

**CITY OF WESTBROOK, MAINE
COMMITTEE OF THE WHOLE AGENDA**

**Monday May 7, 2017 at 6:30pm
Westbrook High School, Room 114**

1. Amendments to Code of Ordinances Regarding the Recreation and Conservation Commission
2. Banner Permit & Fee



City of Westbrook

DEPARTMENT OF PLANNING & CODE ENFORCEMENT

2 York Street

Westbrook, Maine 04092

(207) 854-0638

Fax: 1-866-559-0642

MEMO

DATE: February 23, 2018

TO: Mayor, City Council

FROM: Jennie P. Franceschi, City Planner & Rebecca Spitella, Asst. Planner

Cc: City Administrator, City Clerk

RE: Amendment to Section 23 Recreation & Conservation Commission

Attached: – Memo from Recreation and Conservation Commission

- Proposed Ordinance amendments – Chapter 23 Article II

Background:

Over the past year, the Recreation and Conservation Commission has worked with Staff to review and revise the language of Chapter 23, Article II Recreation-Conservation Commission. The intent of this amendment is to provide greater clarity as to the role and responsibility of the Commission and its members. See the attached memo from the Recreation and Conservation Chair for more details on the amendment.

Recommendation:

Staff recommends the approval of the language provided by the Recreation and Conservation Commission as attached.

ARTICLE II. RECREATION—AND CONSERVATION COMMISSION

Sec. 23-11. Created; composition; qualifications of members.

Under the authority of ~~Title 30-A, M.R.S.A. Section 3552 and 3851~~ 3261 of the Maine Revised Statutes, there is hereby created a Westbrook Recreation—and Conservation Commission which shall consist of seven (7) members who must be citizens and residents of the city. (Ord. of 12-7-70; Ord. of 12-21-87)

Sec. 23-12. Appointment, and tenure, ~~compensation~~ of members and associate members, compensation.

A. The seven (7) members shall be appointed by the mayor, subject to the approval of the city council. The initial members shall be appointed for terms of one (1), two (2), three (3), four (4) and five (5) years. Thereafter all subsequent appointments, except to fill vacancies, shall be for a term of ~~five (5)~~ three (3) years and until a successor is appointed and qualified.

B. ~~The commission may recommend to the municipal officers that up to three (3) associate members be appointed to assist the commission as the commission requires. Their terms of office shall be for an optional one (1), two (2) or three (3) years. If a member is absent from a meeting, the most senior associate member present may vote in that member's place. An associate member may vote in place of only one absent member.~~

C. All appointments for the purpose of filling vacancies shall be for the unexpired term. ~~The members of said commission shall serve without pay and a~~ A vacancy shall occur when a member ceases to be a resident of the city.

D. ~~Members and associate members may be removed by City Council for cause, after notice and hearing. Excessive absence from regularly scheduled meetings shall be considered cause for removal.~~

E. ~~All members and associate members shall serve without compensation.~~

F. ~~Neither a municipal officer nor a member of the planning board may be a member of the Commission.~~

(Ord. of 12-7-70, § 1; Ord. of 12-21-87)

Sec. 23-13. Election of officers.

~~Immediately after the appointment the members of said commission shall meet and elect a chairman, vice chairman and a secretary, and other such officers as may be necessary, to serve for a period of one (1) year.~~

The Commission shall annually elect a chair, vice-chair, and secretary and treasurer from among its members. Other offices may be elected as necessary. Officers shall serve for a period of one (1) year and until a successor is elected, and they may succeed themselves in office if so elected. (Ord. of 12-7-70, § 2)

Commented [AH1]: Rec & Con to discuss inclusion of treasurer.

Commented [MH2R1]: We will include the election of a treasurer, if necessary, in the bylaws instead.

Sec. 23-14. Meetings; records; quorum constituted.

