



GLOUCESTER CITY COUNCIL
Planning & Development Committee
Wednesday, April 22, 2020 – 5:30 p.m.
REMOTE MEETING

CITY CLERK
GLOUCESTER, MA
2020 APR 17 AM 10:59

City Council Planning & Development April 22 5:30 PM
Join from Computer, Smart Device: <https://zoom.us/j/91550123865>
Join via Phone: +1 (312) 626-6799, Alternate: +1 (346) 248-7799
Meeting ID: 915 5012 3865

Please visit <http://gloucester-ma.gov/remote-public-meetings> for instructions and guidance on how to join a remote meeting

(Items may be taken out of order at the discretion of the Committee)

1. Special Events Permit Application: request to hold the Magnolia Community Farmers Market on Sundays, May 31-October 4, 2020
2. Special Events Permit Application: request to hold the DES & GFC Club Religious Procession on June 7, 2020
3. Special Events Permit Application: request to hold the Cars, Cops and Cruisers Car Show on June 7, 2020
4. SCP2020-002: Essex Avenue #99A, Map 218, Lot 126, GZO Sec. 3.1.6(b) "Building Heights in Excess of 35 Feet;" Sec. 2.3.4(13) "Marine related service, storage or repair, limited primarily to the MI District to commercial fishing vessels;" Sec.5.5 Lowland, Requirements, Sec. 5.5.2 and 5.5.3 in the EB (Extensive Business) District. Pursuant to section 17 of Chapter 53 of the Acts of 2020, and in an abundance of caution, the City Council through its President has re-scheduled all public hearings and decision deadlines on permit applications until after the current state of emergency has concluded in Massachusetts. At that time, this permit application will be scheduled for a public hearing and will be acted on within the time limits required by law. Note: As a result the P&D Committee has decided not to take up this matter on April 22, 2020.
5. SCP2020-004: Folly Point Road #1, Map 146, Lot 28, GZO Sec. 3.1.6(b) "Building Heights in Excess of 35 Feet" in the R-20 District. Pursuant to section 17 of Chapter 53 of the Acts of 2020, and in an abundance of caution, the City Council through its President has re-scheduled all public hearings and decision deadlines on permit applications until after the current state of emergency has concluded in Massachusetts. At that time, this permit application will be scheduled for a public hearing and will be acted on within the time limits required by law. Note: As a result, the P&D Committee has decided not to take up this matter on April 22, 2020.

COMMITTEE
Chair, Councilor Valerie Gilman
Vice Chair, Councilor Jen Holmgren
Councilor Barry Pett

CC: Mayor Theken
Vanessa Krawczyk
Joanne Senos

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

CITY OF GLOUCESTER – SPECIAL EVENTS PERMIT

NAME OF EVENT: MAGNOLIA COMMUNITY FARMERS MARKET DATE OF EVENT: SUNDAYS, MAY 21 - OCT 4, 2020

Special Events

Permitting is required for all types of special events taking place in the City of Gloucester. A "Special Event" is an event open to the general public; it can be held on public or private property; it may feature entertainment, amusements, food & beverages; it may be classified as a festival, road race, parade or walk-a-thon. A special event in the City of Gloucester, depending on the size and nature of the event, may require a number of permits or approvals from various departments within the City before it is officially approved and granted a special event permit. Furthermore, special events are also governed by the Gloucester Code of Ordinances §11-8 and §11-10.

In order to assure that the City, as well as the special event applicant, has as much information as needed before beginning the permitting process, the City requires the applicant to come to the City Clerk first to arrange to be placed on the Special Events Advisory Committee agenda. The applicant **must complete** a Special Events Application form in advance which includes:

CITY CLERK
JOANNE M. SENOS

PERMITTED APPLICATIONS

- ✓ Date of Event; hours of Event; Rain Date;
- ✓ A detailed site plan or map of the area showing all locations for the following: all American with Disabilities Act (ADA) accessibility; pedestrian and fire access; dimensions of stages & tents; type of equipment or generators and the placement of any vendors and any portable toilet facilities; site plan/map must be 8-1/2 x 11 inches and be legible – capable of copy reproduction;
- ✗ If the site of the event is privately owned, a letter from the landlord or property owner giving the applicant the right to use the property is required;
- ? If the event is featuring entertainment, you need to list all performances;
- ✗ If the event is featuring amusements, you need to list all rides & games;
- ✗ If this is the "first year" for your event, please attach any letters of support from local community and business organizations;
- ? A list of all vendors including food and if propane is to be used. Vendors will need state or city vending license before date of event and Health Department approvals unless they are excluded under state laws or regulations;
- ✗ Certificate of Insurance Listing City as the insured (Certificate Holder).

The applicant is to submit the completed permit form (download at: Gloucester-ma.gov or available in City Clerk's Office) signed and dated with cash or check made payable to the City of Gloucester: \$25.00 for non-profit organizations (non-profit organizations must submit a 501(c) (3) form with application), \$50.00 for-profit organizations, at the City Clerk's Office. At that time, an appointment for review prior to the submission of the permit to the City Council process must be made at the convenience of the City Clerk in order to begin the approval process. **All first time applicants must file completed application and permitted at least 60 days in advance of their event; annual event applicants must file completed application and finalized at least 45 days in advance. Non-compliance with these filing deadlines may result in denial of the application.**

Some applicants will appear before the Council's Planning & Development Committee who will give the applicant a list of conditions which must be met. If the completed application doesn't require P&D Committee approval, then the application including the checklist should be considered complete upon the applicant's appearance before the Special Events Advisory Committee.

Joanne M. Senos, City Clerk
Gloucester City Hall, 9 Dale Avenue
Gloucester, MA 01930
PHONE: 978-281-9720x8
EMAIL: jsenos@gloucester-ma.gov

Hours of Service:
Monday through Wednesday: 8:30 a.m.-4:00 p.m.
Thursday: 8:30 a.m. to 6:30 p.m.
Friday: 8:30 a.m. to 12:30 p.m.

