

Planning & Development Committee
Wednesday, November 16, 2016 – 5:30 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

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

Absent: None.

Also Present: Councilor Ciolino; Donna Compton; Gary Johnstone; Deborah Kelsey

The meeting was called to order at 5:30 p.m. Matters were taken out of order.

1. *Special Event Applications:*

A. Request to hold the 2016 Christmas Parade & Kent Circle Tree Lighting on November 27, 2016

Councilor Joseph Ciolino advised the Committee with **Brent “Ringo” Tarr**, that the event was reviewed at the Special Events Advisory Committee (SEAC), and that nothing is changed from the previous year’s event, with the parade route unchanged. It was noted that a memo was on file from Chip Payson, General Council acknowledging the city’s liability insurance will cover the event. This event went before the Special Events Advisory Committee (per memo on file from City Clerk). **Mr. Tarr** confirmed all plans for the tree lighting are the same with the State Postmaster will announce this year’s holiday stamp at the event. The parade and tree lighting will be dedicated to Rudi Macchi, and parade marshals will be Mr. Maki’s family. A memo from City Clerk, Joanne M. Senos, was noted to be on file confirming that the event received all necessary department sign-offs and was approved by SEAC.

MOTION: On a motion by Councilor Gilman, seconded by Councilor Cox, the Planning & Development Committee voted 3 in favor, 0 opposed, to permit the Downtown Gloucester Christmas Parade and Tree Lighting from 3:00 p.m. to 7:00 p.m. on Sunday, Nov. 27, 2016 which starts at the Jodrey State Fish Pier and ends at Kent Circle, with a rain date of Sunday, Dec. 4, 2016. Sign offs from the Fire and Police Departments and other interested city departments are on file as well as written documentation of the parade route in the City Clerk’s Office and proof of insurance coverage as a sanctioned event by the City of Gloucester, which falls under the City’s General Liability Insurance.

B. Request to hold the Lobster Trap Tree Lighting on December 10, 2016

David Brooks, representing ArtHaven, said that he met with the Special Events Advisory Committee, and that Main Street for one block is closed for about two hours, from 3:30 to 5:30 p.m. during the event. Last year an archway through the tree was added which has the approval of the Building Inspector. He said ArtHaven sponsors the buoy painting in order to hang them on the tree, and that after the holiday season holds a fundraiser auctioning off the buoys. It was also noted that a memo is on file from General Counsel acknowledging the city’s liability insurance will cover the event and that a memo from City Clerk was on file confirming that the event received all necessary department sign-offs and was approved by SEAC.

MOTION: On a motion by Councilor Cox, seconded by Councilor Gilman, the Planning & Development Committee voted 3 in favor, 0 opposed, to permit the Lighting of the Lobster Trap Tree, sponsored by Cape Ann Art Haven, to take place at 198 Main Street adjacent to the Gloucester Police Department building from 4:30 p.m. to 5:30 p.m. on Saturday, Dec. 10, 2016, with a rain date of Sunday, Dec. 11, 2016. Sign offs from the Fire and Police Departments and other interested city departments are on file as well as written documentation of the Main Street road closure in the City Clerk’s Office and proof of insurance coverage as a sanctioned event by the City of Gloucester, which falls under the City’s General Liability Insurance.

2. *Memorandum from Planning Director re: proposed conservations at 952R, 966, 966R Washington St. & 8 Sanderson Ct.*

Councilor Lundberg advised the Committee is in receipt of an email from Planning Director, Gregg Cademartori (on file), who advised that the owner of the property wants Chris LaPointe of the Essex County

Greenbelt Association (ECGA). As Mr. LaPointe is unavailable for this meeting to make a presentation, it was asked that this matter be continued to the next regularly scheduled meeting of the Committee.

This matter is continued to December 7, 2016.

