

4/26/2019

001 / pjc

From: Patrick Cashman

To: DDA Adam Gibbs, Multnomah County DA

Subj: APPEAL OF PUBLIC RECORDS CONSTRUCTIVE DENIAL BY CITY OF PORTLAND

I respectfully request the assistance of your office in addressing a constructive denial of my public records requests by the City of Portland. This issue revolves around the route for the 2019 World Naked Bike Ride (WNBR) and the contention by city employees that they have the authority to not only withhold this information, but to collude and engage in purposeful subterfuge in order to avoid complying with a public records request.

1. The City of Portland is in possession of a proposed route for the 2019 World Naked Bike Ride (WNBR).

Encl (1) – Email from Deputy Ombudsman, Tony Green, dtd 4/25: “Overall, I did not find that their refusal to provide you with the route for the 2019 Word Naked Bike Ride violated city rules or the state public records law. They made a persuasive case for keeping the route secret, given the safety concerns.”

Encl (2) – WNBR 2019 PBOT Moving Event Permit Application: “Special event route: Working with Sgt Barnum on Route”

2. This route was developed by private citizens associated with UmbrellaPDX and the WNBR in coordination with Sgt Brett Barnum of Portland Police Bureau (PPB).

Encl (2) - WNBR 2019 PBOT Moving Event Permit Application: “Special event route: Working with Sgt Barnum on Route”

Encl (3) – Email from Sgt Brett Barnum, PPB, dtd 1/11/19: “After I do meet with organizers at some time in the future, I will not be releasing the approved route as a matter of a greater public safety need. “

3. This route is a mandatory component of the Portland Bureau of Transportation (PBOT) Moving Event Permit Application and was included in the 2018 PBOT Permit Application, but was purposefully left out of the 2019 PBOT Permit Application in response to my efforts to get the route released as a public record.

Encl (4) – PBOT Street and Sidewalks Administrative Rules 3.A “Section 3.A which reads: “For every type of Special Event for which a permit is required, the sponsor shall complete an application on a form provided by PBOT and file the application at PBOT,...” and “Complete Application’: An application received by PBOT that fully responds to all questions on the application form including, but not limited to, routing and descriptions of all event activities, as determined by the Special Events Coordinator, and which includes full payment of the non-refundable application fee.”

Encl (5) – WNBR 2018 PBOT Application.

Encl (6) – Email from Deputy Ombudsman, Tony Green, dtd 4/26: “Yes, PBOT is intentionally not collecting the information in order to avoid having to turn it over as part of a public records request. But as I explain below, I think they have made a persuasive case as to why.”

4. City of Portland Employees are actively engaged in measures to suppress this information and prevent release in response to a Public Records Request.

Encl (6) – Email from Deputy Ombudsman, Tony Green, dtd 4/26: “Yes, PBOT is intentionally not collecting the information in order to avoid having to turn it over as part of a public records request. But as I explain below, I think they have made a persuasive case as to why.”

Encl (3) - Email from Sgt Brett Barnum, PPB, dtd 1/11/19: “For this event we do not publish, and will not publish a route prior to the start of the event under a public safety exemption.”

Encl (7) – Emails obtained via public records request to Portland Parks and Recreation, “We are to keep this secret for now please. WNBR and Police don’t announce this until right before the date.” – Courtney Roberts referring to WNBR2018 on April 10, 2018 to Allison Parker.

Encl (7) - Emails obtained via public records request to Portland Parks and Recreation, “This is the permit number for the event the Police don’t like to name until it gets closer but there’s Naked in the title” – Cary Coker to Courtney Roberts on February 22, 2018.

5. The City of Portland has not claimed any exemption that exist in public records law, but acknowledge they are withholding this information based solely on individual employees’ undocumented and unchallengeable assessments that releasing it could pose a safety risk to someone.

Encl (6) – Email from Deputy Ombudsman, Tony Green, dtd 4/26: “There are many exemptions to disclosing public records. PBOT isn’t asserting one, however.”

6. In order to try and resolve this through multiple avenues I have also submitted a public records request (S096100-041219) to the Portland Police Bureau on 4/12/19. To date I have received no response, and fully expect that PPB will invoke every opportunity to delay turning over any information until after this year’s event. Similar behavior occurred in 2018 for the same event in which the PBOT Moving Event Permit application was submitted in April of 2018, but the actual permit was not issued until 18 June 2018, five days before the event itself.

Encl (5) – WNBR 2018 PBOT Application

Encl (8) – WNBR 2018 PBOT and Parks Permit

7. I contend the city is engaging in purposeful actions to avoid release of rightfully public information and has through their actions created a constructive denial. I also contend that as this information was developed in coordination with a small group of private citizens who are allowed to know this information while other private citizens are denied it, the City is also engaged in selective disclosure.

Given the City of Portland’s prior and continuing efforts to suppress these public records through gamesmanship and bad faith dealings with the public in this matter , I respectfully request your office:

1. Issue a public records order to the City of Portland directing they immediately provide the route in its current form in response to my request or cite an actual exemption.

I am available as needed for questions or concerns at [REDACTED].

Thank you.

A handwritten signature in dark ink, appearing to read 'P. Cashman', with a stylized, flowing script.

Patrick Cashman

**Your complaint**

3 messages

Green, Tony <[REDACTED]@portlandoregon.gov>
To: Patrick Cashman <[REDACTED]@gmail.com>

Thu, Apr 25, 2019 at 3:46 PM

Hi Patrick –

I wanted to let you know that I reviewed the materials you sent me as well as the relevant administrative rules and code. I spoke to Allison Madsen at the Transportation Bureau and Sgt. Bret Barnum at the Police Bureau. Overall, I did not find that their refusal to provide you with the route for the 2019 World Naked Bike Ride violated city rules or the state public records law. They made a persuasive case for keeping the route secret, given the safety concerns. In sum, I think they acted reasonably.

I would note that you also have a public records request pending before the police. If they withhold the information you seek, you can appeal that to the Multnomah County District Attorney.

Sincerely,

Tony Green

Deputy Ombudsman

Office of the Auditor

City of Portland

1221 SW Fourth Ave, Room 320

Portland, Oregon 97204

503-823-3540

Patrick Cashman <[REDACTED]@gmail.com>
To: "Green, Tony" <[REDACTED]@portlandoregon.gov>, "Sollinger, Margie"
<[REDACTED]@portlandoregon.gov>

Thu, Apr 25, 2019 at 4:40 PM

Tony,

Good afternoon. As you might expect I find that disappointing but thanks for taking the time. I would point out that the situation you describe; ie city employees believing that release of the information might cause an unsafe situation, is not an exemption in Oregon's statute and not a decision it is within their

ENCL (1)



City of Portland Oregon
Special Events Program
1120 SW 5th Ave. Room 800
Portland, Oregon 97204
Office: (503) 865-2482 ~ FAX (503) 279-3921
Web: www.portlandonline.com/revenue/specialevents

OFFICE USE ONLY:
New event: ☐ Return event: ☐
Route change: ☐
Date Received
On time: ☐ Late: ☐

Street and Sidewalk Use (Special Event) Permit Application
(Fill out completely and type or print legibly. Failure to do so could result in permit denial.)