Completed copy filed: Date: 2/20/20 Initial: JMS Copy to Applicant: Date: _____ Initial: _____
Fee Paid: \$ 25.00

CITY OF GLOUCESTER SPECIAL EVENT APPLICATION

SPECIAL EVENTS

City Clerk's Office: 978-281-9720 Fax: (978) 282-3051

Name and Type of Event MAGNOLIA COMMUNITY FARMERS MARKET

1. Date: SUNDAYS, WEEKLY, MAY 31 - OCT 4 Time: from 9AM to 12PM

Rain Date: N/A Time: from - to -

2. Location: LEXINGTON AVE, MAGNOLIA, FROM #2 THRU 24 LEXINGTON

3. Description of Property & Name of Owner: CITY OF GLOUCESTER - STREET Public [X] Private []

4. Name of Organizer: MAGNOLIA COMMUNITY FARMER City Sponsored Event: Yes [] No [X] Contact Person: ALANA HORNE MARKET Address: PO BOX Telephone: E-Mail: MAGNOLIA COMMUNITY FARMERS MARKET Cell Phone: 978-335-8475 Day of Event Contact & Cell Phone: SAME @gmail.com Official Web Site: MAGNOLIA COMMUNITY FARMERS MARKET.COM

5. Are street closures required: [X] Yes [] No If yes, where: 2-24 LEXINGTON AVE

6. Number of Attendees Expected: OPEN TO PUBLIC Number of Participants Expected: 20+ VENDORS

7. Is the Event Being Advertised? YES ? Where? SOCIAL MEDIA, NEWSPAPER, BROCHURES

7. (a) Is there a fee charged for tickets/attendance for event participation? Yes [] No [X] List all fees if yes. FEE FOR PARTICIPATING VENDORS. GENERAL PUBLIC TO SHOP OPENLY

8. What Age Group is the Event Targeted to? ALL AGES.

9. Have You Notified Neighborhood Groups or Abutters? Yes [X] No [] Who? ALL BUSINESSES ON LEXINGTON AVE Attach a copy of the notification to the abutters to this application.

10. Are you or Profit Organization: [X] Non-Profit Organization: [] Who will benefit financially from this event? PROCEEDS BENEFIT PROMOTIONAL ADVERTISING

Activities: (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments:

A. Vending: Food [X] Beverages [X] Alcohol [] Goods [X] Total No. of Vendors* [X] 10-20 - BASED ON APPLICATION

B. Entertainment: (Subject to City's Noise Ordinance) Live Music [X] DJ [] Radio/CD [] Performers [] Dancing [] Amplified Sound [] Stage []

C. Games/Rides: Adult Rides [] Kiddie Rides [] Games [] Raffle (requires City permit*) [] Other: [] Total No. []

Name of Carnival Operator (requires permit and inspection of rides): N/A

Address: N/A

Telephone: N/A

D. Tents: [X] Yes [] No. If yes, how many [X] What are the tent sizes: 10x10 (May require permits)

E. Clean Up: No. of additional trash receptacles required [] No. of additional recycling receptacles required [] (To be provided by and removed by applicant at their expense.) * AS VENDOR REQUIRES

F. Portable Toilets: (To be provided by and removed by applicant at their expense. Each cluster of portable toilets must include at least one ADA accessible toilet) No.: [] standard No.: [] ADA accessible MAGNOLIA LIBRARY, OPEN RESTAURANTS, DUNKS, ALL HAVE RESTROOMS.

FOR PARADES, ROAD RACES, BIKE RIDES AND WALK-A-THON EVENTS ONLY

PARADE N/A

ROAD RACE N/A

WALK-A-THON N/A

1. Name, land line & cell phone number of contact person on the ground Day of Event:

2. Name, Address & 24/7 telephone number of person responsible for clean up if different from above:

3. Locations of Water Stops (if any): _____
4. Will Detours for Motor Vehicles be required? _____ If so, where and what length of time:
- 4A. Are street closures required? _____ (This is determined by the Police Department)
Where? _____

5. Start Location & Time for Participants: _____
6. Dismissal Location & Time for Participants: _____
7. Number of Participants: _____
8. Additional Parade Information:
 - Number of Floats: _____
 - Location of Viewing Stations: _____

 - Are Weapons Being Carried (If "Yes", Police approval may be required: Yes: ___ No ___
—
 - Are Parade Marshalls Being Assigned to Keep Parade Moving: Yes: ___ No ___
8. Name and Address of Insurer: _____
9. Attach or Provide a Certificate of Insurance naming the City of Gloucester the Certificate Holder.

CITY APPROVAL (FOR COMMITTEE MEMBERS USE ONLY):

NAME OF EVENT: MAGNOLIA COMMUNITY FARMERS MARKET **DATE OF EVENT:** SUNDAYS MAY 31 - OCT 11

You will need to obtain all necessary approvals, permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event and others may request payment in advance. **NOTE: Applicants must comply with the Code of Ordinances, Ch. 11 (Vendors) as applicable and as required by City Clerks and/or Licensing Commission and all other applicable ordinances.**

Approvals Required: Written approvals below should be submitted by time of applicant's appearance before the Planning & Development Committee by this form (below) and if necessary by memorandum or email from the appropriate City staff to the Office of the City Clerk.