The commission shall hold regular meetings and shall designate the time and place thereof, and shall keep a record of all its proceedings. Meetings shall be called at the discretion of the chair or vice-chair. Four (4) members of the commission shall constitute a quorum. ~~An additional two (2) nonvoting, associate members may be appointed to assist the~~

~~commission.~~ The commission shall keep records of its meetings and activities, submitting such minutes to the municipal clerk for filing, and shall also make an annual report to the municipality. The annual report must be written and submitted to the mayor and the city council by August 31st of each year relative to the work of the commission during the prior fiscal year, and submit such other reports as may be requested by the mayor and/or the city council from time to time.

(Ord. of 12-7-70, § 3; Ord. of 12-21-87; Ord. of 12-21-87)

Sec. 23-15. Powers and duties.

A. The Westbrook Recreation and Conservation shall:

i. Plan, develop and conserve open areas;

Commented [AH3]: Former section (a), revised.

ii. Conduct research in conjunction with the Planning Board into the land area throughout the city, which research may include the development of land management plans.

Commented [AH4]: Former section (d), revised.

iii. Prepare and keep an index of all "open areas" both publicly and privately owned, within the city, including swamps, and other wet lands, and waterways, for the purpose of obtaining information pertinent to the proper utilization, protection, development or use of such areas, and may recommend to the city council or any other municipal body, board or commission or any public agency of the state a program for the better protection, development or use of such areas, which may include the acquisition of conservation easements of land for city or area recreational purposes. Those duties found in 30-A M.R.S.A. Section 3261(2)(D) apply.

Commented [AH5]: Former section (e), revised.

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As used in this subsection "open areas" mean any space or area the preservation or restriction of the use of which would maintain or enhance the conservation of natural or scenic resources, protect natural streams or water supplies, enhance the value to the public of abutting or neighboring parks, school grounds, forests, wildlife preserves, nature reservations or sanctuaries or other open areas or open spaces, affect or enhance public recreation opportunities, preserve historic sites, implement the plan of development adopted by the planning board or commission of any municipality and/or promote orderly urban or suburban development.

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iv. Conduct those duties regarding the management of the City Forest as outlined in Chapter 15, *City Forest*.

v. Have such other powers and perform such other duties, in conjunction with the Planning Board, as may be necessary for the proper administration of the affairs of the commission.

Commented [AH6]: Former section (h), revised.

(Ord. of 12-7-70, § 4)

B. The Westbrook Recreation ~~and~~ Conservation Commission shall have the power to:

i. Call upon any other department of the city government for assistance in performing its duties, subject to the approval of the Mayor, and it shall be the duty of such other departments to comply with the requests of said commission within the limits of its departmental budget.

Commented [AH7]: Former section (c), revised.

ii. Conduct recreation activities on all city and school property in cooperation with City departments and the School Department.

Commented [AH8]: Former section (b), revised.

C. The Westbrook Recreation and Conservation Commission may:

i. Acquire by purchase or gift land and/or conservation easements in the name of the city for any of the purposes set forth in this section, subject to the approval of the City Council. Furthermore, the Commission may recommend to the City Council that a parcel or parcels of land or easements therein be acquired by condemnation proceedings as authorized by state law, when in the opinion of the commission such land or easement should be acquired by the City for such conservation purposes but cannot be purchased from the owners thereof at fair market value.

Commented [AH9]: Former sections (f) and (g).

ii. Seek to coordinate the activities of other conservation bodies organized for similar purposes.

Commented [AH10]: Statement removed from former section (d).

iii. Serve in an advisory capacity to the City Arborist and applicable City departments concerning the effective management of forested lands and City planting programs and the development of a City street tree master plan as outlined in Chapter 15, *Forest*, and Chapter 32, *Trees*.

iv. Promote and encourage local environmental initiatives, such as education and encouraging the public with respect to environmentally sensitive lawn products, native landscaping, residential buffers to natural resources, water conservation and similar measures.

v. Assist various City departments with open area land planning and acquisition priorities.

vi. Encourage trail planning and promote connectivity of a City-wide trail system, with consideration of regional trails.

vii. Initiate critical environmental studies and projects.