APPLICANT AND SPONSORING ORGANIZATION INFORMATION (PERSON/GROUP RESPONSIBLE)

Sponsoring Organization Name: World Naked Bike Ride

Organization type: ☒ For-profit ☐ Nonprofit Tax Exempt Number:

Organization Street Address: 117 NW 2nd Ave

City, State, ZIP Code: Portland, Oregon 97209

Organization Phone: 503 360 6815

Organization FAX:

Primary Contact from Sponsoring Organization: Evan Ross

Contact Phone: (office)

(cell)

Email:

Name of contact person "on site" day of the event: Evan Ross

(cell - required)

Event coordinated through an event promotion company? ☐ Yes ☒ No Name of Company:

Contact Name:

Phone:

Email:

EVENT INFORMATION

Event Type (check all that apply): ☐ 5K ☐ 10K ☐ Half Marathon ☐ Marathon ☐ Triathlon ☐ Walk ☐ Bike Race ☐ Parade

☒ Demonstration ("First Amendment" Event) ☐ Other (Please specify briefly here)

Street location: ☐ Sidewalk Only ☐ Street Only ☐ Street and Sidewalk ☒ Street, Sidewalk and Park

City Location(s) (check all that apply): ☒ Downtown ☐ SW ☐ NW ☒ SE ☒ NE ☐ North ☐ Other:

Application Fee of \$25 submitted with application ☐ Yes ☒ No (application will not be considered until received)

Event Name: World Naked Bike Ride

Requested Event Date(s): 06/29/2019

Alternative Event Date(s):

Event Hours: Start: 9pm

End: 12am

Set-up: Location: undetermined

Date: 6/29/2019

Time: 6pm

Break-down: Location: undetermined

Date: 6/29- 6/30/2019

Time: 1am

Are participants (including floats, vehicles and bands) charged an entry fee?

☐ Yes ☒ No

Admission Cost and/or Entry Fee(s):

If graduated or multi event, attach fee schedule separately

Is this an annual event? ☒ Yes ☐ No

If annual, has the route changed from the previous year?

☒ Yes ☐ No

Name and phone number of EMT/Paramedics provider:

Attendance

Participants*: 8,000

Spectators: 1,000

Total: 9,000

Basis on which attendance estimate is made: previous years

Previous year's total attendance - if applicable: 9,000

*Athletic Events require final registration counts sent to Special Events Coordinator within 3 days of event

OVERALL EVENT DESCRIPTION

Briefly explain event and event details:

This world wide ride is traditionally a protest against oil dependence and cyclist vulnerability. In Portland it is a celebration of bicycling and body acceptance in the face of traffic violence and negative body image.

STREET CLOSURE INFORMATION

Names of streets to be closed (attach further closures on a separate sheet if needed)

Between	And
Between	And
Between	And
Between	And
Between	And

Special event route (i.e., held on sidewalk and/or street, changes to route, where and how you wish to travel)

(ALSO REQUIRED: a detailed map that includes the start point, end point, direction of travel, and street names)

Working with Sgt. Barnum on Route.

Are you requesting a complete or rolling street closure? Why are you requesting this street closure?

Rolling closure for route beginning at 9pm.

Time of Street Closure	Start: undetermined	End: undetermined
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Participant type and number of entries of each type (check all that apply): ☐ Participants/Spectators ☐ Animals

☐ Vehicles ☐ Floats ☐ Bands ☒ Bikes 8000

If you have vehicles, animals, floats, and/or bands, please provide details about these entries:

N/A

Parking restrictions requested:

N/A

Bagging of parking meters requested? ☐ Yes ☒ No Company providing Courtesy Towing:

Will the proposed route cross a bridge? ☒ Yes ☐ No

If yes, which bridge(s) (check all that apply)? ☐ St. Johns ☐ Fremont ☐ Broadway ☐ Steel ☐ Burnside ☐ Morrison ☐ Hawthorne

☐ Marquam ☐ Sellwood ☐ Ross Island ☐ Sauvie Island (May require additional permits. Please see last page or call for details.)

Are you requesting a full or partial bridge closure? Why are you requesting a bridge closure?

Sgt. Barnum will decide the necessary closures.

Will your proposed route cross MAX tracks? ☐ Yes ☒ No Portland Streetcar tracks? ☒ Yes ☐ No

For MAX/Streetcar maps please go to: <http://www.trimet.org/schedules/index.htm> (If yes, be prepared to provide an alternate route.)

Will your proposed route cross and/or utilize streets where TriMet operates? ☒ Yes ☐ No

Please list affected bus lines:

For TriMet bus maps please go to: <http://www.trimet.org/schedules/index.htm> (Contact TriMet at 503-962-4949)

Will you agree to alter your route if PDOT and the Special Events Committee determine the proposed route will require significant city services and/or severely limit transit opportunities in high-volume areas? ☐ Yes ☒ No

EVENT DETAILS

Does your event involve the sale or consumption of alcoholic beverages? ☐ Yes ☒ No (Oregon Liquor Control: 503-872-5000)

If yes, will this activity occur on (or spill into) city streets? ☐ Yes ☐ No

If yes, please describe:

Will items or services be sold at your event? ☒ Yes ☐ No (Food being served: Multnomah County Health: 503-988-3400)

If yes, will this activity occur on (or spill into) city streets? ☐ Yes ☒ No Please describe:

Are you charging a fee for vendors to participate in your event? ☐ Yes ☒ No How much:

ENCL 2

Will the event have amplified sound? ☒ Yes ☐ No

Have you obtained a noise permit? ☒ Yes ☐ No (Noise Control: 503-823-7350)

Is this a fundraising event? If yes, please describe:

No.

Do you have a recycling plan for your event? ☒ Yes ☐ No

Please describe your recycling and clean-up plans for this event:

There will be trash and recycling containers at both the start and end locations and both areas will be cleaned by volunteers after the ride.

SAFETY/SECURITY/VOLUNTEERS

Please describe your procedures for crowd control and internal security:

We have volunteers and have hired private security to discourage drinking and inappropriate behavior.

Are you expecting City police services at intersections and/or for crowd control? ☐ Yes ☒ No

Police services are determined by the Portland Police Bureau's Special Events Sergeant.

Do you plan on utilizing volunteers? ☒ Yes ☐ No (volunteers/monitors are required)

Name and phone number of volunteer coordinator:

If yes in what capacity?

PPB's assistance has been very valuable in the past but is not expected. We are in close contact with the

PUBLIC NOTIFICATION AND PROMOTIONAL INFORMATION

PLEASE NOTE: YOU ARE ADVISED NOT TO ANNOUNCE, ADVERTISE OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT.

Please describe the marketing and promotional effort planned for the event (advertising, flyers, etc.). Please also include strategies for notifying affected neighborhoods and businesses (14 days prior) and posting signage at and around major intersections (7 days prior).

☒ I have read and agree to the notification requirements at the end of this application and understand that failure to notify the public will result in the revocation of my event permit.

INSURANCE INFORMATION

HOLD HARMLESS AGREEMENT: IN CONSIDERATION OF THE CITY OF PORTLAND CLOSING ONE OR MORE PUBLIC STREETS FOR THE ACTIVITY FOR WHICH THIS PERMIT WAS ISSUED, THE SPONSOR(S) OF THIS EVENT HEREBY AGREES TO SAVE THE CITY, ITS AGENTS, OFFICIALS, AND EMPLOYEES HARMLESS FROM AND AGAINST ALL DAMAGES TO PERSONS OR PROPERTY, ALL EXPENSES, AND OTHER LIABILITY THAT MAY RESULT FROM THIS ACTIVITY. DEPENDING ON THE SIZE OF AND SCOPE OF THE EVENT A "CERTIFICATE OF INSURANCE" MAY BE REQUIRED.