Initials of
Dept. Head/
Designee

Notes by Department Head or Designee

- _____ 1. Special Events Advisory Committee _____
- _____ 2. Planning & Development Committee _____
- _____ 3. Gloucester Police Department _____
Is Police Detail Required? _____ No. of Details _____
Traffic, Parking & Transportation _____ Street Closure: _____
- _____ 4. Health Department _____
- _____ 5. Building Inspector _____
- _____ 6. Electrical Inspector _____
- _____ 7. Department of Public Works: _____
Use of City Property: Yes/No Location if yes: _____ Permits: _____
- _____ 8. Gloucester Fire Department _____
Is a Fire Detail Required? _____ No. of Details _____ EMS _____ Use of Propane: _____
(Attach EMS Memo)
- _____ 9. Licensing Commission (includes vendors) (Through City Clerk: _____
- _____ 10. Licensing Board (Alcohol): _____
- _____ 11. Harbormaster: _____
- _____ 12. Tourism: _____

The Departments or Committees listed above may have their own separate permit/application process. Applicants are responsible for applying for and obtaining all required permits & certificates from the various individual departments.



Signature of Applicant

Jan 3, 2020

RESPONSIBILITIES OF APPLICANT

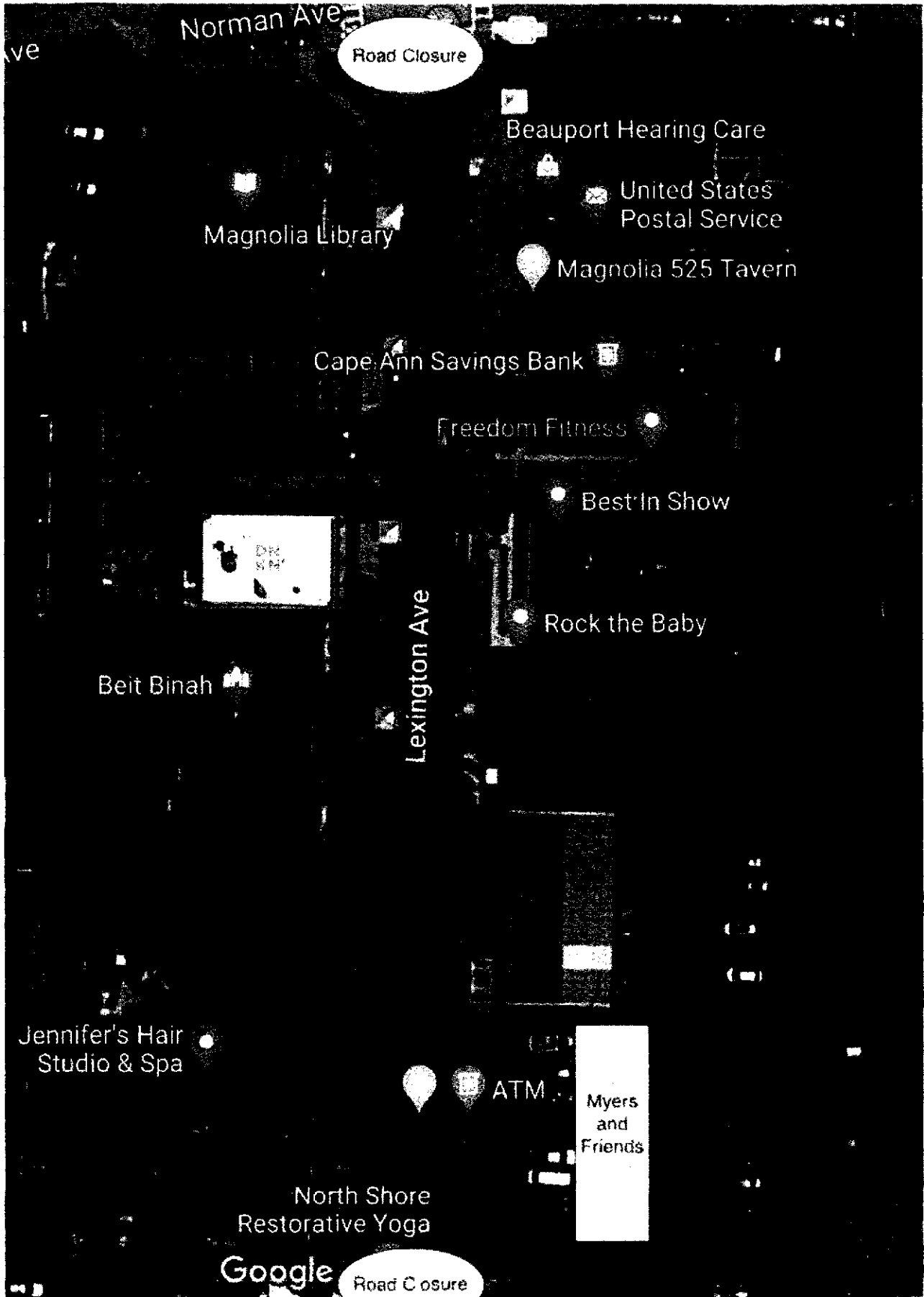
1. All members of the organizing committee and performers/concessionaires/vendors must adhere to the rules and regulations set forth by all applicable departments.
2. The applicant and concessionaire/vendor are responsible to pay all applicable fees required by applicable ordinances and State law. Any non-payment of fees to any City department will result in the denial of the application or revocation of permits.
3. The applicant is responsible to ensure that there is no illegal activity on the areas under their supervision during the event.
4. All concessions must be stationary and placed in such a way to not hamper the access of pedestrians. They must be placed tight against curbs, not block fire hydrants or sidewalk ramps. Concessions must be moved if in the opinion of City officials on-site they pose a problem for access or public safety. Concessions utilizing compressed gas or generators or propane must comply with the regulations of the City of Gloucester Fire Department and receive approval through the Licensing Commission. Concessions using tents must have Building Inspector approval.
5. Federal & State law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks, ramps and curb cuts clear of any interference from their vendors or their event participants. No storage is allowed on the sidewalk.
6. Any items to be sold must be listed with their prices. All beverages in cans and plastic bottles and must be recycled according to the City of Gloucester recycling guidelines. The use of any type of glass containers is prohibited unless prior approval is granted by the *Department of Public Works*.
7. **All applicants are responsible for filing their applications in a timely manner: First time applicants must file completed application 90 days in advance and have finalized all necessary approvals at least 60 days in advance of their event. Annual event applicants should file completed application 75 days in advance and have finalized at least 45 days in advance. Non-compliance with these deadlines may result in denial of the application.**
8. The applicant shall indemnify and hold harmless the City of Gloucester and its employees from any damage it may sustain or be required to pay by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and condition of this license. The applicant is responsible for any damage to public property caused by the event. Applicant shall also provide a Certificate of Insurance at the time of approval by the Special Events Advisory Committee.
10. **The City of Gloucester reserves the right to deny the application at any time.**

I/We fully understand and agree to all the terms set forth in this application. The information that I/We have provided is truthful and accurate. I/We accept all responsibility related to this event.



