the 5K Sports Race, but you didn't write the date/time of the event.
Kim McLaughlin	
Town Clerk	
Old Orchard Beach	

AGENDA ITEM #8724	
Discussion with Action: Renew the liquor license for JJ's Eatery Too, David Squared Holding LLC, David Nguyen, (306-5-1), 12A Old Orchard Street, m-s-v on premise.	
Chair: Shawn O'Neill	

AGENDA ITEM #8725

Discussion with Action: Renew the liquor license for Royal Anchor Resort,
RAR Surfside Inc., Steven and Michelle Cowan, (202-1-5), 203 East Grand
Avenue, hotel m-s-v on premise.

Chair: Shawn O'Neill

ADJOURNMENT

Chair: Shawn O'Neill