Signature of Sponsor or
Authorized Representative

Evan Ross

Date 3/26/2019

LIABILITY AGREEMENT: SPONSORS OF SMALL PARADES, LARGE PARADES, SMALL ATHLETIC, LARGE ATHLETIC, EXTRA LARGE USES, AND POSSIBLY EXCEPTIONS SHALL HOLD HARMLESS, DEFEND AND INDEMNIFY THE CITY AND THE CITY'S OFFICERS, AGENTS AND EMPLOYEES AGAINST ALL CLAIMS, DEMANDS, ACTIONS AND SUITS (INCLUDING ALL ATTORNEY FEES AND COSTS) BROUGHT AGAINST ANY OF THEM ARISING FROM SPONSOR'S ACTIVITIES AUTHORIZED BY A STREET AND SIDEWALK USE PERMIT.

The sponsor shall maintain public liability and property damage insurance that protects the sponsor and the City and its officers, agents and employees from any and all claims, demands, actions and suits for damage to property or personal injury, including death, arising from the sponsor's street and sidewalk use. The insurance shall provide coverage for not less than \$1,000,000 for personal injury to each person, \$1,000,000 for each occurrence, and \$500,000 for each occurrence involving property damage; or a single limit policy of not less than \$1,000,000 covering all claims per occurrence.

CITY INSURANCE PROGRAM: SPONSORS OF STREET AND SIDEWALK USES THAT DO NOT CARRY THEIR OWN INSURANCE COVERAGE MAY PURCHASE PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE DESIGNED FOR USERS OF CITY PROPERTY THROUGH A PROGRAM COORDINATED BY THE CITY BUREAU OF RISK MANAGEMENT. PBOT-WILL DIRECT SPONSORS TO THE APPROPRIATE PERSON TO CONTACT. SPONSORS ARE ENCOURAGED TO TAKE ADVANTAGE OF THIS PROGRAM WHENEVER POSSIBLE, EVEN IF INSURANCE IS NOT REQUIRED FOR A PARTICULAR CATEGORY OF STREET AND SIDEWALK USE.

☒ I have read the hold harmless agreement and liability agreement. I agree to maintain public liability and property damage insurance if the Portland Bureau of Transportation determines a liability agreement will be required, per Street and Sidewalk Use Administrative Regulations, section 10.B.

Signature of Sponsor or
Authorized Representative

Evan Ross

Date 3/26/2019

ENCL 2

PERMIT CONDITIONS

If your permit is approved and issued the following conditions may apply:

1. **Fees** – Scheduled permit fees for events are to be paid at least 30 days prior to the event. Failure to pay fees may result in the revocation of the permit. See attached sheet for permit fees.

- Cost recovery for athletic events are calculated and will be billed post-event with payment due net 20 days.

2. **Notifications** – Organizer will notify affected neighborhoods and businesses at least 6 days prior to the event. Notification documents will be sent to Allison Madsen at allison.madsen@portlandoregon.gov for approval prior to distribution. Proof of delivery may be required.

3. **Signage** – Organizer will post signage appropriate to the event. At and around major intersections and traffic areas, signage such as sandwich boards may be required 7 days prior to the event.

4. **Volunteers** – Organizer will adequately supply volunteers to staff positions along the route. Volunteers will be instructed to assist in staging a safe and orderly event. Volunteers must be easily identifiable through some form of badge, arm band, bib, shirt or cap. Volunteers will remain on post until advised by Portland Police Bureau that they are no longer required. Proof of adequate number of monitors shall be provided upon request of the Special Events Coordinator at least 5 days prior to the event.

5. **Insurance** – Sponsors of events shall provide coverage for not less than \$1,000,000 for personal injury to each person. \$1,000,000 for each occurrence and \$1,000,000 for each occurrence involving property damages; or a single limit policy of not less than \$1,000,000 covering all claims per occurrence. A copy of the insurance certificate must be received by the Special Events Coordinator prior to the event.

6. **Pace** – Organizer will ensure that all participants are aware they must maintain an overall pace of 12 minutes per mile. The Police supervisor may adjust the pace as necessary for the safety of runners. Participants who fall behind will be required to move to the sidewalks upon request by the Portland Police Bureau.

7. **Route** – Routes for events will not be changed unless specific approval is given by the Special Events Coordinator. The Police Supervisor may approve changes on the day of the event.

8. **State Highways** – Large events utilizing areas around ramps to state highways will be required to apply for and coordinate closures with the State of Oregon. Example: I-405 ramp at SW Harrison Street.

9. **Other closures** – Permits are issued with a set starting and ending time. These times will not be changed without permission of the Police Supervisor on the day of the event or the Special Event Coordinator. Resumption of normal traffic in these areas will occur at the end time specified on the event permit. Any participant left on the course will be required to move to the sidewalks.

10. **Other permits** – Organizers are responsible for ensuring all applicable permits are in place prior to the event. These include but are not limited to: park use, other venues, noise permits and bridge closures.

☒ I have read these conditions and agree to fulfill any requirements therein.

By signing this application, sponsor, or sponsor's authorized representative on behalf of sponsor agrees to all terms and conditions set forth in Portland City Code Chapter 7.22, the Street and Sidewalk Use Administrative Regulations and any special conditions listed in the permit.

As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit/cost recovery fees for this event as determined by PBOT, based upon the information provided in this application.

Name of Sponsor or Authorized Representative (Printed)

Evan Ross

Signature of Sponsor or Authorized Representative

Evan Ross

Date 3/26/2019

RETURN THIS COMPLETED APPLICATION, APPLICATION FEE, AND ROUTE MAPS TO:

Allison Madsen, Special Events Program
1120 SW 5th Ave. Room 800 ~ Portland, Oregon 97204
Office: (503) 865-2482 ~ FAX (503) 279-3921
Email: Allison.Madsen@portlandoregon.gov
Web: www.portlandonline.com/revenue/specialevents

OFFICE USE ONLY:

Event Type: ☐ Small Sidewalk ☐ Large Sidewalk ☐ Street ☐ Small Parade ☐ Large Parade
☐ Small Athletic ☐ Medium Athletic ☐ Large Athletic ☐ Exception

Application Fee Received: ☐ Yes ☐ No

Information entered into database? ☐ Yes ☐ No

Application sent to Special Events Review Committee? ☐ Yes ☐ No Date Sent:

Event Approved? ☐ Yes ☐ No If no, meeting scheduled? ☐ Yes ☐ No When?

Event approved at meeting? ☐ Yes ☐ No Permit denied, with cause ☐ Appeal ☐

Event Amended? ☐ Yes ☐ No Event cancelled ☐

Fee Paid: ☐ Yes ☐ No Date Paid: Amount:

Date Permit Issued:

ENCL 2

ADDITIONAL PERMITS (REVISED 2016)

IF ANY OF THESE CONDITIONS EXIST YOU MAY NEED AN ADDITIONAL PERMIT FROM ANOTHER AGENCY.

