

Special Planning & Development Standing Committee
Monday, July 13, 2020 – 6:00 p.m.
REMOTE MEETING
-Minutes-

Present: Chair, Councilor Val Gilman; Vice Chair, Councilor Jen Holmgren; Councilor Barry Pett

Also Present: Mayor Sefatia Romeo Theken; Vanessa Krawczyk; Jill Cahill; Grace E. Poirier

Applicant: Susan Coviello, Cape Ann Chamber of Commerce for Shop, Stroll and Dine event

*This meeting was conducted remotely through ZOOM
All votes by ROLL CALL*

Meeting called to order at 6:01 p.m.

Councilor Gilman announced, “This meeting is recorded by video and audio in accordance with state open meeting law. Consistent with the Governor's orders, suspending certain provisions of the open meeting law and banning gatherings of more than 25 people, this meeting will be conducted by remote participation. The public may not physically attend this meeting but every effort will be made to allow the public to view and listen to the meeting in real time. Persons who wish to do so are invited to view the meeting and you have the information that was on the posting. If you are calling in on a phone, you can press *9 to request to speak. If you're watching on a computer a device, there is a raised hand button that you can tap or press to request to speak. Please use either these options to be recognized to speak.”

1. Special Event Permit Application: request to hold the Shop, Stroll and Dine (formerly Gloucester Block Party), to be held on July 18, 2020

This application appeared before the P&D Committee for the purpose of requesting road closures for the event. Per a memo dated July 10, 2020 from the City Clerk, the Special Events Advisory Committee voted to approve the event to be held on July 18, 2020. A memorandum received from the Mayor's Office confirmed that the event was covered under the city's liability insurance.

Jill Cahill, Community Development Director and **Susan Coviello**, event organizer for the Chamber of Commerce, informed the Committee that the event was scaled down from the block parties of previous years in order to reduce the crowd size and enable social distancing. The Cape Ann Chamber of Commerce wanted to provide dining and sales opportunities for Main Street businesses, and the Shop, Stroll and Dine event offers a compromise that allows the event while following the governor's, the city's and the CDC's guidelines. The applicant requested the closure of Main Street from Pleasant Street to the West End, and the closure the side streets Hancock Street, Short Street, Center Street and Porter Street. A police officer will be patrolling the event making sure there are no traffic violations in the closed areas.

Councilor Pett asked about restrooms. **Ms. Cahill** said that restaurants with a Chapter 91 license are required to open their restrooms and restaurants are required to open their restrooms to their patrons. She is also working with the DPW to check out the restroom situation at Fitz Hugh Lane and the potential for porta potties at I4-C2. Information booths will also direct attendees where they can access restrooms.

Councilor Holmgren requested that barriers be placed in the center of Main Street so as to encourage one-way foot traffic and social distancing. After lengthy discussion with the Mayor and Community Development Director, the Planning & Development Committee decided that directional arrows will be placed on the four information booths instead, and potentially chalk arrows will be drawn on the

pavement. Due to the condition that Fire Engines be able to pass through Main Street, barrels or saw horses cannot be placed down the center of Main Street. Social distancing and mask wearing will be strongly encouraged.

MOTION: on a motion by Councilor Gilman, seconded by Councilor Holmgren, the Planning & Development Committee voted by ROLL CALL 3 in favor, 0 opposed to approve a Special Events Permit to the Cape Ann Chamber of Commerce to hold the Shop, Stroll and Dine event on Saturday, July 18, 2020 between the hours of 5:00 p.m. and 9:00 p.m. and street closures between the hours 5:00 p.m. and 10:00 p.m., with closures of Main Street from Pleasant Street to the West end, and side street closures including Hancock, Short, Center and Porter Streets, with the following conditions:

1. No merchant set ups on the sidewalk blocking entrance ways to retail or residential units, hydrants, crosswalks or handicap ramps.
2. No outside vendors; this includes other Gloucester-based businesses and non-profits.
3. No live music or other form of entertainment.
4. The organizers shall allow the Fire Department drive-through access with the fire engine at the convenience of the Fire Department.
5. That all of the side streets – Short, Porter, Center and Hancock Streets – shall not be blocked by food establishments, tables, chairs, enclosures equipment, or vehicles, so emergency vehicles may enter and exit Main Street as needed.
6. Merchants shall be responsible for their own trash removal.
7. Plumbing Codes and regulations shall be adhered to regarding the use of restaurant bathroom facilities.
8. Special lighting and electrical requirements necessitate approval of the Inspector of Buildings and the Electrical Inspector.
9. The closure of the street at the intersection of Main and Short, Porter, Center and Hancock Streets must be by means of sawhorses or the like, as directed by the Gloucester Police Department.
10. It is the responsibility of the Shop, Dine and Stroll Committee to procure any other necessary Federal, State, and local permits and approvals associated with this event.
11. That the Committee makes reasonable notification to all residents and merchants along the route that will be affected by the closure.
12. All other applicable laws, City ordinances and/or regulations are in full force including Ordinances regarding blocking of sidewalks. The Police Department will enforce these requirements in the interest of public safety.
13. The Shop, Dine and Stroll Committee shall also adhere to any requirements expressed by the Special Event Advisory Committee including that:
 - (a) That a letter from the office of the Mayor be provided assuring that the event is covered under the City of Gloucester Liability Insurance, and
 - (b) That this approval is based on the Shop, Dine and Stroll 2020 Street Plan submitted to the City Clerk's Office
 - (c) Must follow the guidelines of the CDC and the local board of health for social distancing. Masks are required inside any business and strongly encouraged for people walking on Main Street.

MOTION: on a motion by Councilor Gilman, seconded by Councilor Pett, the Planning & Development Committee voted by ROLL CALL 3 in favor, 0 opposed to adjourn the meeting at 6:50 p.m.

Submitted by Grace E. Poirier, Assistant City Clerk