

**Planning & Development Committee**  
Wednesday, September 7, 2016 – 5:30 p.m.  
**1<sup>st</sup> Fl. Council Committee Room – City Hall**  
-Minutes-

**Present:** Chair, Councilor Paul Lundberg; Vice Chair, Councilor Cox; Councilor Valerie Gilman

**Absent:** None.

**Also Present:** Councilor Nolan; Dan Smith

The meeting was called to order at 5:31 p.m.

1. *CC2016-029 (Gilman/Ciolino) Request that P&D & Planning Board review & recommend to City Council an amendment to the GZO Sec. VI “Definitions” “Open Space” to include: “natural resources of wetlands, forest and agricultural land as open space;” and amend GZO Sec. VI “Definitions” by adding a definition entitled, “Compost Facility /Composting Operations” that addresses permitting, siting, design and operations requirements*

**Councilor Gilman** advised that based on the Planning Board recommendation she was asking that the Committee permit the withdrawal of CC2016-029 Request that P&D & Planning Board review & recommend to City Council an amendment to the GZO Sec. VI “Definitions” “Open Space” and amend GZO Sec. VI “Definitions” by adding a definition entitled, “Compost Facility /Composting Operations.” She advised that her co-signer to the Council Order, Councilor Ciolino, has agreed to the request to withdraw.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Gilman, seconded by Councilor Cox, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council permit the withdrawal without prejudice of CC2016-029 Request that P&D & Planning Board review & recommend to City Council an amendment to the GZO Sec. VI “Definitions” for “Open Space” and adding a definition entitled, “Compost Facility /Composting Operations.”**

This matter is a continued public hearing at City Council to be heard again on Sept. 13.

2. *Special Events Application: Gran Prix Cyclo-Cross, October 15 & 16, 2016*

**Councilor Lundberg** recounted Mr. Boudreau had been before the Special Events Advisory Committee and that the SEAC has signed off and recommended approval of the Gran Prix Cyclo-Cross event with conditions.

**Paul Boudreau**, Gran Prix Cyclo-Cross Event Director recounted that this is the 18<sup>th</sup> year of the event which started with one day and became a two-day event in 2004. By doing so it placed the event on the international calendar attracting even more spectators and entrants. In 2012 the race weekend was challenging with the city because of a major rain event during the races that led to a disturbance of the park. As a result there were productive meetings with the Council, in particular P&D, which invoked a list of conditions which have been strictly adhered to by the event organization since that time.

**Mr. Boudreau** advised that the only change in the 19 conditions he petitioned for in a letter to the Committee dated August 31, 2016 (on file) is to increase on cap of riders from 1,000 per day to 1,100 per day. He explained the justifications for his request by saying that the 1,000 rider cap was an arbitrary number although it is about the number of race participants expected per day. Because of that cap the event can only allow 1,000 racers to register per day, but on race day they get a lot of requests for refunds for those who can't make the event. The average attendance for race participants is around 873 per day because of the cap and natural attrition. Raising the cap to 1,100 and with an expected attrition rate of 8% to 11% it is anticipated there would be about 950 race participants per day. The raising of the participant cap helps the event to allow some categories that have expanded in participation to expand further -- junior racing (ages 10 to 14) has the 30 spots already spoken for with a waiting list of 20. Also, by raising the cap it will allow the event to backfill those spaces. It is the same for the women's category which has grown as well with the same positive issues. He assured the Committee the race organization doesn't expect over 1,000 race participants a day.

He reviewed conditions from the previous year saying that the event had good success with parking last year in working closely with Mark Cole, Assistant Public Works Director, and that they had city employees help with the parking during the event as parking has always been an issue. He advised that parking for cars is on a first

come/first served basis at Stage Fort Park and that trucks and/or recreational vehicles (RV's) have to make arrangements to park elsewhere. He advised he is working to make arrangements with the principal of Gloucester High School to once again use the GHS parking lot as event overflow parking. He acknowledged that the event website access has been a problem recently which is being worked on. Information to race participants and sponsors is updated on the Essex County Velo website that informs participants and sponsors of the parking parameters, and asks that they be courteous to the park's neighbors. He acknowledged several problems encountered with neighbors in the area of The Cupboard restaurant in the park in the past. He recounted that racers who show up close to their race event tend to become extremely concerned trying to find parking, park where they can, and may not be as courteous and friendly as they should be. If the racers are not friendly to the neighbors those racers won't be allowed back, he pointed out. The race organizers constantly remind the racers this is a community event, he assured the Committee.