Signature of Applicant

James Jan 3, 2020



Norman Ave

Road Closure

Beauport Hearing Care

Magnolia Library

United States
Postal Service

Magnolia 525 Tavern

Cape Ann Savings Bank

Freedom Fitness

Best In Show



Lexington Ave

Rock the Baby

Beit Binah

Jennifer's Hair
Studio & Spa

ATM

Myers
and
Friends

North Shore
Restorative Yoga

Google

Road Closure

CITY OF GLOUCESTER – SPECIAL EVENTS PERMIT

NAME OF EVENT: DES + GFC CLUB DATE OF EVENT: 6/7/20

Special Events

Religious Procession

Permitting is required for all types of special events taking place in the City of Gloucester. A "Special Event" is an event open to the general public; it can be held on public or private property; it may feature entertainment, amusements, food & beverages; it may be classified as a festival, road race, parade or walk-a-thon. A special event in the City of Gloucester, depending on the size and nature of the event, may require a number of permits or approvals from various departments within the City before it is officially approved and granted a special event permit. Furthermore, special events are also governed by the Gloucester Code of Ordinances §11-8 and §11-10.

In order to assure that the City, as well as the special event applicant, has as much information as needed before beginning the permitting process, the City requires the applicant to come to the City Clerk first to arrange to be placed on the Special Events Advisory Committee agenda. The applicant **must complete** a Special Events Application form in advance which includes:

- Date of Event; hours of Event; Rain Date;
- A detailed site plan or map of the area showing all locations for the following: all American with Disabilities Act (ADA) accessibility; pedestrian and fire access; dimensions of stages & tents; type of equipment or generators and the placement of any vendors and any portable toilet facilities; site plan/map must be 8-1/2 x 11 inches and be legible – capable of copy reproduction;
- If the site of the event is privately owned, a letter from the landlord or property owner giving the applicant the right to use the property is required;
- If the event is featuring entertainment, you need to list all performances;
- If the event is featuring amusements, you need to list **all** rides & games;
- If this is the "first year" for your event, please attach any letters of support from local community and business organizations;
- A list of all vendors including food and if propane is to be used. Vendors will need state or city vending license before date of event and Health Department approvals unless they are excluded under state laws or regulations;
- Certificate of Insurance Listing City as the insured (Certificate Holder).

CITY CLERK
GLOUCESTER, MA

000 FEB 24 AM 10:35

The applicant is to submit the completed permit form (download at: Gloucester-ma.gov or available in City Clerk's Office) signed and dated with cash or check made payable to the City of Gloucester: \$25.00 for non-profit organizations (non-profit organizations must submit a 501(c) (3) form with application), \$50.00 for-profit organizations, at the City Clerk's Office. At that time, an appointment for review prior to the submission of the permit to the City Council process must be made at the convenience of the City Clerk in order to begin the approval process. **All first time applicants must file completed application and permitted at least 60 days in advance of their event; annual event applicants must file completed application and finalized at least 45 days in advance. Non-compliance with these filing deadlines may result in denial of the application.**

Some applicants will appear before the Council's Planning & Development Committee who will give the applicant a list of conditions which **must** be met. If the completed application doesn't require P&D Committee approval, then the application including the checklist should be considered complete upon the applicant's appearance before the Special Events Advisory Committee.

Joanne M. Senos, City Clerk
Gloucester City Hall, 9 Dale Avenue
Gloucester, MA 01930
PHONE: 978-281-9720x8
EMAIL: jsenos@gloucester-ma.gov

Hours of Service:
Monday through Wednesday: 8:30 a.m.-4:00 p.m.
Thursday: 8:30 a.m. to 6:30 p.m.
Friday: 8:30 a.m. to 12:30 p.m.

Completed copy filed: Date: 2/24/20 Initial: Jms Copy to Applicant: Date: _____ Initial: _____
Fee Paid: \$ 25.00

Revised: 01/27/17

CITY OF GLOUCESTER SPECIAL EVENT APPLICATION

SPECIAL EVENTS

City Clerk's Office: 978-281-9720 Fax: (978) 282-3051

Name and Type of Event DES + GFC Religious Procession

1. Date: 6/17/20 Time: from 9:45 am to 1:45 pm

Rain Date: _____ Time: from _____ to _____

2. Location: Our Lady of Good Voyage Church

3. Description of Property & Name of Owner: Church / Our Lady of Good Voyage
Public Private _____

4. Name of Organizer: DES Club City Sponsored Event: Yes ___ No

Contact Person: JASON HARKES

Address: 135 Prospect St Telephone: 978-283-9737

E-Mail _____ Cell Phone: 978-325-2614

Day of Event Contact & Cell Phone: Darren Marques 978-767-0764

Official Web Site: _____

5. Are street closures required: Yes ___ No If yes, where: Webster, Friend, Prospect,

6. Number of Attendees Expected: 200 Number of Participants Expected: 70 School, Railroad Ave

7. Is the Event Being Advertised? No ? Where? _____

7. (a) Is there a fee charged for tickets/attendance for event participation? Yes ___ No List all fees if yes.

8. What Age Group is the Event Targeted to? All ages

9. Have You Notified Neighborhood Groups or Abutters? Yes ___ No , Who? _____
Attach a copy of the notification to the abutters to this application.