~~(a) Shall have the responsibility of planning and developing an adequate and wholesome recreation program for the people of both sexes and all ages, including recreation centers, areas and facilities, in cooperation with the Westbrook Planning Board, which shall be supervised and maintained under the direction of the city recreation director throughout the city.~~

~~(b) Shall have the power to conduct both indoor and outdoor recreation activities and facilities on all city property, subject to the approval of the city council, and in the school buildings, and on the school grounds which are in charge of the school committee, subject to its consent, and in cooperation with the Cornelia Warren Community Association and other organizations having similar recreational purposes.~~

~~(c) Subject to the approval of the mayor, it shall have the power to call upon any other department of the city government for assistance in performing its duties, and it shall be the duty of such other departments to comply with the requests of said commission within the limits of its departmental budget.~~

~~(d) Shall conduct research, in conjunction with the planning board, into the land area throughout the city and seek to coordinate the activities of other conservation bodies organized for similar purposes.~~

~~(e) Shall prepare and keep an index of all "open areas" both publicly and privately owned, within the city, including swamps, and other wet lands, and waterways, for the purpose of obtaining information pertinent to the proper utilization, protection, development or use of such areas, and may recommend to the city council or any other municipal body, board or commission or any public agency of the state a program for the better utilization, protection, development or use of such areas, which may include the acquisition of conservation easements of land for city or area recreational purposes.~~

~~As used in this subsection "open areas" mean any space or area the preservation or restriction of the use of which would maintain or enhance the conservation of natural resources, protect natural streams of water supplies, enhance the value of the public of abutting or neighboring parks, nature reservations or sanctuaries, affect or enhance public recreation opportunities, preserve historic sites, implement the plan of development adopted by the planning board or commission of any municipality and/or promote orderly urban or suburban development.~~

~~(f) The commission may, with the approval of the city council, acquire by purchase or gift land and/or conservation easements in the name of the city for any of the purposes set forth in this section.~~

~~(g) When in the opinion of the commission a parcel or parcels of land or easements therein should be acquired by the city for such conservation purposes but cannot be purchased from the owners thereof at a fair market value, the commission may recommend to the city council that it be acquired by condemnation proceedings as authorized by state law.~~

~~(h) Subject to the approval of the city council, the commission may make and enter into such contracts as it may deem advisable to carry out the objectives and purposes of the commission, and~~

Sec. 23-16. Recreation and conservation account; budget.

(a) The commission may solicit and receive federal and/or state grants of funds and private gifts or bequests to be used, principal or income, for municipal and area recreational and/or conservation purposes and all such funds shall be deposited with the city treasurer in a special city ~~recreation~~ Recreation –and conservation-Conservation account to be ~~invested and/or~~ appropriated as ~~directed~~ recommended by the commission and approved by the city council.

(b) ~~The commission when requested by the mayor shall submit an estimate of its anticipated revenues and expenditures as its proposed budget for the ensuing fiscal year, to be approved in whole or in part by the city council as part of the city's annual budget; and the said commission must operate within its annual budget, subject to the city charter and existing ordinances, as approved by the city council, unless it is otherwise supplemented by the city council. Funds received by the City in accordance with the provisions outlined in the Land Use Ordinance Sec. 502.6(A)(2) regarding fees in lieu of land shall be deposited into a special Recreation and Conservation account to be appropriated as recommended by the commission and approved by City Council.~~ (Ord. of 12-7-70, § 5)

Sec. 23-17. Annual reports. [Reserved]

~~The commission shall submit a written annual report to the mayor and the city council by January 30th of each year relative to the work of the commission during the prior fiscal year, and submit such other reports as may be requested by the mayor and/or the city council from time to time. (Ord. of 12-7-70, § 6)~~

Chapter 15 FOREST

Sec. 15-1. Title.