He further advised that the race course (maps on file) is identical from last year's event. The event organizers will continue to take a video of the race course before the racers are on the course so pre-existing conditions are documented to use as a reference point for the after-race walk through with city representatives to assess any race course damage to the park and develop a plan for reparations with Mr. Cole (see Permit Conditions below). He noted at the SEAC meeting he spoke to the Fire Department representative about possibly putting down a water cover down at some of the areas adjacent to the food vendors so that it keeps the dust down given this year's unusually dry conditions, however, he pointed out that the event weekend is two weeks later than last year which may help that fact.

**Councilor Cox** noted complaints last year of people disrobing in the park and asked that notice to participants and spectators be made that this type of behavior is unacceptable and how that situation can be mitigated. She voiced her confidence that the efforts of Mr. Boudreau to date to be completely acceptable on that issue. She expressed that it is impossible for the event organizers to control that many people which is why there are police details on site (paid for by the event organizers) and such complaints should be forwarded to the police there. She added that complaints from residents two or three weeks after the race are unhelpful -- rather that if the neighbors have complaints during the event weekend, they should file them immediately with the police details on site or call the Police Department to convey their information to the on-site officers at that time of the occurrence. Referring to the parking of spectators and race participants in and around the Stage Fort Park neighborhood, she indicated that what the race organizers do to mitigate parking issues is over and above some other weekend events at the park which sees parking all up and down Route 127. Citing Mr. Boudreau's efforts for creating overflow parking, communicating with all appropriate city departments and participants, and his responsiveness to mitigation of complaints, his taking out of a performance bond that no other event is asked to do that uses the park, are examples just some of the reasons why she indicated she is in favor of raising the cap for race participants per day and that she was in favor of the event permit overall. Any and all concerns that have been expressed, changes asked for, have been addressed throughout her tenure as a Councilor by the race organizers, she pointed out.

**Councilor Gilman** indicated she had heard that people were sleeping in their cars in the park overnight during the event weekend. **Councilor Cox** responded by saying she has heard no such complaints. She pointed out that the park is closed at 9:00 p.m. for the evening, and that if people are in fact sleeping in their cars that would be an issue for the police to manage. **Councilor Gilman** suggested that Mr. Boudreau post on his website the time that the park closes as well. **Mr. Boudreau** noted that the event registration information and website states there is no camping at Stage Fort Park, but assured they will state that fact more specifically for race participants this year at the Committee's request.

**Councilor Lundberg** also noted that if neighbors of the park have issues with parking on their street, they should also reach out directly to the police. **Councilor Cox** expressed her agreement adding that with the exception of Georgia Way all surrounding streets to Stage Fort Park are public streets. While racers are encouraged to not park on those public streets, they do have the right to park unless prohibited by city ordinance, she pointed out.

**Councilor Gilman** noted her issues getting to the 2016 Essex County Velo information on line but added she did view the 2015 event notes on parking and related information saying that she appreciated the tone taken by race organizers and the detail that was imparted there. She asked it be carried forward along with their 2016 race information. She advised she noticed on the application there will be recycling at the event and asked it be noted on the website as a reminder to use recycling bins at the event that recycling is encouraged and asked for a friendly reminder to race participants and spectators. She added that she was comfortable with Mr. Boudreau's ask to increase the cap on race entrants per day.

**Councilor Cox** encouraged the new City Councilors to attend the event, suggesting that they visit throughout the weekend at various times. She recounted her admiration for the volunteers for the event who clean the park at the end of each day.

**Councilor Nolan**, Ward 5 Councilor in whose ward a large of Stage Fort Park falls, said that the 19 conditions that will be proposed for the permit are acceptable to him as long as they are enforced but that he was not in favor of the cap on race participants being raised. He discussed briefly with Mr. Boudreau his registration refund policy although not a part of the permitting process. As of today's date, Mr. Boudreau advised there are already 800 race participants for each day pre-registered -- most of the amateur categories are filled, and noted that the elite racers seem to always wait to register until the last moment. He said he would clarify the refund policy on the website based on Councilor Nolan's expressed concerns. **Councilor Nolan** noted that the website also describes the spectators as a "rowdy" crowd and asked that such language be toned down and **Mr. Boudreau** agreed to do so.