3. Memorandum from Purchasing Dept. re: acceptance of real estate property located at 8 Washington St.

Donna Compton, Purchasing Agent, reviewed that the title of the matter is misleading, that before the Committee is actually a disposition of city-owned property for the lease of 8 Washington Street. The only change from the previous lease is that the Mayor wanted to create space for tourism (See page 10 of the RFP “#16 MISCELLANEOUS, paragraph 2), “The LESSEE shall allow a publicly accessible, reasonably sized portion of the second floor of the leased premises to be used for a small satellite visitor’s center during the day during tourist season;” as well as making the lease longer – instead of three years, moving it to a five-year lease with an option to renew the lease for another five years. She confirmed with **Councilor Cox** that the rent is \$1.00 per year and that the RFP specifies the lease preference is for veterans’ organization, and that any veterans’ organizations can compete for this space.

Councilor Gilman noted this was essentially the city is renewing the lease for 8 Washington Street, and that a certain portion will be used by the city for tourism purposes. **Ms. Compton** clarified that the current lease expires in December and a new lease will begin through the RFP process at the first of the New Year. She noted that the American Legion has been housed at 8 Washington Street since 1918.

The RFP has to be out for 30 days and won’t be put out until the Council approves it, she added, responding to **Councilor Cox**’s inquiry. **Councilor Cox** expressed concern that by allowing a satellite visitor’s center on the second floor of the building, it could hamper the lessee’s ability to rent the second floor as event space (the lessee may count on the gained event space rentals to help fund the building’s maintenance) during the spring and summer months. **Gary Johnstone**, City Assessor, indicating he had met with the current tenant, said that the area in question on the second floor to be utilized as a satellite visitor’s center will not be an enclosed space, but delineated by use of a partition that can be moved out of the way, and that it was his understanding that if there are functions it would take priority for the space. **Councilor Cox** expressed concern for the caveat of the second floor housing a satellite visitor center accessible to the public would be difficult to advertise and remain open if events are taking place during the day. She said she didn’t agree that the caveat for a satellite visitor’s center should be included in the RFP rather such an agreement should be worked out privately between the leaseholder and the city.

The Committee discussed Councilor Cox’s concern and whether to condition the RFP by removing the second paragraph of #16 MISCELLANEOUS on page 10.

Councilor Ciolino asked about the timeframe for the RFP to be put out and for a lease to be secured. **Ms. Compton** said if this RFP doesn’t go forward now, the current leaseholder will be without a lease as it expires in December. The Legion has no objection to the caveat, **Ms. Compton** said.

Councilor Ciolino noted the Committee can make a request about the concerns to the Administration, and the matter doesn’t need to be recommended to the Council this evening. **Councilor Cox** said she would want to hear from the potential leaseholder and they’ve thought through all possible issues with that caveat as well as to speak with the Mayor’s office first.

The Committee agreed to continue the matter to its next regularly scheduled meeting in order for Councilor Cox to meet with the Mayor’s staff and the potential lessee to address her concerns.

This matter will be continued to December 7, 2016.

4. Memorandum from Mayor re: request to accept schematic design for the Sawyer Free Library building

Attorney Meredith Fine, President of the Board of Directors of the Gloucester Lyceum and Sawyer Free Library (“SFL”), introduced **Deborah Kelsey**, Library Director, **Paul McGeary** and **Fred Cowan**, both members of the Library’s Ad Hoc Building Committee. She then gave the Committee updated schematics for the proposed new SFL facility (placed on file) and conveyed the following explanation to the Committee regarding the request to the Council to accept schematic design:

- State funding for libraries has a 10 year cycle from the Massachusetts Board of Library Commissioners (“state”). The SFL missed the last funding round, and it has been at least 20 years since qualifying, and would be another 10 years if the current grant application cycle is missed. The grant application submission deadline is January 26, 2017. A Letter of Intent had previously been forwarded to the state and

was accepted as the SFL's first round approval for the current grant application cycle. If the SFL is chosen, the state pays 40 percent of the eligible new library construction cost. If approved in July 2017, the SFL is put into a line, and may have a lag timeframe before funding comes forward but it could be up to three years before money is forthcoming from date of approval.