10. Are you or Profit Organization: ___ Non-Profit Organization: Who will benefit financially from this event? _____

Activities: (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments:

A. Vending: Food _____ Beverages _____ Alcohol _____ Goods _____ Total No. of Vendors* _____
(*Local or State license required)

B. Entertainment: (Subject to City's Noise Ordinance) Live Music _____ DJ _____ Radio/CD _____
Performers _____ Dancing _____ Amplified Sound _____ Stage _____

C. Games/Rides: Adult Rides _____ Kiddie Rides _____ Games _____ Raffle (requires City permit*) _____
Other: band Total No. _____

Name of Carnival Operator (requires permit and inspection of rides): _____

Address: _____

Telephone: _____

D. Tents: ___ Yes No. If yes, how many _____ What are the tent sizes: _____ (May require permits)

E. Clean Up: No. of additional trash receptacles required 0 No. of additional recycling receptacles required 0
(To be provided by and removed by applicant at their expense.)

F. Portable Toilets: (To be provided by and removed by applicant at their expense. Each cluster of portable toilets must include at least one ADA accessible toilet)

No.: 0 standard No.: 0 ADA accessible

FOR PARADES, ROAD RACES, BIKE RIDES AND WALK-A-THON EVENTS ONLY

PARADE

ROAD RACE

WALK-A-THON

1. Name, land line & cell phone number of contact person on the ground Day of Event:

Darren Marques 978-767-0764
Jason Hakes 978-335-2014

2. Name, Address & 24/7 telephone number of person responsible for clean up if different from above:

None

3. Locations of Water Stops (if any): None

4. Will Detours for Motor Vehicles be required? If so, where and what length of time:

4A. Are street closures required? Yes (This is determined by the Police Department)
Where? Webster, Friend, Prospect, Railroad, School

5. Start Location & Time for Participants: GFC Club, Webster St, 9:45 am

6. Dismissal Location & Time for Participants: Our Lady of Good Voyage Church
1:45 pm

7. Number of Participants: 70

8. Additional Parade Information:

• Number of Floats: None

• Location of Viewing Stations: None

• Are Weapons Being Carried (If "Yes", Police approval may be required): Yes: No

• Are Parade Marshalls Being Assigned to Keep Parade Moving: Yes No

8. Name and Address of Insurer: ~~Webster~~

9. Attach or Provide a Certificate of Insurance naming the City of Gloucester the Certificate Holder.

see attached

CITY APPROVAL (FOR COMMITTEE MEMBERS USE ONLY):

NAME OF EVENT: Crowning Parade DATE OF EVENT: 6/7/20

You will need to obtain all necessary approvals, permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event and others may request payment in advance. **NOTE: Applicants must comply with the Code of Ordinances, Ch. 11 (Vendors) as applicable and as required by City Clerks and/or Licensing Commission and all other applicable ordinances.**

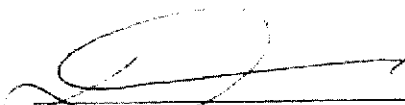
Approvals Required: Written approvals below should be submitted by time of applicant's appearance before the Planning & Development Committee by this form (below) and if necessary by memorandum or email from the appropriate City staff to the Office of the City Clerk.

Initials of
Dept. Head/
Designee

Notes by Department Head or Designee

- _____ 1. Special Events Advisory Committee _____
- _____ 2. Planning & Development Committee _____
- _____ 3. Gloucester Police Department _____
Is Police Detail Required? _____ No. of Details _____
Traffic, Parking & Transportation _____ Street Closure: _____
- _____ 4. Health Department _____
- _____ 5. Building Inspector _____
- _____ 6. Electrical Inspector _____
- _____ 7. Department of Public Works: _____
Use of City Property: Yes/No Location if yes: _____ Permits: _____
- _____ 8. Gloucester Fire Department _____
Is a Fire Detail Required? _____ No. of Details _____ EMS _____ Use of Propane: _____
(Attach EMS Memo)
- _____ 9. Licensing Commission (includes vendors) (Through City Clerk: _____
- _____ 10. Licensing Board (Alcohol): _____
- _____ 11. Harbormaster: _____
- _____ 12. Tourism: _____

The Departments or Committees listed above may have their own separate permit/application process. Applicants are responsible for applying for and obtaining all required permits & certificates from the various individual departments.