EVENT FEATURE(S)	CONTACT	PHONE
Event uses a City Park (in any capacity)	Portland Parks & Recreation	503-823-2525
Event uses Director Park	Director Park Office	503-823-8087
Event uses Schunk Plaza	General Services Administration	503-326-4990
Event uses Pioneer Courthouse Square	Pioneer Courthouse Square Office	503-223-1613
Event includes a neighborhood street fair or community event with broad participation	Portland Bureau of Transportation Engineering	503-823-7073
Event includes a block party	Contact local neighborhood association and/or Office of Neighborhood Involvement (ONI)	ONI: 503-823-4003
Event will use a bridge and/or restrict bridge opening	Coordinated through Special Events Program	503-865-2482
Event procession will interfere with a bus, light rail or streetcar route or schedule	Coordinated through Special Events Program	503-865-2482
Event uses address system or amplified music	Noise Control Office	503-823-7350
Food will be served	Multnomah County Health Division	503-988-3400
Alcoholic beverages will be sold or served	ONI Liquor Licensing Specialist	503-823-3092
Event includes temporary festivals, special events, or celebrations	Fire Bureau	503-823-3712
Crosses Union Pacific Rail Lines	UP Response Management Communication Center	888-877-7267

PUBLICITY AND PUBLIC NOTIFICATION OF SPECIAL EVENTS

Sponsors are advised not to publicize proposed street and sidewalk uses until after receipt of the permit from PBOT to avoid publication of misinformation. Sponsors who disregard this precaution shall not receive special consideration in determining approval for the proposed street and sidewalk uses because of advance preparation or the expenditure of money.

A precondition for receipt of a special event permit is public notification and signage.

Sponsors of athletic, large parades, and other uses with a closed course shall notify residential complexes, neighborhood groups, businesses and churches which will be affected by the street and sidewalk use (signature form enclosed). **The notification shall be made not more than fourteen (14) days and not less than six (6) days before the street and sidewalk use date.** The notification shall be in writing and shall include the name and telephone number of the appropriate City official to contact in case of questions or concerns. All public notifications must be reviewed by the Special Events program prior to distribution. Delivery confirmation/signatures need to be provided no less than 5 days prior to the event date. **Additionally, you may be required to post signage at and around major intersections.**

PUBLIC NOTIFICATION STRATEGIES AND RESOURCES

In addition to notifying residential complexes, neighborhood groups, businesses and churches, it is a good idea to notify the public at large. Outlined below are a few ways that you can let the public know about your event. T

Neighborhood Associations (use notification form – see sample, enclosed):

To contact the local neighborhood association please go to the Office of Neighborhood Involvement's "Searchable Neighborhood Directory" at: <http://www.portlandonline.com/oni/search/>

If you are unsure of which neighborhood association your event is in, please go to the "Citywide Neighborhood Maps" at: <http://www.portlandonline.com/oni/index.cfm?c=35788>

Free TV and online notifications:

- **Submit a PSA of street closures on "City of Portland" TV (Portland Community Media, Channels 11, 22, 23, 29, or 30) public access channels**
 - Free postings on Community Bulletin Board
 - <http://www.pcmtv.org/programming/guidelines/oprr>
- **Free online classifieds:**
 - Willamette Week: Classifieds, Community Events
 - <http://portland.wweek.com/online/classifieds/index>
 - Portland Mercury: Classifieds, Friends 'n' Neighbors, Happenings
 - <http://classifieds.portlandmercury.com/portland/>

Items to include in announcement(s):

- Name of the event
- Name of sponsor organization, mailing address, telephone number
- Date of the event
- Starting and ending times
- Detailed route description

Required media notification example and contacts will be provided.

ENCL 2

As the Police Bureau's Special Events Coordinator for all moving events in the City of Portland; I am tasked with working with the World Naked Bike Ride (WNBR) planning committee and finding an acceptable balance between accommodating a very unique event with thousands of participants and supporters, public safety, as well as the common good of the external community who choose not to be a part of the event. As with all events we try to balance these needs in the best way we can.

For this event we do not publish, and will not publish a route prior to the start of the event under a public safety exemption. WNBR organizers publish only the start location prior to the event, and provide their own security at the start location to assist with the safety and security needs for their participants who may show up to the start location just a bit early. With any event which takes place in the City of Portland we try to learn and improve from past failures and successes. One thing we have learned from past years with the WNBR is by publishing the route prior to the start; it poses a significant a safety risk to its participants, and creates a further public safety presence to quell these issues. With limited resources and understaffing at the Portland Police Bureau right now we are challenged to provide additional resources for this relatively short event.

I do my best to make all persons impacted by ANY event relatively happy, and take into account the accommodations which should be made for everyone. There are certain restrictions which are imposed upon this event (more restrictive than other events permitted in the city), and given to event organizers every year which are different than other permitted events. These restrictions are in place as a part of those "lessons learned" in the past, and are intended to make the overall impact to everyone (event goers and those not involved) less in order to minimize overall frustrations.

To answer your below questions:

- I have not met with organizers this year to discuss the 2019 WNBR route.
- After I do meet with organizers at some time in the future, I will not be releasing the approved route as a matter of a greater public safety need.
- The start location will be release on the Portland WNBR web site in the future.

I noticed you cc'd Sgt. Martin Schell with your inquiry. Sgt. Schell does not work with "moving" events, and won't be able to provide you any insight; so any questions you might have moving forward should be directed to myself.

I hope you have a nice weekend with such great weather upon us.

Regards,

Sgt. Bret Barnum

ENCL 3

STREET AND SIDEWALK USE ADMINISTRATIVE REGULATIONS

(Pursuant to PCC Chapter 1.07 this document constitutes Administrative Rules)

Effective Date: May 17, 2018

Sections:

- Section 1. Purpose
- Section 2. Definitions
- Section 3. Application Process, Fees, and Billing
- Section 4. Categories of Special Event Permits
- Section 5. Parade Guidelines
- Section 6. Other Permits
- Section 7. Street and Sidewalk Use Advisory Committee
- Section 8. Review Process
- Section 9. Monitors
- Section 10. Publicity
- Section 11. Insurance, Liability Agreement, and Insurance Waivers
- Section 12. Participant and Sponsor Acknowledgement
- Section 13. Appeals
- Section 14. Exceptions

Section 1. Purpose

The purpose of these Administrative Regulations is to implement the provisions of Portland City Code (PCC) Chapter 7.22. These Administrative Regulations provide for issuance of permits and assessment of fees for walks, marches, parades, athletic events or other processions in streets or on sidewalks based on the need to maximize the safety of Special Event participants and others; to minimize inconvenience to the general public and disruption of public services caused by Special Event permits; and, to provide the public with the opportunity to exercise constitutionally protected rights of assembly and expression.

By issuance of these Administrative Regulations, the City has attempted to provide a clear and complete description of the Special Event Permit process. Sponsors are strongly encouraged to contact the Special Events Coordinator in the Portland Bureau of Transportation (PBOT), as much in advance of the proposed event as possible, for assistance in completing the application and to ensure that the application may be processed in a timely manner. All event approvals are subject to the capacity of the City and associated agencies to provide the services required to protect the safety and convenience of the public.