This chapter shall be known and may be cited as the "City Forest Ordinance of the City of Westbrook." (Ord. of 12-3-73)

Sec. 15-2. Purpose.

The purpose of this chapter shall be to provide open space areas in the city for recreation, timber harvesting, wildlife, watershed protection, scenic beauty, and affiliated educational uses. (Ord. of 12-3-73)

Sec. 15-3. Administration generally.

The ~~recreation~~Recreation/ and conservation-Conservation ~~commission-Commission~~ shall be responsible for the management of the city forest. All work done in the city forest shall be under the direct supervision of the ~~city~~City ~~arborist~~Arborist. The Recreation and Conservation Commission may develop and implement a city forest management plans, subject to the approval of City Council and in coordination with the City Arborist. (Ord. of 12-3-73)

Sec. 15-4. Right of commission to receive and administer gifts.

The ~~recreation~~Recreation/ and conservation~~Conservation eommission~~Commission may receive gifts, including land rights and easements, in the name of the city for any of the purposes of this chapter, and administer the same, subject to the terms of the gift and the provisions outlined in Sec. 23-16. (Ord. of 12-3-73)

Sec. 15-5. Procedure when purchasing land.

The ~~recreation~~Recreation/ and conservation~~Conservation eommission~~Commission may recommend the acquisition of lands to be included in the city forest, said acquisition to be subject to approval of a two-thirds (2/3) vote of the city council, in accordance with ~~Title 30~~M.R.S.A. Section 375230A M.R.S.A. Section 3201. (Ord. of 12-3-73)

Sec. 15-6. Dedication of city-owned property.

A. The ~~recreation~~Recreation/ and conservation~~Conservation eommission~~Commission shall inventory property presently held by the city, recommending which parcels should be dedicated solely to the purposes of this chapter. Such recommendations shall be submitted to the planning board for a report.

B. The report of the planning board, together with the recommendations of the ~~recreation/Recreation/ and conservation/Conservation~~ Commission, will be considered by the city council in determining which parcels of city-owned property shall be dedicated to the city forest.

C. Property so dedicated shall be designated by the assessor's office and shall be listed as such on a schedule, which shall become part of this chapter.

D. Dedication shall be by a two-thirds (2/3) vote of the city council. (Ord. of 12-3-73)

Sec. 15-7. Removal of land in the city forest.

Parcels can be removed from the city forest designation only by a two-thirds (2/3) favorable vote of each of the following city boards: ~~recreation/Recreation/ and conservation/Conservation~~ Commission, ~~planning/Planning~~ Board, and ~~city/City~~ Council. (Ord. of 12-3-73)

Sec. 15-8. Schedule of property dedicated to the Westbrook City-city Forest-forest.

The schedule of property dedicated to the Westbrook City-city Forest-forest is on file in the office of the city clerk. (Ord. of 12-3-73)

Chapter 32

TREES

Sec. 32-1. Short title.

The chapter shall be known and may be cited as the "Municipal Tree Ordinance of the Municipality of Westbrook". (Ord. of 12-11-72, § 1)

Sec. 32-2. Definitions.

For the purpose of this chapter the following terms, phrases, words, and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural include the singular, and words in the singular include the plural. The word shall is mandatory and not merely directory.

Forestry department is the designated department of the municipality under whose jurisdiction park and/or street trees fall.

Municipal arborist is the designated official of the Municipality of Westbrook assigned to carry out the enforcement of this chapter.

Person is any person, firm, partnership, association, corporation, company, or organization of any kind.

Property line shall mean the outer edge of a street or highway right-of-way.

Property owner shall mean the person owning such property as shown by the tax maps, City of Westbrook, unless proof to the contrary is available.

Public places shall include all grounds owned by the Municipality of Westbrook.

Public trees shall include all shade and ornamental trees now or hereafter growing on any street or any public areas or overhanging said street or public areas.