Signature of Applicant

2/23, 2020

RESPONSIBILITIES OF APPLICANT

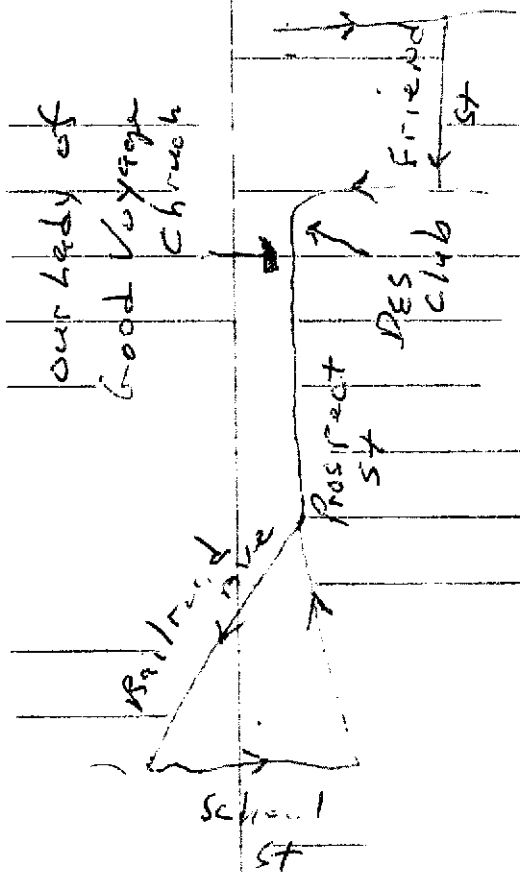
1. All members of the organizing committee and performers/concessionaires/vendors must adhere to the rules and regulations set forth by all applicable departments.
2. The applicant and concessionaire/vendor are responsible to pay all applicable fees required by applicable ordinances and State law. Any non-payment of fees to any City department will result in the denial of the application or revocation of permits.
3. The applicant is responsible to ensure that there is no illegal activity on the areas under their supervision during the event.
4. All concessions must be stationary and placed in such a way to not hamper the access of pedestrians. They must be placed tight against curbs, not block fire hydrants or sidewalk ramps. Concessions must be moved if in the opinion of City officials on-site they pose a problem for access or public safety. Concessions utilizing compressed gas or generators or propane must comply with the regulations of the City of Gloucester Fire Department and receive approval through the Licensing Commission. Concessions using tents must have Building Inspector approval.
5. Federal & State law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks, ramps and curb cuts clear of any interference from their vendors or their event participants. No storage is allowed on the sidewalk.
6. Any items to be sold must be listed with their prices. All beverages in cans and plastic bottles and must be recycled according to the City of Gloucester recycling guidelines. The use of any type of glass containers is prohibited unless prior approval is granted by the *Department of Public Works*.
7. All applicants are responsible for filing their applications in a timely manner: **First time applicants must file completed application 90 days in advance and have finalized all necessary approvals at least 60 days in advance of their event. Annual event applicants should file completed application 75 days in advance and have finalized at least 45 days in advance. Non-compliance with these deadlines may result in denial of the application.**
8. The applicant **shall indemnify and hold harmless the City of Gloucester and its employees** from any damage it may sustain or be required to pay by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and condition of this license. The applicant is responsible for any damage to public property caused by the event. Applicant shall also provide a **Certificate of Insurance** at the time of approval by the Special Events Advisory Committee.
9. The City of Gloucester reserves the right to deny the application at any time.

I/We fully understand and agree to all the terms set forth in this application. The information that I/We have provided is truthful and accurate. I/We accept all responsibility related to this event.

Signature of Applicant

2/23, 2020

Start 27 Webster St ~~to~~ G.F.C.



Start 27 Webster St, G.F.C.
onto Friend St.

To Prospect St. Stop at
D.E.S. club continue down
Prospect to Railroad ave.
onto School St. - back
onto Prospect St to
Our Lady of Good Voyage Church

Received
3/19/20

CITY OF GLOUCESTER – SPECIAL EVENTS PERMIT

NAME OF EVENT: Cars Cops and Cruisers DATE OF EVENT: June 7th, 2020

Special Events

Permitting is required for all types of special events taking place in the City of Gloucester. A "Special Event" is an event open to the general public; it can be held on public or private property; it may feature entertainment, amusements, food & beverages; it may be classified as a festival, road race, parade or walk-a-thon. A special event in the City of Gloucester, depending on the size and nature of the event, may require a number of permits or approvals from various departments within the City before it is officially approved and granted a special event permit. Furthermore, special events are also governed by the Gloucester Code of Ordinances §11-8 and §11-10.

In order to assure that the City, as well as the special event applicant, has as much information as needed before beginning the permitting process, the City requires the applicant to come to the City Clerk first to arrange to be placed on the Special Events Advisory Committee agenda. The applicant must complete a Special Events Application form in advance which includes:

- Date of Event; hours of Event; Rain Date;
- A detailed site plan or map of the area showing all locations for the following: all American with Disabilities Act (ADA) accessibility; pedestrian and fire access; dimensions of stages & tents; type of equipment or generators and the placement of any vendors and any portable toilet facilities; site plan/map must be 8-1/2 x 11 inches and be legible – capable of copy reproduction;
- If the site of the event is privately owned, a letter from the landlord or property owner giving the applicant the right to use the property is required;
- If the event is featuring entertainment, you need to list all performances;
- If the event is featuring amusements, you need to list **all** rides & games;
- If this is the "first year" for your event, please attach any letters of support from local community and business organizations;
- A list of all vendors including food and if propane is to be used. Vendors will need state or city vending license before date of event and Health Department approvals unless they are excluded under state laws or regulations;
- Certificate of Insurance Listing City as the insured (Certificate Holder).

The applicant is to submit the completed permit form (download at: Gloucester-ma.gov or available in City Clerk's Office) signed and dated with cash or check made payable to the City of Gloucester: \$25.00 for non-profit organizations (non-profit organizations must submit a 501(c) (3) form with application), \$50.00 for-profit organizations, at the City Clerk's Office. At that time, an appointment for review prior to the submission of the permit to the City Council process must be made at the convenience of the City Clerk in order to begin the approval process. **All first time applicants must file completed application and permitted at least 60 days in advance of their event; annual event applicants must file completed application and finalized at least 45 days in advance.** Non-compliance with these filing deadlines may result in denial of the application.

Some applicants will appear before the Council's Planning & Development Committee who will give the applicant a list of conditions which **must** be met. If the completed application doesn't require P&D Committee approval, then the application including the checklist should be considered complete upon the applicant's appearance before the Special Events Advisory Committee.

Joanne M. Senos, City Clerk
Gloucester City Hall, 9 Dale Avenue
Gloucester, MA 01930
PHONE: 978-281-9720x8
EMAIL: jsenos@gloucester-ma.gov

Hours of Service:
Monday through Wednesday: 8:30 a.m.-4:00 p.m.
Thursday: 8:30 a.m. to 6:30 p.m.
Friday: 8:30 a.m. to 12:30 p.m.

