

Planning & Development Committee
Wednesday, May 22, 2019 – 5:30 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor Valerie Gilman; Councilor Sean Nolan; Councilor Ken Hecht

Absent: Councilors Holmgren & Lundberg

Also Present:

The meeting was called to order at 5:30 p.m. Item #1. C) was taken first.

1. *Special Events Applications:*

- A. Request to hold the Harbor Loop Concert Series on July 4, 11, 18 & 25; August 1, 8, 15, 22 & 29, with a rain date of September 5, 2019 (Cont'd from 05/08/19)

Carol Pallazolla, representing the Harbor Loop Concert Series, explained this is an annual event with their first concert on Thursday, July 4th. There is always an opening band and a headliner; there will be food vendors fully permitted at the event also. The road closure is on either end of Harbor Loop, with sawhorses put in place by the Police about 4:30/5:00 p.m. It was noted that the road is reopened about 9:30 p.m. or earlier depending on the timing of the band. She mentioned that this is the 4th year that she and her partner, Chris Silva, have produced the Harbor Loop Concert Series.

MOTION: On a motion by Councilor Hecht, seconded by Councilor Nolan, the Planning and Development Committee voted 3 in favor, 0 opposed, to approve a Special Events Permit to hold the Harbor Loop Summer Concert Series on July 4, 11, 18 & 25; August 1, 8, 15, 22 & 29, with a rain date of September 5, 2019 from 5:00 p.m. to 9:00 p.m. pursuant to the named dates in order to temporarily close Harbor Loop at the center of the Loop at the “Buoy” for the named dates. This event is covered under the City of Gloucester’s liability insurance policy as a city-sponsored event.

- B. Request to hold the Magnolia Community Farmers Market, Sundays, June 9 through September 15, 2019

Alana Horne, 163 Magnolia Avenue, was accompanied by Nying Gallo, Caitlyn Shatford, and Rebecca Doyon, representing the Magnolia Community Farmers Market. **Ms. Horne** advised that the Farmers Market is newly reconfigured. She recounted that previously the Magnolia Farmers Market was held on Mondays from 4:00 p.m. to 6:00 p.m. but that this year the Market will be on Sunday mornings from 9:00 a.m. to 12 noon. She reported they’ve already been before the Special Events Advisory Committee and received all necessary approvals. The road closure for Lexington Avenue will be from Norman Avenue to Flume Road from about 8:00 a.m. for set up to 12:30 p.m. She advised that they reached out to the neighbors and businesses affected so they are aware of this event’s timing, and have received backing from neighborhood businesses and the community.

Councilor Hecht asked if this was an expansion and/or new location for the event. **Ms. Horne** noted that the location is the same but a change of day and time. She explained that vendor participation had decreased due to decreasing customer participation. It is hoped by changing the date and time this will encourage more people to attend the Farmers Market by capturing Sunday breakfast traffic, churchgoers, as well as beach traffic.

Councilor Nolan noted that the city will be taking this event under its liability insurance. This was a failing event and this group has listened to the community to reinvent it. He pointed out this will be a great community event.

Councilor Gilman pointed out that the hours stated at SEAC was 9:00 a.m. to 12:00 noon but heard that the actual road closure requested is from 8:00 a.m. to 12:30 p.m. **Ms. Horne** noted with the road closure, there is a loss of two handicapped parking spaces at the Magnolia Library and expressed that she’d like to have temporary handicap parking spaces at the Magnolia Library and in front of Sherry’s Corner Café, and asked how they can obtain temporary handicap signs so that the event can be inclusive for all. **Councilor Nolan** advised that the DPW Director will obtain temporary handicap parking space signs for this event because such temporary parking situations are under his purview. He informed the Committee that the city will placing the event under the umbrella of its liability insurance. This was a failing event, he noted, and this group has listened to the community to reinvent the Farmers Market. He pointed out this will be a great community event.

Councilor Gilman asked for clarification of the road closure time requested. The event is listed as 9:00 a.m. to 12 noon, but that the road closes 8:00 a.m. to 12:30 p.m. which isn't reflected in the requested hours of the event. **Councilor Nolan** offered that in the past the road was closed a half hour before the event and reopened a half hour after the event to allow for set up and break down. The Committee agreed to clarify the road closure time in the conditions for the event.