Section 2. Definitions

- A. Annual Special Event: An event retaining the same primary organization/owner from prior years, occurring on or near the same date or within the same week of the year (i.e., 3rd Sunday in January), and retaining the same general geographic area (i.e., downtown) for at least the past two (2) years.
- B. Application Fee: Non-refundable fee due with application

ENC 4

- C.** Athletic Event: Any sporting event, timed or untimed, comprising all fitness levels, including but not limited to running, jogging, or walking, fun runs, persons using bicycles, wheelchairs, roller blades, roller skates, or other vehicular devices powered by human effort, as opposed to a motorized vehicle.
- D.** Bureau Director: The Director of the Portland Bureau of Transportation (PBOT).
- E.** Capacity: The ability of all the service providers (Portland Bureaus of Police, Parks, Fire, and Transportation; Portland Office of Neighborhood Involvement; Portland Streetcar; Tri-Met; Multnomah County and other affected bureaus; Municipal, County or State agencies as needed on a per event basis) to provide the necessary financial, material and personnel resources to support the event, while protecting public safety and freedom of mobility within the public right-of-way.
- F.** City Resources: Any City service that is required to facilitate safe and orderly conduct of street and sidewalk use as allowed by Special Event Permit.
- G.** Closed Course: A method of securing a portion of a street for use by the sponsor by the use of traffic control devices.
- H.** Complete Application: An application received by PBOT that fully responds to all questions on the application form including, but not limited to, routing and descriptions of all event activities, as determined by the Special Events Coordinator, and which includes full payment of the non-refundable application fee.
- I.** Courtesy Towing: Holders of City permits which reserve specific areas for special events are allowed to remove, by towing, vehicles legally parked in the reserved area. In such instances, the permittee pays the tower a contracted amount based on an hourly rate and/or per vehicle rate.
- J.** Monitor: Person pre identified and designated by sponsor who is stationed along the event route to assist in the safe and orderly use of the sidewalks and streets.
- K.** New Special Event: any event not meeting all factors required to be defined as an Annual Special Event.
- L.** Organizer: An authorized representative of the sponsor and the primary contact.
- M.** Per Participant Fee: For all athletic events, the fee, as identified in these Administrative Rules, charged for each registered event participant.
- N.** Permit: A grant of permission from the City to a sponsor that authorizes the sponsor to use designated portions of the City streets or sidewalks for a use to which is lawful, but not normally allowed. The conditions of the permit are developed by the Special Events Coordinator, in conjunction with the sponsor, based on the sponsor's application and these Administrative Regulations.
- O.** Sidewalk: The portion of a street between the curb or the lateral lines of the roadway and the adjacent property lines, intended for use by pedestrians.
- P.** Special Event: Street or sidewalk use (such as processions, marches, walks, parades, athletic events, or demonstrations) that occupies authorized portions of City street(s) and/or sidewalk(s) for less than 24 hours and are free for the public to watch. Does not

include City-sponsored events, festivals, neighborhood block parties, events that charge a fee to spectators, wedding celebrations or processions, motorcade escorts, or funeral processions.

- Q.** Special Events Coordinator: The person charged with assisting sponsors with Special Event applications, coordinating with the Street and Sidewalk Use Advisory Committee, facilitating use of City resources and issuing permits.
- R.** Sponsor: A person, business or organization granted rights for use of the public right-of-way by mechanism of a Special Event Permit. The person or group responsible for all aspects of the approved street or sidewalk use.
- S.** Street: The entire width between the property lines of every public right-of way when any part thereof is open to the use of the public for purposes of use by vehicular traffic.
- T.** Street Legal: A vehicle that is equipped and licensed for use on public roads, as defined in Oregon Vehicle Code.
- U.** Street and Sidewalk Use Advisory Committee: The review body charged with assisting with review of Special Event applications, in accordance with these Administrative Regulations, and with reviewing and making recommendations on changes to the Administrative Regulations.
- V.** Traffic Control Devices: All signs, signals, markings, and devices placed or operated by direction of the City Traffic Engineer, or designee, for the purpose of guiding, directing, warning, or regulating traffic or parking.

Section 3. Application Process

- A.** For every type of Special Event for which a permit is required, the sponsor shall complete an application on a form provided by PBOT and file the application at PBOT, 1120 SW 5th Ave. Room 800, Portland, OR 97204.
- B.** All potential applicants should check with the Special Events Coordinator for determination of permits that may be required.
- C.** All potential applicants are encouraged to contact the Special Events Coordinator as soon as possible to discuss the desired date, planning, and conditions for issuance of a permit.
- D.** Applications should be filed no later than 30 days prior to the date of the Special Event to allow the City and the sponsor sufficient time to plan the Special Event. Applications filed less than 30 days prior to the date of the Special Event may be denied if there is not sufficient time available to process them.
- E.** Applications received less than 30 days prior to the proposed Special Event date are excluded from the appeal process.
- F.** Except for recurring, annual Special Events, no date shall be reserved until a completed application is filed with PBOT and confirmation has been received from the Special Events Coordinator.
- G.** Applications for annual Special Events:

ENCL 4



City of Portland Oregon
Special Events Program
 1120 SW 5th Ave. Room 800
 Portland, Oregon 97204
 Office: (503) 865-2482 ~ FAX (503) 279-3921
 Web: www.portlandonline.com/revenue/specialevents

OFFICE USE ONLY:
 New event: ☐ Return event: ☐
 Route change: ☐
 Date Received
 On time: ☐ Late: ☐

Street and Sidewalk Use (Special Event) Permit Application
 (Fill out completely and type or print legibly. Failure to do so could result in permit denial.)

APPLICANT AND SPONSORING ORGANIZATION INFORMATION (PERSON/GROUP RESPONSIBLE)

Sponsoring Organization Name: World Naked Bike Ride

Organization type: ☒ For-profit ☒ Nonprofit Tax Exempt Number:

Organization Street Address:

City, State, ZIP Code: Portland

Organization Phone:

Organization FAX:

Primary Contact from Sponsoring Organization: Evan Ross

Contact Phone: (office)

(cell)

Email:

Name of contact person "on site" day of the event: Evan Ross

(cell - required)

Event coordinated through an event promotion company? ☐ Yes ☒ No Name of Company:

Contact Name:

Phone:

Email:

EVENT INFORMATION

Event Type (check all that apply): ☐ 5K ☐ 10K ☐ Half Marathon ☐ Marathon ☐ Triathlon ☐ Walk ☐ Bike Race ☐ Parade

☒ Demonstration ("First Amendment" Event) ☐ Other (Please specify briefly here)

Street location: ☐ Sidewalk Only ☐ Street Only ☐ Street and Sidewalk ☒ Street, Sidewalk and Park

City Location(s) (check all that apply): ☐ Downtown ☐ SW ☐ NW ☐ SE ☒ NE ☒ North ☐ Other:

Application Fee of \$25 submitted with application ☐ Yes ☒ No (application will not be considered until received)

Event Name World Naked Bike Ride

Requested Event Date(s) 06/23/2018

Alternative Event Date(s)

Event Hours Start: 9pm

End: 12am

Set-up Location: Cathedral Park

Date: 6/23/2018

Time: 6pm

Break-down Location: Woodlawn Park

Date: 6/23- 6/24/2018

Time: 1am

Are participants (including floats, vehicles and bands) charged an entry fee?

☐ Yes ☒ No

Admission Cost and/or Entry Fee(s):
 If graduated or multi event, attach fee schedule separately

Is this an annual event? ☒ Yes ☐ No

If annual, has the route changed from the previous year?

☒ Yes ☐ No

Name and phone number of EMT/Paramedics provider:

Attendance

Participants*: 8,000

Spectators: 1,000

Total: 9,000

Basis on which attendance estimate is made: previous years

Previous year's total attendance - if applicable: 9,000

**Athletic Events require final registration counts sent to Special Events Coordinator within 3 days of event*

OVERALL EVENT DESCRIPTION

Briefly explain event and event details:

This world wide ride is traditionally a protest against oil dependence and cyclist vulnerability. In Portland it is a celebration of bicycling and body acceptance in the face of traffic violence and negative body image.