Completed copy filed: Date: 3/19/20 Initial: _____ Copy to Applicant: Date: _____ Initial: _____
Fee Paid: \$ 25.00

Revised: 01/27/17

CITY OF GLOUCESTER SPECIAL EVENT APPLICATION

SPECIAL EVENTS

City Clerk's Office: 978-281-9720 Fax: (978) 282-3051

Name and Type of Event Cars Cops and Cruisers / Car Show

1. Date: June 7th, 2020 Time: from 1:00pm to 3:00pm

Rain Date: TBD Time: from _____ to _____

2. Location: Main St - Just above Lone Gull down to Tonno

3. Description of Property & Name of Owner: _____
Public Private _____

4. Name of Organizer: Lyon Waugh Auto Group City Sponsored Event: Yes ___ No
Contact Person: Cecelia Schwartz
Address: 7 Centennial Dr Beverly, Ma 01960 Telephone: 978-532-8312
E-Mail: CSchwartz@lyonwaugh.com Cell Phone: 978-979-9300
Day of Event Contact & Cell Phone: Cecelia Schwartz 978-979-9300
Official Web Site: _____

5. Are street closures required: Yes ___ No ___ If yes, where: Main St. - Just above Lone Gull down to Tonno

6. Number of Attendees Expected: 1000+ community Number of Participants Expected: 100 car participants

7. Is the Event Being Advertised? yes ? Where? Social, local, radio

7. (a) Is there a fee charged for tickets/attendance for event participation? Yes No ___ List all fees if yes.
fee to show car, not to view cars

8. What Age Group is the Event Targeted to? All ages

9. Have You Notified Neighborhood Groups or Abutters? Yes ___ No ___ , Who? Local merchants will be notified
Attach a copy of the notification to the abutters to this application.

10. Are you or Profit Organization: ___ Non-Profit Organization: Who will benefit financially from this event? Cops for Kids with Cancer Organization

Activities: (Please check where applicable.) Subject to Licenses & Permits from Relevant City Departments:

A. Vending: Food ___ Beverages ___ Alcohol ___ Goods ___ Total No. of Vendors* ___
(*Local or State license required)

B. Entertainment: (Subject to City's Noise Ordinance) Live Music DJ Radio/CD ___
Performers ___ Dancing ___ Amplified Sound ___ Stage ___

C. Games/Rides: Adult Rides ___ Kiddie Rides ___ Games ___ Raffle (requires City permit*) ___
Other: _____ Total No. _____

Name of Carnival Operator (requires permit and inspection of rides): _____
Address: _____
Telephone: _____

D. Tents: ___ Yes No: *If yes, how many ___ What are the tent sizes: _____ (May require permits)

E. Clean Up: No. of additional trash receptacles required ___ No. of additional recycling receptacles required ___
(To be provided by and removed by applicant at their expense.)

F. Portable Toilets: (To be provided by and removed by applicant at their expense. Each cluster of portable toilets must include at least one ADA accessible toilet)

No.: _____ standard No.: _____ ADA accessible

* Small stage for DJ

FOR PARADES, ROAD RACES, BIKE RIDES AND WALK-A-THON EVENTS ONLY

PARADE _____ **ROAD RACE** _____ **WALK-A-THON** _____

1. Name, land line & cell phone number of contact person on the ground Day of Event:

2. Name, Address & 24/7 telephone number of person responsible for clean up if different from above:

3. Locations of Water Stops (if any): _____

4. Will Detours for Motor Vehicles be required? _____ If so, where and what length of time:

4A. Are street closures required? _____ (This is determined by the Police Department)
Where? _____

5. Start Location & Time for Participants: _____

6. Dismissal Location & Time for Participants: _____

7. Number of Participants: _____

8. Additional Parade Information:

• Number of Floats: _____

• Location of Viewing Stations: _____

• Are Weapons Being Carried (If "Yes", Police approval may be required): Yes: __ No __

• Are Parade Marshalls Being Assigned to Keep Parade Moving: Yes: __ No __

8. Name and Address of Insurer: _____

9. Attach or Provide a Certificate of Insurance naming the City of Gloucester the Certificate Holder.

CITY APPROVAL (FOR COMMITTEE MEMBERS USE ONLY):

NAME OF EVENT: Cars Cops and Cruisers DATE OF EVENT: June 7th, 2020

You will need to obtain all necessary approvals, permits or certificates from the following Departments: Please note that costs for some City support services during an event are an estimate only. Some Departments may forward an invoice for services rendered at the completion of the event and others may request payment in advance. **NOTE: Applicants must comply with the Code of Ordinances, Ch. 11 (Vendors) as applicable and as required by City Clerks and/or Licensing Commission and all other applicable ordinances.**

Approvals Required: Written approvals below should be submitted by time of applicant's appearance before the Planning & Development Committee by this form (below) and if necessary by memorandum or email from the appropriate City staff to the Office of the City Clerk.

Initials of
Dept. Head/
Designee

Notes by Department Head or Designee

- _____ 1. Special Events Advisory Committee _____
- _____ 2. Planning & Development Committee _____
- _____ 3. Gloucester Police Department _____
Is Police Detail Required? _____ No. of Details _____
Traffic, Parking & Transportation _____ Street Closure: _____
- _____ 4. Health Department _____
- _____ 5. Building Inspector _____
- _____ 6. Electrical Inspector _____
- _____ 7. Department of Public Works: _____
Use of City Property: Yes/No Location if yes: _____ Permits: _____
- _____ 8. Gloucester Fire Department _____
Is a Fire Detail Required? _____ No. of Details _____ EMS _____ Use of Propane: _____
(Attach EMS Memo)
- _____ 9. Licensing Commission (includes vendors) (Through City Clerk: _____
- _____ 10. Licensing Board (Alcohol): _____
- _____ 11. Harbormaster: _____
- _____ 12. Tourism: _____

The Departments or Committees listed above may have their own separate permit/application process. Applicants are responsible for applying for and obtaining all required permits & certificates from the various individual departments.