**Councilor Lundberg** referred to the letter which Mr. Boudreau filed with the Committee to increase the cap to 1,100 noting that each of the Committee has voiced their agreement that raising the cap by 100 participants a day was reasonable. Both **Councilors Lundberg** and **Cox** expressed their appreciation to the event organizers' responsiveness with **Councilor Lundberg** further expressing his appreciation for Councilor Nolan's input.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Gilman, the Planning & Development Committee voted 3 in favor, 0 opposed, to permit the Essex County Velo Gran Prix of Gloucester Cyclo-Cross Race event to be held at Stage Fort Park on Saturday, October 15 and Sunday, October 16, 2016, with the following conditions:**

**1. Certificate of Insurance:**

**A Certificate of Insurance naming the City of Gloucester as an additional insured party is to be filed with the City Clerk's Office on or before September 30, 2016.**

**2. Traffic and Road Closure Plans:**

**a) Memoranda from the Police Department and Fire Department giving approval of the plans for the Essex County Velo Cyclo-Cross Race to be on file with the City Clerk's office on or before September 30, 2016. Roads to be closed are to be marked with signage directing the public as to the duration of the closure and alternate routes. Traffic and parking plan and police detail information by the Police Chief or his designee is to be filed with the City Clerk and the DPW Director or his designee on or before September 16, 2016. After the race permit is granted if either the Police Chief or Fire Chief or their designees determine that a substantial change(s) has been made to the route, then the applicant shall obtain City Council approval or the change.**

**b) Traffic Signage: The applicant is to place signage on the roads leading in and out of Stage Fort Park to be sure it is clear to the public which access roads are closed but that the Visitor's Center is accessible.**

**3. Refuse and Comfort Stations:**

**All event refuse and recycling must be removed by the Essex County Velo, event organizer. Any portable toilets (including the two required handicap accessible) are to be provided, maintained and paid for by the event organizer and must be in place the evening before the first day of the event or early in the morning of the day of the event and removed no later than 9:00 p.m. Sunday, October 16, 2016.**

**4. Emergency Services:**

**Emergency services are as required by the Fire Department Emergency Medical Services Director, Sander Schultz.**

**5. Staffing:**

**Event staff is to have cell phones and be identified by the public with distinct shirts, and list of event staff and their cell phone numbers submitted to the Police, Fire and Public Works Departments prior to the first day of the event.**

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

Notice shall be made by the Essex County Velo Gran Prix of Gloucester Cyclo Cross event organizer by hand or by mail no later than 7 days in advance of the event to any function halls, motels and hotels, and other businesses along the race route and Hough Avenue.

**7. Course Adjustments:**

The Essex County Velo event organizers are to present a written detailed list of all activities that require the assistance of the Department of Public Works (rocks to be moved or equipment to be moved, etc.) at least 7 calendar days prior to the event.

**8. On-Site City Staff:**

The Public Services Superintendent, or his representative, is to be on site during the Gran Prix of Gloucester Cyclo Cross event in order to facilitate any problems that might arise during the event. The cost of this service will be covered by the event organizers.

**9. Videotaping of Pre-Event Conditions:**

Once the course is set up, the Essex County Velo event organizers will walk the entire course with a video camera. This video will be delivered to the Department of Public Works within 7 calendar days prior to the event; the video will then be used to determine prior conditions when discussing the repairs post-race.

**10. Site Walk Post-Event:**

On the Monday immediately following the event a group consisting of the Assistant Director of Public Works, Public Services Superintendent, a member from Essex County Velo, Ward Councilor, the Chair of the Stage Fort Park Advisory Committee, and the landscape contractor hired for the Stage Fort Park repairs will walk the entire course to inspect the course for damages. Any damage to the park will be documented, discussed and a solution agreed upon by the group prior to any repairs being started. A start date for repairs will be agreed upon and a follow-up meeting at the site will be scheduled two weeks after the repairs have been completed. Any discrepancies will be reviewed with the help of the pre-race video.

**11. Responsibility of the Essex County Velo organization:**

The applicant is also required to obtain any necessary approvals from the Licensing Board, the Board of Health, Conservation Commission, and the Licensing Commission. It is the sole responsibility of the Essex County Velo organization to ensure that all required documentation is timely filed with the appropriate City departments as indicated. Failure to comply with any conditions precedent may result in permit revocation.

**12. A Performance/Surety Bond for Repairs to Stage Fort Park:**

A performance/surety bond in the amount \$10,000 for repairs to Stage Fort Park will be posted by Essex County Velo and payable to the City of Gloucester submitted to the Director of Public Works by Essex County Velo to insure that repairs are made to Stage Fort Park following the Gran Prix event of September 26 and 27, 2016. Said repairs are to restore Stage Fort Park to the original or better condition of that prior to the event. The performance/surety bond is to be returned to Essex County Velo in whole if it is determined by the Director of Public Works, or his designee, that the reparations made to the park are completed by May 12, 2017. If by that date the Director of Public Works or his designee determines the reparations are not complete, Essex County Velo has 30 calendar days to cure any defects as indicated. If after the determination that reparations are found deficient by the end of that 30 calendar day period, notice will be given to Essex County Velo that the performance/surety bond will then be used to take the necessary steps to complete the park reparations.