- The Board of Directors has hired the same team who built the new West Parish Elementary School to be the SFL Project Manager and architects; and Christine Armstrong has been hired for marketing.
- A library is a cultural and information center in the modern era and expectations are for programming, study space, resources and technology which is currently lacking. The SFL in the last fiscal year served 160,000 visitors, and 9,335 people attended 469 programs (Library Director's annual report submitted and placed on file).

At **Councilor Lundberg's** prompting, **Ms. Fine** reviewed the process of what the city needs to do. She assured the Committee that the SFL Board is not asking for city money for the construction project, and will not be asking for city money moving forward; however, they are not ruling out applying for CPA funding for smaller projects associated with the new library construction --the SFL will not be asking for an Prop. 2½ override. The construction project is estimated to cost \$17.5 million, of which the state, should the SFL receive the grant, would pay for 40 percent of the total eligible construction costs. The library has funds of its own already, and whatever needs remain the SFL will embark on a capital campaign to raise the rest of the necessary funding. The action the SFL is seeking from the Council is to accept the schematic designs which must accompany the SFL grant application and that the city will be willing to accept the grant should it be awarded.

Ms. Fine then reviewed the schematic plans for the new library facility with the Committee. Some of the highlights were:

- A two-floor periodicals and adult reading room; a community business center; study rooms, all of which would be glassed in to give the library staff full views at all times.
- The ground floor is envisioned to have a large meeting room with an attached pantry for catering purposes, study rooms, a local history room and a cafe. Every floor will have its own restrooms, and there will be a large handicapped accessible elevator, and air conditioning.
- The top floor will now house the children's rooms, teens and tweens room, all also glassed in. There will be a partially covered terrace on that floor which can be used as event space and staff offices.
- A landscaping plan was touched upon but noted to be incomplete, but more trees are to be installed at the back of the library with a sitting area and a green area will be retained in the front of the library. Three parking spaces would be lost, and a variance will be needed for that.
- Saunders House will become a free-standing building and cannot be used for library space according to the state.

Councilor Cox noted the schematics indicate that the entire outdoor amphitheater will be lost. **Mr. McGeary** said the architect is saying that the amphitheater will be reconfigured and will now rise up from Dale Avenue which recreates the amphitheater. **Ms. Fine** noted the beech tree there will be retained as part of the plans. Responding to Councilor Cox's inquiry, **Ms. Fine** said that almost all of the original construction of the amphitheater was paid for privately and out of the SFL funds and a small portion came from CPA funding for handicapped accessibility of the outdoor space. Some of the materials can be repurposed, **Mr. McGeary** pointed out, and that this reconfiguration will be more ADA accessible by sloping upwards from Dale Avenue. **Councilor Cox** noted the view from Dale Avenue doesn't seem to indicate any open space and no outdoor space out back. **Ms. Fine** said that the landscaping plan is not done yet, and that at this time it is conceptual. She expanded on the architect's concept that the area off Dale Avenue will be tiered in a way that it can be used like an amphitheater. She added that the proposed new building will be the same size as the one sited now.

Different views of the proposed new library from a variety of street aspects were touched upon with the Committee and it was noted by both **Ms. Fine** and **Mr. McGeary** that the proposed new library will be moved back slightly from its current footprint. **Mr. McGeary** said the wing to the Saunders House will be removed, and that newly opened area is envisioned as a garden space, and the fountain on Dale Avenue will be relocated to that area.

Councilor Cox expressed concern about possible shadowing/shading of Central Grammar Apartments as the new building will be directly up against the walkway between the two buildings and so there will be a loss of natural light and although not a right, of views. **Ms. Fine** addressed the issue by showing the theoretical space between the two buildings in the schematics is not much different than is now and pointed out exterior materials such as proposed blue slate which non-reflective. **Mr. McGeary** said the building is shorter than it currently is sited. **Councilor Cox** expressed further concern saying that the new library would abut the walkway between the two buildings, and also indicated the interior lighting of the broad glass windows could affect the residents of the Central

Grammar Apartments. She asked that these issues be taken into consideration. She also expressed concern of a narrowing of the walkway between the two buildings and that the walkway is not on library property.