Signature of Applicant


_____, 20 20

RESPONSIBILITIES OF APPLICANT

1. All members of the organizing committee and performers/concessionaires/vendors must adhere to the rules and regulations set forth by all applicable departments.
2. The applicant and concessionaire/vendor are responsible to pay all applicable fees required by applicable ordinances and State law. Any non-payment of fees to any City department will result in the denial of the application or revocation of permits.
3. The applicant is responsible to ensure that there is no illegal activity on the areas under their supervision during the event.
4. All concessions must be stationary and placed in such a way to not hamper the access of pedestrians. They must be placed tight against curbs, not block fire hydrants or sidewalk ramps. Concessions must be moved if in the opinion of City officials on-site they pose a problem for access or public safety. Concessions utilizing compressed gas or generators or propane must comply with the regulations of the City of Gloucester Fire Department and receive approval through the Licensing Commission. Concessions using tents must have Building Inspector approval.
5. Federal & State law requires a minimum of 4 ft. of clear unobstructed sidewalk be available at all times for pedestrians. The applicant must keep sidewalks, ramps and curb cuts clear of any interference from their vendors or their event participants. No storage is allowed on the sidewalk.
6. Any items to be sold must be listed with their prices. All beverages in cans and plastic bottles and must be recycled according to the City of Gloucester recycling guidelines. The use of any type of glass containers is prohibited unless prior approval is granted by the *Department of Public Works*.
7. All applicants are responsible for filing their applications in a timely manner: First time applicants must file completed application 90 days in advance and have finalized all necessary approvals at least 60 days in advance of their event. Annual event applicants should file completed application 75 days in advance and have finalized at least 45 days in advance. Non-compliance with these deadlines may result in denial of the application.
8. The applicant **shall indemnify and hold harmless the City of Gloucester and its employees** from any damage it may sustain or be required to pay by reason of said event, or by any reason of any act or neglect by the applicant or their agent relating to such event or by reason of any violation of the terms and condition of this license. The applicant is responsible for any damage to public property caused by the event. Applicant shall also provide a **Certificate of Insurance** at the time of approval by the Special Events Advisory Committee.
9. The City of Gloucester reserves the right to deny the application at any time.

I/We fully understand and agree to all the terms set forth in this application. The information that I/We have provided is truthful and accurate. I/We accept all responsibility related to this event.

Signature of Applicant _____

3/4, 20 20

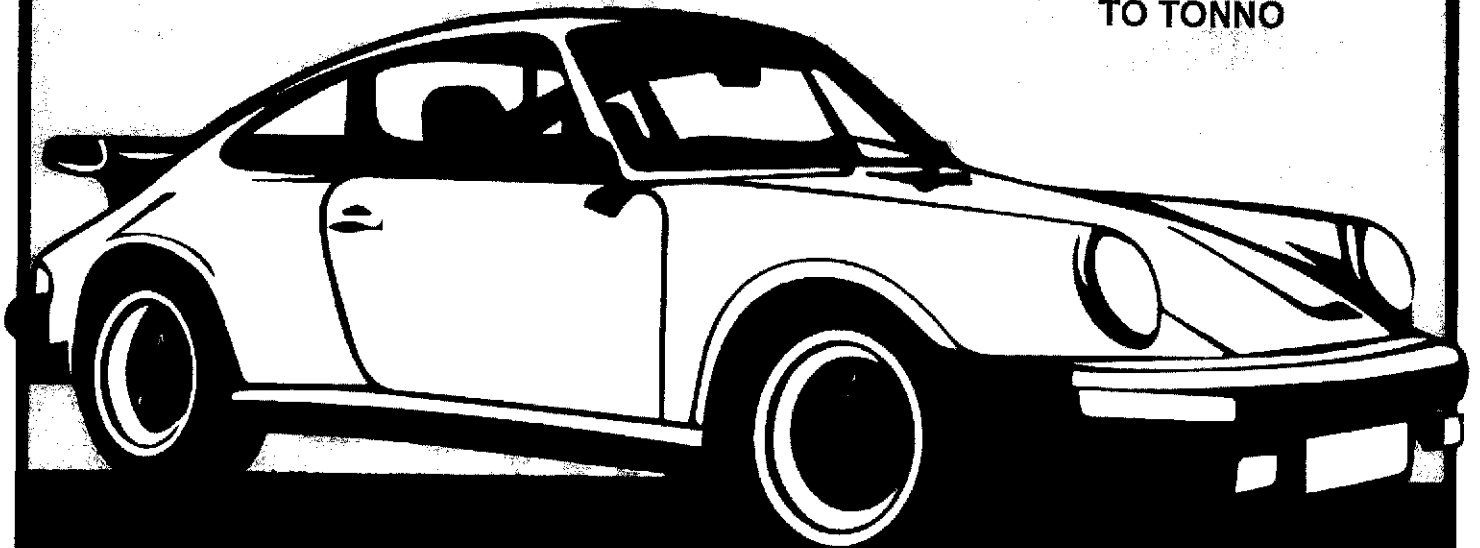
CAR **Free**
TO THE PUBLIC

SHOW



CARS★COPS★

CRUISERS★ ON MAIN STREET
GLOUCESTER
FROM BANK GLOUCESTER
TO TONNO



SUNDAY, JUNE 7TH 1:00PM - 4:00PM

CLASSICS MUSCLE EXOTICS CRUISERS AND MORE
MUSIC MERCHANTS FOOD FUN FOR THE ENTIRE FAMILY

BROUGHT TO YOU BY

Lyon Waugh
AUTOMOTIVE GROUP

INTERESTED IN REGISTERING A VEHICLE?
ENTRY FEE: \$50 BEFORE JUNE 5TH • \$75 DAY OF SHOW
REGISTER HERE: [HTTP://BIT.LY/LWAGCARSHOW](http://bit.ly/lwagcarshow)

FOR MORE INFORMATION CONTACT:
CIDALIA SCHWARTZ CSCHWARTZ@LYONWAUGH.COM