In the event that Essex County Velo cannot obtain a performance/surety bond to insure that repairs are made to Stage Fort Park following the Gran Prix event of October 15 and 16, 2016, the City shall require as an alternative, that Essex County Velo place \$5,000 payable to the City of Gloucester, in a non-interest bearing

escrow account no later than 7 days prior to the 2016 event with John Dunn, City of Gloucester CFO, serving as escrow agent with Essex County Velo only liable in the event of willful default.

Said repairs are to restore Stage Fort Park to original or better conditions to that prior to the event. If it is determined by the Director of Public Works, or his designee, that the reparations made to the park are completed by May 12, 2017, the escrowed funds are to be returned to Essex County Velo in full. If by that date the Director of Public Works or his designee determines the reparations are not complete, Essex County Velo has 30 calendar days to cure any defects as indicated. If after the determination that reparations are found deficient by the end of that 30 calendar day period, notice will be given to Essex County Velo that the escrowed funds will then be used to take the necessary steps to complete the reparations.

**13. Cap of Entrants:**

The maximum number of entrants to this event is set at **1,100 per day** for each day of the 2016 Gran Prix of Gloucester Cyclo Cross event.

**14. Staking of Repaired Areas to Stage Fort Park:**

Post-event, staking of the repaired areas of Stage Fort Park that require loam and seed will be erected to prevent damage to the areas by foot traffic or vehicles and shall be maintained in good order until the DPW determines the date of removal.

**15. Related Costs to the Event:**

Essex County Velo organization is to pay the City of Gloucester any costs for City services related to the race course and affected adjacent areas of Stage Fort Park before, during and after the 2016 Gran Prix of Gloucester Cyclo Cross event.

**16. Restricted Use of Gloucester Dog Park during Gran Prix of Gloucester Cyclo Cross Event 2016:**

Essex County Velo shall be restricted from use of the Gloucester Dog Park which is located in the southerly section of the Stage Fort Park parking area. Said restriction shall include but not be limited to the following:

- That the Dog Park is not to be used as part of the event course;
- There shall be no parking of automobiles or storage of bicycles or other equipment or any erection of temporary structures, tents.
- DPW to mark off approximately 20 spaces for Gloucester Dog Park users for the duration of the event.

**17. Areas of Stage Fort Park not to be used in the 2016 Essex County Velo Gran Prix Race Course:**

- Half Moon Beach;
- The area from Lucy B. Davis Pathway to the playground area (so called "Run up");
- The area surrounding the Elizabeth Smith Garden and the Gloucester Garden Club Garden;
- The area between the Visitors Welcome Center and the fort which is a wetlands protection area.

**18. Overnight camping or tenting before, during and after the Gran Prix of Gloucester Cyclo Cross Event at Stage Fort Park is prohibited:**

Overnight camping/tenting is expressly prohibited at Stage Fort Park before, during and after the Gran Prix of Gloucester Cyclo Cross event. Event organizer is to prominently display this fact on their website and at the event informing all participants when registering and checking in to the event of this prohibition.

**19. This permit is contingent upon Essex County Velo receiving any necessary approval by the Licensing Board in order to serve alcoholic beverages during the event as needed.**

3. *Memorandum from Sr. Engineering Aide: Proposed Street Naming & Numbering Plan for Golden Lane currently known as 618R Essex Avenue (vote to refer under GCO Sec. 21-3(e) only)*

**MOTION:** On a motion by Councilor Cox, seconded by Councilor Gilman, the Planning & Development Committee voted 3 in favor, 0 opposed, to refer the proposed street naming and numbering plan for Golden Lane (a/k/a 618R Essex Avenue) to request their review pursuant to GCO Sec. 21-3 Street Names prior to the city Engineer, Principal Assessor, the Planning Director and Police Chief and shall forward their written reports to the Committee to be taken under consideration at the September 21, 2016 P&D Committee meeting.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:00 p.m.

Respectfully submitted,

*Dana C. Jorgenson*  
Clerk of Committees

**DOCUMENTS/ITEMS SUBMITTED AT MEETING:** None.