Mr. McGeary mentioned an advantage of the proposed design is that when the library is utilized in the evening for public meetings, the entire facility can be secured and that the utilized meeting area will be able to be kept separate. **Councilor Cox** asked about union requirements for janitor presence for evening meetings. **Ms. Fine** recounted that the library is an independent public corporation, like the MBTA, and is its own agency. The city supplies the employees but is not part of the city--there are only 10 libraries in the state with this structure.

There was a concern expressed about public input for the proposed library by Committee members, and **Mr. McGeary** said an extensive public process is envisioned.

Councilor Lundberg recited the Mayor Theken's advisory memo (on file) and advised the action of the Committee is to recommend acceptance of the schematics. **Mr. McGeary** discussed that particular process briefly with the Committee.

Councilor Gilman following up on Councilor Cox's observation and concern for not as much green space between the library and Central Grammar Apartments, she said it was noticeable in the schematics that the walkway is very wide, and didn't know if that was because it was needed for emergency vehicle access. If not, she suggested walkway be made less wide and greener to allow for bench seating for enjoyment of the green space between the buildings provided that the walkway doesn't need to be accessible by emergency services. **Mr. McGeary** said net green space is less of an issue as some of the green space is being transferred over to the area where the Saunders House connector will be removed than the concern of shading. **Councilor Cox** and **Ms. Fine** confirmed the outside of the building plans are not complete. **Mr. McGeary** said it was his belief that the walkway is a public right of way and may not belong to the Central Grammar Apartments. Councilor Cox pointed out that regardless, the walkway is not the library's to change.

Councilor Lundberg asked how library services will be rendered during construction. **Ms. Fine** explained that the Library Director wants to distribute the library services into the city's villages during the construction period although there will be a need for some central space. But because most of the collection is through ordering of books, this system will work, she said. **Councilor Cox** asked where the people who come to the library on a daily basis going to go. **Ms. Kelsey** suggested they would pursue a small downtown space, and with the neighborhood schools.

Councilor Gilman noted the Mayor has only asked the Council to address this one matter, to accept the schematic drawings, but it had been suggested that the state would want the Council to also indicate that it would accept the grant funding should it be offered as a pass through to the library which was briefly discussed amongst the Committee, **Ms. Fine**, **Ms. Kelsey** and **Mr. McGeary**. The only motion entertained by the Committee would be that of the acceptance of the schematic design, it was determined.

COMMITTEE RECOMMENDATION: On a motion by Councilor Cox, seconded by Councilor Gilman, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept the schematic design for the Sawyer Free Library Building entitled, "Sawyer Free Library, Gloucester Massachusetts, Project Meeting #10, November 16, 2016, Oudens Ello Architecture.

5. *SCP2016-004: Great Republic Drive #38, Map 263, Lot 64, GZO Sec. 1.5.3(c), Sec. 5.7 "Major Project" & Sec. 5.27 "Medical Marijuana Treatment Centers & Medical Marijuana Cultivation Facilities" – An overview by the Planning & Development Committee Chair and the Attorney for the Applicant on the Permitting Process (TBC 12/07/16)*
6. *SCP2016-005: Great Republic Drive #41, Map 263, Lot 58, GZO Sec. 1.5.3 (c), Sec. 2.3.2, Sec. 5.7 "Major Project" & Sec. 5.27 "Medical Marijuana Treatment Centers and Medical Marijuana Cultivation Facilities – An overview by the Planning & Development Committee Chair and the Attorney for the Applicant on the Permitting Process (Cont'd from 11/02/16)*

Councilor Lundberg explained that the Committee is not yet in receipt of the Planning Board's recommendation, and as such will continue this matter with the assent of the applicant to their next regularly scheduled meeting.

This matter is continued to December 7, 2016.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:20 p.m.

Respectfully submitted,

Dana C. Jorgensson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING:

- **Annual Report to the City of Gloucester July of 2016 through June of 2016 from Deborah Kelsey, Library Director**
- **Sawyer Free Library, Gloucester, Massachusetts, Project Meeting #10, November 16, 2016, Oudens Ello Architecture**