Street or highway means the entire width of every public way or right-of-way when any part thereof is open to the use of the public, as a matter of right.

Trees:

- (a) Large trees are designated as those attaining a height of forty-five (45) feet or more.
- (b) Medium trees are designated as those attaining a height of thirty (30) to forty-five (45) feet.
- (c) Small trees are designated as those attaining a height of twenty (20) to thirty (30) feet.

Treelawn is that part of a street or highway, not covered by sidewalk or other paving, lying between the property line and that portion of the street or highway usually used for vehicular traffic. (Ord. of 12-11-72, § 2)

Sec. 32-3. ~~Duties of r~~Recreation ~~and -e~~Conservation ~~e~~Commission.

The ~~duties of the r~~Recreation ~~and -e~~Conservation ~~e~~Commission ~~may shall be as follows:~~

- ~~(a) To study the problems and determine the needs of the city, in connection with its tree planting program.~~
- ~~(b) To recommend to the city council the type and kinds of trees to be planted upon such municipal streets or parts of municipal streets or in parks as is designated.~~
- ~~(c) To assist the properly constituted officials and citizens of the municipality in the dissemination of news and information regarding the selection, planting, and maintenance of trees within the corporate limits, whether the same be on private or public property, and to make such recommendations from time to time to the city council as to desirable legislation concerning the tree program and activities for the municipality.~~
- ~~(d) To provide regular and special public meetings at which the subject of trees, insofar as it relates to the municipality, may be discussed. (Ord. of 12-11-72, § 3)~~

Sec. 32-4. Qualifications of municipal arborist.

The municipal arborist shall be a person skilled and trained in the arts and sciences of municipal arboriculture and shall hold a college degree or its equivalent in arboriculture, ornamental or landscape horticulture, urban forestry, or other closely related field. In Maine where there is a state arborist examining board, he shall have passed the state examination and shall hold a current regular arborist's license from the State of Maine. (Ord. of 12-11-72, § 4)

Sec. 32-5. General duties of arborist; alternate arborist.

The municipal arborist shall have the authority to promulgate the rules and regulations of the arboricultural specifications and standards of practice governing the planting, maintenance,

removal, fertilization, pruning, and bracing of trees on the streets or other public sites in the municipality and shall direct, regulate, and control the planting, maintenance, and removal of all trees growing now or hereafter in any public area of the Municipality of Westbrook. He shall cause the provision of this chapter to be enforced. In his absence these duties shall be the responsibility of a qualified alternate designated by ~~the recreation conservation commission~~City administration.-(Ord. of 12-11-72, § 5)

Sec. 32-6. Authority and responsibilities of arborist generally.

(a) ~~Insure~~Ensure *safety and preserve aesthetics*. The municipal arborist shall have the authority and jurisdiction of regulating the planting, maintenance, and removal of public trees on streets and other publicly-owned property to ~~insure~~ensure safety or preserve the aesthetics of such public sites.

(b) *Supervise and inspect*. The municipal arborist shall have the authority and it shall be his duty to supervise or inspect all work done under a permit issued in accordance with the terms of this chapter.

(c) *Affix conditions to permits*. The municipal arborist shall have the authority to affix reasonable conditions to the granting of a permit in accordance with the terms of this chapter.

(d) *Formulate master street tree plan; contents, effect of plan*. The municipal arborist shall have the authority to formulate a master street tree plan with the advice ~~and approval~~ of the recreation-conservation commission. The master street tree plan shall specify the species of trees to be planted on each of the streets or other public sites of the municipality. From and after the effective date of the master street tree plan, or any amendment thereof, all planting shall conform thereto.

(1) *Consideration of utility and environmental factors*. The municipal arborist shall consider all existing and future utility and environmental factors when recommending a specific species for each of the streets and other public sites of the municipality.