MOTION: On motion by Councilor Nolan, seconded by Councilor Hecht, the Planning & Development Committee voted 3 in favor, 0 opposed, to permit the Magnolia Community Farmers Market to be held on Sundays from June 9, 2019 through September 15, 2019 during the hours of 9:00 a.m. to 12:00 noon with the following conditions:

1. **Lexington Avenue is to be closed from Norman Avenue to Flume Road with appropriate signage posted at either end of Lexington Avenue advising motorists of alternative routes. A Certificate of Insurance naming the City of Gloucester as Certificate Holder is to be on file with the City Clerk's office no later than June 5, 2019 or in lieu of a Certificate of Insurance a letter from the city's Chief Administrative Officer stating that the city is responsible for the insurance. The following conditions apply:**
 2. **Applicant is to notify all abutters of the closed area of Lexington Avenue in advance of the events;**
 3. **Applicant is responsible for providing adequate trash receptacles and for removal of same;**
 4. **Applicant has agreed to make Magnolia Library bathrooms available to the public;**
 5. **All vendors, except those excluded by state law, are to obtain city vending permits prior to May 31, 2019 from the office of the City Clerk.**
 6. **That the Magnolia Farmer's Market must have two or more farmers primarily selling products grown, produced, or raised by farmers present in order to constitute a "Farmer's Market" in keeping with the Mass. Department of Agricultural Resources Policy for Mass. Farmers' Markets and with the definition in the Code of Ordinances, Chapter 11.**
 7. **Lexington Avenue will be closed at 8:30 a.m. for event set up and reopen at 12:30 p.m.**
- C. Request to hold the Gloucester Police Community Safety Day-July 13, 2019

Officer Joseph Parady of the Gloucester Police Department explained that they held the first family-friendly event last year for the first time in September. This event hosts Fire, Police and First Responder units from all over the northeast. He noted that last year there were State Police helicopters, horse units, and antique cruisers on display; bouncy houses for young children and there was a DJ – there were free hot dogs to all as well. He added that this shows the city what is potentially out there to respond to the city in an emergency. The event also collects donations for Cops for Kids with Cancer, and they raised a lot of money for that cause. By popular demand they're bringing the event back, particularly on a summer date when kids are out of school. The U.S. Coast Guard station will open up their base for tours as well, he noted.

Councilor Gilman noted the event had all the necessary permission and sign-offs from the city. The event is covered under the city's General Liability Insurance, and a memo enumerating that fact is on file. **Officer Parady** advised he was before the Committee due to the partial closure of Harbor Loop for the event. There will be a bottleneck road closure which he described by saying that the event starts just after the Building Center and just after the entrance to Captain Carlos. People can funnel through, make their donation and then move into the event area. If people need to get to the Harbormaster or Coast Guard Station or to any business on Harbor Loop they will ensure access.

Councilor Hecht confirmed that the event is 10:00 a.m. to 2:00 p.m. on a Saturday. **Councilor Gilman** noted at last year's event the Police utilized high school volunteers and asked if they'll do the same this year. **Officer Parady** advised if they would like to help they'd welcome them. They had the Sea Scouts and other members of the community helped as volunteers. He mentioned they'd welcome volunteers from the community.

Councilor Nolan pointed out last year's event was a great success and that he looked forward to this year's event.

MOTION: On a motion by Councilor Nolan, seconded by Councilor Hecht, the Planning & Development Committee voted 3 in favor, 0 opposed, to permit the Community Safety Day on Saturday, July 13, 2019 from 10:00 a.m. to 2:00 p.m. Harbor Loop. Vehicular traffic will be managed in a "bottleneck" manner as directed by the Gloucester Police Department. This event is covered under the city's general liability insurance.

D. Request to hold the Fishbox Derby on September 29, 2019

Mark Nestor, 45 Middle Street, representing the Fishbox Derby advised that plans are unchanged from the previous year, just that there is a different group organizing the event. He advised that the event is now run by a new organization of veterans to attract young veterans and their families to the event. They've increased the number of applicants to 35 last year and are hoping for more this year. He described the road closures to the Committee which are the same as previous years. Americold will allow the event to use their dumpsters for trash, and Gorton's of Gloucester allows them to use their parking lot especially for off-street parking to affected neighbors. The event raises money for a scholarship fund. He reported that the Police Department works with them to put their signs up for road closures and they will notify businesses of the event. There will be new ramps and new timers for next year to improve the set up. They now have first aid kits on the course, he noted. He advised they have applied for their new Insurance Certificate which when obtained will be placed on file.