STREET CLOSURE INFORMATION

Names of streets to be closed (attach further closures on a separate sheet if needed)

N Pittsburgh Ave	Between N Crawford St.	And N Edison St.
N Burlington Ave	Between N Edison St.	And N Willamette Blvd.
	Between	And
	Between	And
	Between	And

Special event route (i.e., held on sidewalk and/or street, changes to route, where and how you wish to travel)

(ALSO REQUIRED: a detailed map that includes the start point, end point, direction of travel, and street names)

Working with Sgt. Barnum on Route. From Cathedral Park head North on Burlington Ave., Right turn heading South on N Willamette Ave. Follow Willamette Ave. past intersection with Rosa Parks Ave. Left turn heading East on N Ainsworth St. Left turn heading North on NE 6th Ave. Right Turn heading East on NE Dekum St. End at Woodlawn Park

Are you requesting a complete or rolling street closure? Why are you requesting this street closure?

Rolling closure for route listed above beginning at 9pm.

Time of Street Closure Start: see above End:

Participant type and number of entries of each type (check all that apply): ☐ Participants/Spectators ☐ Animals

☐ Vehicles ☐ Floats ☐ Bands ☒ Bikes 8000

If you have vehicles, animals, floats, and/or bands, please provide details about these entries:

N/A

Parking restrictions requested:

N/A

Bagging of parking meters requested? ☐ Yes ☒ No Company providing Courtesy Towing:

Will the proposed route cross a bridge? ☐ Yes ☒ No

If yes, which bridge(s) (check all that apply)? ☐ St. Johns ☐ Fremont ☐ Broadway ☐ Steel ☐ Burnside ☐ Morrison ☐ Hawthorne
☐ Marquam ☐ Sellwood ☐ Ross Island ☐ Sauvie Island (May require additional permits. Please see last page or call for details.)

Are you requesting a full or partial bridge closure? Why are you requesting a bridge closure?

Will your proposed route cross MAX tracks? ☒ Yes ☐ No Portland Streetcar tracks? ☐ Yes ☒ No

For MAX/Streetcar maps please go to: <http://www.trimet.org/schedules/index.htm> (If yes, be prepared to provide an alternate route.)

Will your proposed route cross and/or utilize streets where TriMet operates? ☒ Yes ☐ No

Please list affected bus lines: 75, 6, 44, 35

For TriMet bus maps please go to: <http://www.trimet.org/schedules/index.htm> (Contact TriMet at 503-962-4949)

Will you agree to alter your route if PDOT and the Special Events Committee determine the proposed route will require significant city services and/or severely limit transit opportunities in high-volume areas? ☐ Yes ☒ No

EVENT DETAILS

Does your event involve the sale or consumption of alcoholic beverages? ☐ Yes ☒ No (Oregon Liquor Control: 503-872-5000)

If yes, will this activity occur on (or spill into) city streets? ☐ Yes ☐ No

If yes, please describe:

Will items or services be sold at your event? ☒ Yes ☐ No (Food being served: Multnomah County Health: 503-988-3400)

If yes, will this activity occur on (or spill into) city streets? ☐ Yes ☒ No Please describe:

Are you charging a fee for vendors to participate in your event? ☐ Yes ☒ No How much:

ENCL 5

Will the event have amplified sound? ☒ Yes ☐ No

Have you obtained a noise permit? ☒ Yes ☐ No (Noise Control: 503-823-7350)

Is this a fundraising event? If yes, please describe:

No.

Do you have a recycling plan for your event? ☒ Yes ☐ No

Please describe your recycling and clean-up plans for this event:

There will be trash and recycling containers at both the start and end locations and both areas will be cleaned by volunteers after the ride.

SAFETY/SECURITY/VOLUNTEERS

Please describe your procedures for crowd control and internal security:

We have volunteers and have hired private security to discourage drinking and inappropriate behavior.

Are you expecting City police services at intersections and/or for crowd control? ☐ Yes ☒ No

Police services are determined by the Portland Police Bureau's Special Events Sergeant.

Do you plan on utilizing volunteers? ☒ Yes ☐ No (volunteers/monitors are required)

Name and phone number of volunteer coordinator:

If yes in what capacity?

PPB's assistance has been very valuable in the past but is not expected. We are in close contact with the

PUBLIC NOTIFICATION AND PROMOTIONAL INFORMATION

PLEASE NOTE: YOU ARE ADVISED NOT TO ANNOUNCE, ADVERTISE OR PROMOTE YOUR EVENT UNTIL YOU HAVE A SIGNED PERMIT.

Please describe the marketing and promotional effort planned for the event (advertising, flyers, etc.). Please also include strategies for notifying affected neighborhoods and businesses (14 days prior) and posting signage at and around major intersections (7 days prior).

☒ I have read and agree to the notification requirements at the end of this application and understand that failure to notify the public will result in the revocation of my event permit.

INSURANCE INFORMATION

HOLD HARMLESS AGREEMENT: IN CONSIDERATION OF THE CITY OF PORTLAND CLOSING ONE OR MORE PUBLIC STREETS FOR THE ACTIVITY FOR WHICH THIS PERMIT WAS ISSUED, THE SPONSOR(S) OF THIS EVENT HEREBY AGREES TO SAVE THE CITY, ITS AGENTS, OFFICIALS, AND EMPLOYEES HARMLESS FROM AND AGAINST ALL DAMAGES TO PERSONS OR PROPERTY, ALL EXPENSES, AND OTHER LIABILITY THAT MAY RESULT FROM THIS ACTIVITY. DEPENDING ON THE SIZE OF AND SCOPE OF THE EVENT A "CERTIFICATE OF INSURANCE" MAY BE REQUIRED.

Signature of Sponsor or
Authorized Representative

Evan Ross

Date 4/4/18

LIABILITY AGREEMENT: SPONSORS OF SMALL PARADES, LARGE PARADES, SMALL ATHLETIC, LARGE ATHLETIC, EXTRA LARGE USES, AND POSSIBLY EXCEPTIONS SHALL HOLD HARMLESS, DEFEND AND INDEMNIFY THE CITY AND THE CITY'S OFFICERS, AGENTS AND EMPLOYEES AGAINST ALL CLAIMS, DEMANDS, ACTIONS AND SUITS (INCLUDING ALL ATTORNEY FEES AND COSTS) BROUGHT AGAINST ANY OF THEM ARISING FROM SPONSOR'S ACTIVITIES AUTHORIZED BY A STREET AND SIDEWALK USE PERMIT.

The sponsor shall maintain public liability and property damage insurance that protects the sponsor and the City and its officers, agents and employees from any and all claims, demands, actions and suits for damage to property or personal injury, including death, arising from the sponsor's street and sidewalk use. The insurance shall provide coverage for not less than \$1,000,000 for personal injury to each person, \$1,000,000 for each occurrence, and \$500,000 for each occurrence involving property damage; or a single limit policy of not less than \$1,000,000 covering all claims per occurrence.

CITY INSURANCE PROGRAM: SPONSORS OF STREET AND SIDEWALK USES THAT DO NOT CARRY THEIR OWN INSURANCE COVERAGE MAY PURCHASE PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE DESIGNED FOR USERS OF CITY PROPERTY THROUGH A PROGRAM COORDINATED BY THE CITY BUREAU OF RISK MANAGEMENT. PBOT-WILL DIRECT SPONSORS TO THE APPROPRIATE PERSON TO CONTACT. SPONSORS ARE ENCOURAGED TO TAKE ADVANTAGE OF THIS PROGRAM WHENEVER POSSIBLE, EVEN IF INSURANCE IS NOT REQUIRED FOR A PARTICULAR CATEGORY OF STREET AND SIDEWALK USE.