(2) *Amendments*. The municipal arborist, with the ~~approval~~advice of the recreation-conservation commission, shall have the authority to amend or add to the master street tree plan, at any time that circumstances make it advisable. (Ord. of 12-11-72, § 6)

Sec. 32-7. Permits generally.

(a) *Planting, maintenance or removal generally*.

(1) No person shall plant, spray, fertilize, preserve, prune, remove, cut above ground, or otherwise disturb any tree on any street or municipally owned property without first filing an application and procuring a permit from the municipal arborist or otherwise specified municipal authority. The person receiving the permit shall abide by the arboricultural specifications and standards of practice adopted by the municipal arborist. In emergency situations, such as storm damage to trees, requiring immediate pruning or removal, the work may be done; however, the arborist must be informed of such action within two (2) days thereafter.

(2) Application for permits must be made at the office of the municipal arborist not less than forty-eight (48) hours in advance of the time the work is to be done.

(3) Standards of issuance. The municipal arborist shall issue the permit provided for herein if, in his judgment, the proposed work is desirable and the proposed method and workmanship thereof are of a satisfactory nature. Any permit granted shall contain a definite date of expiration and the work shall be completed in the time allowed on the permit and in the manner as therein described. Any permit shall be void if its terms are violated.

(4) Notice of completion shall be given within five (5) days to the municipal arborist for his inspection.

(b) *Planting:*

(1) Application data. The application required herein shall state the number of trees to be set out; the location, grade, species, cultivar or variety of each tree; the method of planting; and such other information as the municipal arborist shall find reasonably necessary to a fair determination of whether a permit should be issued.

(2) Improper planting. Whenever any tree shall be planted or set out in conflict with the provisions of this section, it shall be lawful for the municipal arborist to remove or cause removal of the same, and the exact cost thereof shall be assessed to the owner as provided by law in the case of special assessments.

(c) *Maintenance:*

(1) Application data. The application required herein shall state the number and kinds of trees to be sprayed, fertilized, pruned, or otherwise preserved; the kind of treatment to be administered; the composition of the spray material to be applied; and such other information as the municipal arborist shall find reasonably necessary to a fair determination of whether a permit should be issued.

(d) *Removal, replanting and replacement:*

(1) Whenever it is necessary to remove a tree or trees from a treelawn in connection with the paving of a sidewalk, or the paving or widening of the portion of a street or highway used for vehicular traffic, the municipality shall replant such trees or replace them. Provided that conditions prevent planting on treelawns, this requirement will be satisfied if any equivalent number of trees of the same size and species as provided for in the arboricultural specifications are planted on the adjoining property.

(2) No person or property owner shall remove a tree from the treelawn for the purpose of construction, or for any other reason, without first filing an application and procuring a permit from the municipal arborist, and without replacing the removed tree or trees in accordance with the adopted arboricultural specifications. Such replacement shall meet the standards of size, species, and placement as provided for in a permit issued by the municipal arborist. The person or property owner shall bear the cost of removal and replacement of all trees removed. (Ord. of 12-11-72, § 7)

Sec. 32-8. Abuse, mutilation, unauthorized removal of public trees.

Unless specifically authorized by the municipal arborist, no person shall intentionally damage, cut, carve, transplant or remove any tree; attach any rope, wire, nails, advertising posters, or other contrivance to any tree, allow any gaseous liquid, or solid substance which is

harmful to such trees to come in contact with them; or set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any tree. (Ord. of 12-11-72, § 8)

Sec. 32-9. Interference with municipal arborist.

No person shall hinder, prevent, delay, or interfere with the municipal arborist or any of his assistants while engaged in carrying out the execution or enforcement of this chapter; provided, however, that nothing herein shall be construed as an attempt to prohibit the pursuit of any remedy, legal or equitable, in any court of competent jurisdiction for the protection of property rights by the owner of any property within the municipality. (Ord. of 12-11-72, § 9)

Sec. 32-10. Protection of public trees.

