

**Special Planning & Development Committee**

November 19, 2015 – 6:30 p.m.

**Kyrouz Auditorium – City Hall**

-Minutes-

**Present: Chair, Councilor Greg Verga; Councilor Steven LeBlanc****Absent: Councilor Lundberg****Also Present: Councilor-Elect Sean Nolan; Linda T. Lowe****The meeting was called to order at 6:30 p.m.****1. *Special Events Application to hold the Lexington Avenue Lights on December 6, 2015***

**Sean Nolan**, Councilor-Elect and event organizer, informed the Committee this event had been reviewed by the Special Events Advisory Committee and sign-offs are in place which City Clerk, **Linda T. Lowe** confirmed.

**Councilor Verga** informed Mr. Nolan about the need for liability insurance coverage for the event and that documentation needs to be on file with the City Clerk's office on or before December 2. Additionally, **Ms. Lowe** reminded Mr. Nolan that any vendors other than shopkeepers on Lexington Avenue who wish to participate must come to the City Clerk's office to obtain a permit for that one day.

**MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Verga, the Planning & Development Committee voted 2 in favor, 0 opposed, 1 (Lundberg) absent, to permit the Lexington Avenue Lights Event from 2:00 p.m. to 7:00 p.m. on Sunday, December 6, 2015. This event takes place on Lexington Avenue from Flume Road to Norman Avenue which is closed to vehicular traffic during the event. Sign offs from the Fire and Police Departments as well as written documentation of the area to be closed off to traffic are on file in the City Clerk's Office in conjunction with the review by the Special Events Advisory Committee. The requirement for the liability insurance coverage for the five hour duration of the Lexington Avenue Lights event will either be by Certificate of Insurance naming the City of Gloucester as the Certificate Holder or in lieu of that a memorandum from the Chief Administrative Officer saying that the event is covered by the city's liability insurance. Either document must be filed with the City Clerk's Office by December 2, 2015. If vendors who are not shopkeepers on Lexington Avenue wish to participate in this event they must obtain a vendor's permit from the City Clerk's Office.**

**A motion was made, seconded and voted unanimously to adjourn the meeting at 6:36 p.m.**

**Respectfully submitted,****Dana C. Jorgensson****Clerk of Committees****DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.**