☒ I have read the hold harmless agreement and liability agreement. I agree to maintain public liability and property damage insurance if the Portland Bureau of Transportation determines a liability agreement will be required, per Street and Sidewalk Use Administrative Regulations, section 10.B.

Signature of Sponsor or
Authorized Representative

Evan Ross

Date 4/4/2018

ENCL 5

PERMIT CONDITIONS

If your permit is approved and issued the following conditions **may** apply:

1. **Fees** – Scheduled permit fees for events are to be paid at least 30 days prior to the event. Failure to pay fees may result in the revocation of the permit. See attached sheet for permit fees.
 - Cost recovery for athletic events are calculated and will be billed post-event with payment due net 20 days.
2. **Notifications** – Organizer will notify affected neighborhoods and businesses at least 6 days prior to the event. Notification documents will be sent to Allison Madsen at allison.madsen@portlandoregon.gov for approval prior to distribution. Proof of delivery may be required.
3. **Signage** – Organizer will post signage appropriate to the event. At and around major intersections and traffic areas, signage such as sandwich boards may be required 7 days prior to the event.
4. **Volunteers** – Organizer will adequately supply volunteers to staff positions along the route. Volunteers will be instructed to assist in staging a safe and orderly event. Volunteers must be easily identifiable through some form of badge, arm band, bib, shirt or cap. Volunteers will remain on post until advised by Portland Police Bureau that they are no longer required. Proof of adequate number of monitors shall be provided upon request of the Special Events Coordinator at least 5 days prior to the event.
5. **Insurance** – Sponsors of events shall provide coverage for not less than \$1,000,000 for personal injury to each person. \$1,000,000 for each occurrence and \$1,000,000 for each occurrence involving property damages; or a single limit policy of not less than \$1,000,000 covering all claims per occurrence. A copy of the insurance certificate must be received by the Special Events Coordinator prior to the event.
6. **Pace** – Organizer will ensure that all participants are aware they must maintain an overall pace of 12 minutes per mile. The Police supervisor may adjust the pace as necessary for the safety of runners. Participants who fall behind will be required to move to the sidewalks upon request by the Portland Police Bureau.
7. **Route** – Routes for events will not be changed unless specific approval is given by the Special Events Coordinator. The Police Supervisor may approve changes on the day of the event.
8. **State Highways** – Large events utilizing areas around ramps to state highways will be required to apply for and coordinate closures with the State of Oregon. Example: I-405 ramp at SW Harrison Street.
9. **Other closures** – Permits are issued with a set starting and ending time. These times will not be changed without permission of the Police Supervisor on the day of the event or the Special Event Coordinator. Resumption of normal traffic in these areas will occur at the end time specified on the event permit. Any participant left on the course will be required to move to the sidewalks.
10. **Other permits** – Organizers are responsible for ensuring all applicable permits are in place prior to the event. These include but are not limited to: park use, other venues, noise permits and bridge closures.

☒ I have read these conditions and agree to fulfill any requirements therein.

By signing this application, sponsor, or sponsor's authorized representative on behalf of sponsor agrees to all terms and conditions set forth in Portland City Code Chapter 7.22, the Street and Sidewalk Use Administrative Regulations and any special conditions listed in the permit.

As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit/cost recovery fees for this event as determined by PBOT, based upon the information provided in this application.

Name of Sponsor or Authorized Representative (Printed)

Evan Ross

Signature of Sponsor or Authorized Representative

Evan Ross

Date 4/4/2018

RETURN THIS COMPLETED APPLICATION, APPLICATION FEE, AND ROUTE MAPS TO:

Allison Madsen, Special Events Program
1120 SW 5th Ave. Room 800 ~ Portland, Oregon 97204
Office: (503) 865-2482 ~ FAX (503) 279-3921
Email: Allison.Madsen@portlandoregon.gov
Web: www.portlandonline.com/revenue/specialevents

OFFICE USE ONLY:

Event Type: ☐ Small Sidewalk ☐ Large Sidewalk ☐ Street ☐ Small Parade ☐ Large Parade
☐ Small Athletic ☐ Medium Athletic ☐ Large Athletic ☐ Exception

Application Fee Received: ☐ Yes ☐ No

Information entered into database? ☐ Yes ☐ No

Application sent to Special Events Review Committee? ☐ Yes ☐ No Date Sent:

Event Approved? ☐ Yes ☐ No If no, meeting scheduled? ☐ Yes ☐ No When?

Event approved at meeting? ☐ Yes ☐ No Permit denied, with cause ☐ Appeal ☐

Event Amended? ☐ Yes ☐ No Event cancelled ☐

Fee Paid: ☐ Yes ☐ No Date Paid: Amount:

Date Permit Issued:

ADDITIONAL PERMITS (REVISED 2016)

IF ANY OF THESE CONDITIONS EXIST YOU MAY NEED AN ADDITIONAL PERMIT FROM ANOTHER AGENCY.

EVENT FEATURE(S)	CONTACT	PHONE
Event uses a City Park (in any capacity)	Portland Parks & Recreation	503-823-2525
Event uses Director Park	Director Park Office	503-823-8087
Event uses Schunk Plaza	General Services Administration	503-326-4990
Event uses Pioneer Courthouse Square	Pioneer Courthouse Square Office	503-223-1613
Event includes a neighborhood street fair or community event with broad participation	Portland Bureau of Transportation Engineering	503-823-7073
Event includes a block party	Contact local neighborhood association and/or Office of Neighborhood Involvement (ONI)	ONI: 503-823-4003
Event will use a bridge and/or restrict bridge opening	Coordinated through Special Events Program	503-865-2482
Event procession will interfere with a bus, light rail or streetcar route or schedule	Coordinated through Special Events Program	503-865-2482
Event uses address system or amplified music	Noise Control Office	503-823-7350
Food will be served	Multnomah County Health Division	503-988-3400
Alcoholic beverages will be sold or served	ONI Liquor Licensing Specialist	503-823-3092
Event includes temporary festivals, special events, or celebrations	Fire Bureau	503-823-3712
Crosses Union Pacific Rail Lines	UP Response Management Communication Center	888-877-7267

PUBLICITY AND PUBLIC NOTIFICATION OF SPECIAL EVENTS

Sponsors are advised not to publicize proposed street and sidewalk uses until after receipt of the permit from PBOT to avoid publication of misinformation. Sponsors who disregard this precaution shall not receive special consideration in determining approval for the proposed street and sidewalk uses because of advance preparation or the expenditure of money.

A precondition for receipt of a special event permit is public notification and signage.