(a) All trees on any street or other publicly owned property near any excavation or construction of any building, structure, or street work, shall be guarded with a good substantial fence, frame, or box not less than four (4) feet high and eight (8) feet square, or at a distance in feet from the tree equal to the diameter of the trunk in inches D.B.H., whichever is greater, and all building material, dirt, or other debris shall be kept outside the barrier.

(b) No person shall excavate any ditches, tunnels, trenches, or lay any drive within a radius of ten (10) feet from any public tree without first obtaining a written permit from the municipal arborist. (Ord. of 12-11-72, § 10)

Sec. 32-11. Impeding free passage of water, air and fertilizer to roots of trees.

No person shall deposit, place, store, or maintain upon any public place of the municipality any stone, brick, sand, concrete, or other materials which may impede the free passage of water, air, and fertilizer to the roots of any tree growing therein, except by written permit of the municipal arborist. (Ord. of 12-11-72, § 11)

Sec. 32-12. Authority of municipal arborist to promulgate rules and regulations of the arboricultural specifications and standards of practice.

The municipal arborist shall have the authority to promulgate the rules and regulations of the Arboricultural Specifications and Standards of Practice governing the planting, maintenance, removal, fertilization, pruning, and bracing of trees on the streets of other public sites in the municipality. (Ord. of 12-11-72, § 11)



City of Westbrook, Maine

Katherine Gray, P.E.
Wastewater Division Manager

Public Services Department
371 Saco Street
Westbrook, ME 04092
(207) 854-0660

DATE: April 20, 2018
TO: Honorable City Council
FROM: Katherine S. Gray, PE

RE: Approval of the Banner Request Form

The Department of Engineering and Public Services requests City Council to consider the attached request form for banners on both Main Street and Route 25.

The citizens of Westbrook have asked to advertise certain events with banners that they can put up in the City. This banner will establish a form that we can use to standardize and allow citizens to put in an application to put them up. This form is based on one that is used in the town of Scarborough.

I will be in attendance at Monday's Council on April 30th meeting to answer any questions you may have.



Banner Request Form

Westbrook Public Services
371 Saco Street
Westbrook, ME 04092

Instructions/Information

- This request is to install a banner above Main Street and/or Route 25 by the City of Westbrook for non-profit organizations and events only. Event must be held within the City of Westbrook.
- Fee: \$200 per location due upon receipt of application. Checks should be payable to: *City of Westbrook*. Organization is responsible for cost of police officer traffic detail required to hang the banner(s). Additional fees may apply if there are issues with weather or if additional supplies must be purchased to keep the banner up.
- Proof of Liability Insurance (Min. \$400k) will need to be provided with the City of Westbrook listed as an additional beneficiary.
- **No commercial advertisement allowed.**

Specifications for Banner

Please take this information to your banner/sign professional

- Length: 30 feet - Width: 3 feet
- 100-foot long ½-inch twisted nylon rope sewn continuously into the top and bottom of banner.
- 22 total grommets - 3 feet on center, top and bottom, below and above rope so hooks through grommets include the rope. Banner needs to be hung from hooks and rope.
- 22 hooks - 7/16 snap link.
- There should be 80 air holes throughout the banner - big slats/cuts. Small circular punch holes at top of slats to prevent tearing.

Note to Banner/Sign Professional: If you have any questions, please call Operations Manager at 207-854-0660.

Organization Information

Organization Name _____ Phone Number _____
Street _____ Town _____ State _____ Zip _____

Contact Information

Contact Person _____ Phone Number _____
Street _____ Town _____ State _____ Zip _____

Banner Information

Description of Event/Activity _____
Location of Event _____ Date _____
Date to Install Banner _____ Date to Remove Banner _____
 Main Street
 Route 25

Signature

Signature of Responsible Party _____ Date _____

To be completed by Public Services:

Approved Denied
Check Received

Signature: _____
Date: _____