Councilor Nolan noted he knew four people who obtained cars over the winter to participate, and the Police Department has added another vehicle. He briefly touched on the process how he and others build the cars, and that there is a junior officer car and a junior sergeant car for police officers' children. He highlighted that it's a great event run by a new group that is highly more motivated. He expressed he was pleased to see the AMVETS taking this over.

MOTION: On a motion by Councilor Hecht, seconded by Councilor Nolan, the Planning & Development Committee voted 3 in favor, 0 opposed, to permit Fishbox Derby, Inc. on Sunday, September 29, 2019 with a rain date of Sunday, October 6, 2019, to hold the Fishbox Derby ("Soapbox Car" Race) closing Rogers Street from Manuel F. Lewis Street to Flanagan Square that day from 6:00 a.m. to 4:00 p.m. with the following conditions:

1. Certificate of Insurance:

An updated Certificate of Insurance naming the City of Gloucester as an additional insured party is on file with the City Clerk's Office.

2. Road Closure Plans:

Roads to be closed are to be marked with signage directing the public as to the duration of the closure and alternate routes. Any substantial changes, as determined by either the Police or Fire Chief or their designees to the route or related to safety issues will require Council approval.

3. Refuse and Comfort Stations:

All refuse and recycling due to this event must be removed by the organizer. Any portable toilets (with two handicap accessible) are to be provided and maintained by the organizer, placed the evening before the event or early in the morning of the day of the event and removed by 5:00 PM, September 29, 2019 (or October 6, 2019 if event is on rain date).

4. Emergency Services:

Emergency services shall be as determined by Emergency Medical Services Director, Jonathan Sanger.

5. Staffing:

Event staff is to have cell phones and be identified by the public with distinct shirts. A list of event staff and their cell phone numbers to be submitted to the Police, Fire or DPW Departments.

6. Notification of Immediate Abutters and Businesses to Race Course:

Notice shall be made by the event organizer by hand or by mail no later than 7 days in advance of the event to any businesses along the race route.

7. Responsibility of the Fishbox Derby, Inc.;

The applicant is also required to obtain any other necessary City Board or Commission approvals. It is the sole responsibility of Fishbox Derby, Inc. to ensure that required documentation is timely filed with the appropriate City departments as indicated. Failure to comply with any conditions precedent may result in permit revocation.

2. Memorandum from the Mayor re: endorsement of the establishment of a Dogtown Preservation Commission

3. CC2019-020 (Gilman, Lundberg): Amend GCO Ch. 2 "Administration," Art. V "Boards, Commissions, Councils and Committees" be amended by ADDING a new Division 18 entitled, "Dogtown Preservation Commission"

Councilor Gilman explained that she wished to review why her co-sponsor of the Council Order to establish a Dogtown Preservation Commission, Councilor Lundberg, who had asked this matter not only be sent to O&A but to

P&D as well. With that, **Dana Jorgensson**, Clerk of Committees, read the following email (on file) from Councilor Lundberg to dated May 16, 2019 explaining why this Council Order was referred to both the O&A and P&D Committees for their consideration into the record as follows:

“Val-The proposed ordinance creates the path to a Dogtown Management Plan, similar to the Harbor Plan, the Community Plan 2000, etc. Seems to be well within the scope of Planning and Development, as it will provide direction to the City on how to treat Dogtown for many years. Hope that makes sense. Thanks, Paul”

Councilor Gilman noted that this is a Community Development type of issue and had asked Jill Cahill, Community Development Director, to weigh in and she responded by email dated May 22, 2019 as follows:

“I think it is important to honor the work of the previous plans. To do so I would suggest including language in your scope of work that outlines that the Dogtown Preservation Commission will begin its work with a review and analysis of the previous management plan and north Gloucester woods study. This gives the commission a solid historical perspective and allows them to highlight accomplishments, identify objectives that are no longer relevant, and discuss objectives that they may want to carry forward in this new plan.

I would avoid using language declaring a plan "obsolete." It seems to me that by default a recent/current plan, as approved by the Administration and City Council, supersedes any previous plans.”

Councilor Gilman noted that this exact recommendation, as noted by Ms. Cahill, is already covered in the “Purpose,” Sec. 2-559.8 #4 of the proposed “Dogtown Preservation Commission.” As a result, she pointed out that this matter is now moved forward and fully vetted. She suggested that the Committee close the matter.

By a unanimous vote of the Planning & Development Committee, the matter of CC2019-020 is hereby closed.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:37 p.m.

Respectfully submitted,

Dana C. Jorgensson

Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.