Sponsors of athletic, large parades, and other uses with a closed course shall notify residential complexes, neighborhood groups, businesses and churches which will be affected by the street and sidewalk use (signature form enclosed). **The notification shall be made not more than fourteen (14) days and not less than six (6) days before the street and sidewalk use date.** The notification shall be in writing and shall include the name and telephone number of the appropriate City official to contact in case of questions or concerns. All public notifications must be reviewed by the Special Events program prior to distribution. Delivery confirmation/signatures need to be provided no less than 5 days prior to the event date. **Additionally, you may be required to post signage at and around major intersections.**

PUBLIC NOTIFICATION STRATEGIES AND RESOURCES

In addition to notifying residential complexes, neighborhood groups, businesses and churches, it is a good idea to notify the public at large. Outlined below are a few ways that you can let the public know about your event. T

Neighborhood Associations (use notification form – see sample, enclosed):

To contact the local neighborhood association please go to the Office of Neighborhood Involvement's "Searchable Neighborhood Directory" at: <http://www.portlandonline.com/oni/search/>

If you are unsure of which neighborhood association your event is in, please go to the "Citywide Neighborhood Maps" at:

<http://www.portlandonline.com/oni/index.cfm?c=35788>

Free TV and online notifications:

- **Submit a PSA of street closures on "City of Portland" TV (Portland Community Media, Channels 11, 22, 23, 29, or 30) public access channels**
 - Free postings on Community Bulletin Board
 - <http://www.pcmtv.org/programming/guidelines/oprp>
- **Free online classifieds:**
 - Willamette Week: Classifieds, Community Events
 - <http://portland.wweek.com/online/classifieds/index>
 - Portland Mercury: Classifieds, Friends 'n' Neighbors, Happenings
 - <http://classifieds.portlandmercury.com/portland/>

Items to include in announcement(s):

- Name of the event
- Name of sponsor organization, mailing address, telephone number
- Date of the event
- Starting and ending times
- Detailed route description

Required media notification example and contacts will be provided.

ENCL 5

Green, Tony <[REDACTED]@portlandoregon.gov>
To: Patrick Cashman <[REDACTED]>

Fri, Apr 26, 2019 at 11:25 AM

Hi Pat –

There are many exemptions to disclosing public records. PBOT isn't asserting one, however. They say they simply don't have any records that contain the route. The public records law does not compel them to collect information. It only requires them to turn it over if they have it unless they assert an exemption.

I also don't think City rules clearly require them to collect the route information at this point in the process. Allison told me, for example, that the Portland Marathon has applied for a permit, but has not yet submitted a final route.

Yes, PBOT is intentionally not collecting the information in order to avoid having to turn it over as part of a public records request. But as I explain below, I think they have made a persuasive case as to why.

If the Police Bureau has a record with the route, they are required under the public records law to provide it to you -- or cite an exemption. If you disagree with the exemption, you can appeal that the DA.

The overarching issue for me is what is in the public interest. The police made a persuasive argument that publicizing the route creates two problems. It makes it a much bigger event because thousands of people line the route. That requires more police officers and costs the City more money. Also, some people in the past have disrupted the event, throwing tacks and assaulting riders. This is not only a safety risk to riders, but also police.

I haven't heard a compelling reason to release the route that outweighs the compelling interest not to release it. Yes, they are required to comply with the public records law and their own administrative rules. As I write this, I don't think they have violated either.

Sincerely,

Tony Green
Deputy Ombudsman

Office of the Auditor
City of Portland
1221 SW Fourth Ave, Room 320
Portland, Oregon 97204

ENCL 6

<< File: 42650 AIE World Naked Bike Ride.doc >>
<< File: 42650 Receipt World Naked Bike Ride.pdf >>
<< File: 42650 SUR Sec World Naked Bike Ride.pdf >>

Courtney

From: Roberts, Courtney
Sent: Tuesday, April 10, 2018 12:29 PM
To: Parker, Allison <Allison.Parker@portlandoregon.gov>
Subject: RE: World Naked Bike Ride

Yes! Haha 😊

I will get a little better site map for you...just preliminary and if you have specific requests, I can send it to them. 😊

From: Parker, Allison
Sent: Tuesday, April 10, 2018 12:26 PM
To: Roberts, Courtney <Courtney.Roberts@portlandoregon.gov>
Subject: RE: World Naked Bike Ride

Aww yeah. We'd be honored to host this time-honored tradition. I'll check out the request. I'll keep it under my hat but that's all I'm wearing just to get prepared! (Just kidding)

Allison Parker
Parks Maintenance Supervisor | North Service Zone
503-823-3643 (office)

From: Roberts, Courtney
Sent: Tuesday, April 10, 2018 12:18 PM
To: Parker, Allison <Allison.Parker@portlandoregon.gov>
Subject: World Naked Bike Ride

Hi Allison,

I hope you are well. We are to keep this secret for now please 😊. WNBR & Police don't announce this until right before the date. Police picked Cathedral for the start of the World Naked Bike Ride this year. I thought I'd send you a quick note just to prepare you.

I sent you an approval and they follow everything that park sups ask of them, as well as, work with police thoroughly. All goes rather well with their set up etc. Please let me know if you have any questions.

Courtney

From: Roberts, Courtney
Sent: Tuesday, April 10, 2018 1:06 PM

ENCL 7

This is the permit number for the event the Police don't like to name until it gets closer but there's Naked in the title.

We will be closing at 1pm on Thursday February 22 for staff training & development. We apologize for any inconvenience.

As of October 9th, 2017 Portland Parks Customer Service will be located at 111 SW Columbia St. Portland OR 97201 (6th Floor). We apologize for any inconvenience.

For the purpose of addressing US postage please continue to use the address below:

Cary Coker

Recreation Coordinator II / Public Events Coordinator
Portland Parks & Recreation
1134 SW 5th Avenue First Floor/Customer Service Center
Portland, OR 97204-1933
503-865-2375 (office)
503-823-2515 (fax)
cary.coker@portlandoregon.gov
www.PortlandParks.org

From: Tran, Tim

Sent: Sunday, February 18, 2018 11:33 AM

To: Coker, Cary <Cary.Coker@portlandoregon.gov>

Subject: Cathedral Park 6/23/18 - PE Hold

Cary,

P# 41357 – PUBLIC EVENTS HOLD for Cary Coker on June 23, 2018 at Cathedral Park.

This hold includes every reservation site at Cathedral Park.

Tim Tran

ENCL 7

Permit Contract

Please print your permit and take it with you. The permit must be onsite to be valid.

**Customer
Service Center**

Parks &
Recreation |
PBOT
111 SW
Columbia St,
Suite 660
Portland, OR
97201
Phone: (503)
823-2525
FAX: (503) 823-
2515
Email: --



**PORTLAND
PARKS & RECREATION™**
Healthy Parks, Healthy Portland

portlandoregon.gov/PARKS

PBOT
PORTLAND BUREAU OF TRANSPORTATION

portlandoregon.gov/TRANSPORTATION

Permit #44983, Issued

Jun 18, 2018 8:30 AM

Customer Type: Individual/Org
Prepared By: 4/18croberts
Permit Administrator:

Company:

Umbrella
3027 NE
Ainsworth
Portland, OR
97211

Agent: Kirk
Paulsen

Primary: (503) 858-2042

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$3,021.00	\$0	\$0	\$3,021.00	\$0	\$0	(\$3,021.00)	\$0	\$0

▼ RESERVATIONS

Event		Resource		Center		Notes
World Naked Bike Ride #44983		Cathedral PK - Restricted		Cathedral Park		--
Type: Fairs, Festivals, Races & Rallies -		Special 1		N Edison St & Pittsburg		
Rate 3				Ave		
Attend/Qty: 8000				Portland, OR, US 97203		
				(503) 823-2525		
Days Requested		Event		Event Ends		
Day	Date	Event Begins	Duration	Date	Time	
Saturday	Jun 23, 2018	3:00 PM	8 hours	Jun 23, 2018	11:00 PM	
Summary		Notes				
Total Number of Dates: 1		Fairs, Festivals, Races & Rallies Rate 3 see details in Special Use and Major Park guides.				
Total Time: 8 hours						

► CHARGES

ENCL 8