

**Planning & Development Standing Committee**  
**Wednesday, March 17, 2021 – 5:30 p.m.**  
**REMOTE MEETING**  
**-Minutes-**

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

**Other Councilors Present: None.**

**Also Present: City Clerk, Joanne Senos; Assistant to the CAO, Chris Sicuranza**

**Applicants: Cape Ann Farmers Market, Courtney Ayer; Magnolia Community Farmers Market, Alana Horne**

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

**Meeting called to order at 5:30 p.m.**

**Councilor Gilman** announced that the meeting was being 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 10 people, the meeting would be conducted by remote participation. The public may not physically attend the meeting but every effort would be made to allow the public to view and listen to the meeting in real time. Persons wishing to do so were invited to view the meeting via the information that was on the posting. If calling on a phone, press \*9 to request to speak. If watching on a computer a device, there is a raise hand button that can be tapped or pressed to request to speak. Either option can be used to be recognized to speak.

**Councilor Gilman** announced the names of the P&D Committee members in attendance (Councilors Holmgren, Pett and herself) and city staff who were attending via Zoom.

- 1. Special Events Application: request to hold the Cape Ann Farmers Market on Thursdays, June 3, 2021 thru October 14, 2021***

**Summary of Discussion: Director of the Cape Ann Farmers Market, Courtney Ayer** stated the Cape Ann Farmers Market started in 2006. The market was at Stage Fort Park for the past decade but this year the application was to move the market to Harbor Loop. She stated that this year the market will solely be a farmer and food-focused event with special attention paid this year to food access programs, including SNAP and EBT, the Healthy Incentives Program, WIC coupons and seniors farmers market coupons.

**Councilor Pett** stated he was President of the Gloucester Fund in which a lot of the grant funding for the Cape Ann Farmers Market goes through, but the Gloucester Fund was not benefitting in any way financially.

**Ms. Ayer** stated the market would be set up on the Captain Carlos' side of Harbor Loop, from the Coast Guard station driveway over to where the restaurant parking starts, which gave the market approximately 260 feet. **Ms. Ayer** stated that some details in the site map were still being worked out, but the market had great support from Maritime Heritage and the Chamber of Commerce. **Ms. Ayer** stated the market was still trying to figure out how many vendors could fit and still stay under the COVID guidelines.

**Councilor Gilman** asked what road closures would be needed. **Ms. Ayer** stated on Harbor Loop from the Building Center side traffic would still be allowed up until the Harbormaster's driveway. On the other end, the restaurant would still need access to that driveway. **Councilor Gilman** stated that due to having many events in that area that the City has a standard procedure that has been ironed out with the police department. **Ms. Ayer** stated they have had wonderful support from both Jill Cahill and Mark Cole.

**City Clerk, Joanne Senos** stated the event was vetted through all departments for parking and access to the various businesses on Harbor Loop and all questions were answered. She stated the Certificate of Insurance wasn't in hand yet, but would need to be provided before the market opened. **Ms. Senos** stated the Special Events Advisory Committee did not have any concerns about the Cape Ann Farmers Market and stated that when applicants come before the Special Events Advisory Committee, SEAC always stresses that the event can be cancelled up to 48 hours prior to the day of the event. **Ms. Ayer** stated the Cape Ann Farmers Market has COVID regulations that are sent to vendors and the market has been in contact with Brian Meuleman of the Board of Health to get approvals on the market's plans as they move forward.

**Councilor Pett** asked if the appropriate departments including the DPW, Fire Department and Police Department have signed off on the street closures, set up and access. **Ms. Senos** confirmed that as a member of SEAC the application has been signed off by the appropriate departments.

**Ms. Senos** asked the Committee that since farmers markets are considered an essential service if the matter could stay at P&D or if the matter needed to be brought up in front of City Council. **Councilor Gilman** stated the matter should be brought up to full council. **Councilors Pett** and **Holmgren** agreed.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Holmgren, seconded by Councilor Pett, the Planning & Development Committee voted by ROLL CALL 3 in favor, 0 opposed to recommend that the City Council permit the Cape Ann Farmers Market to be held on Thursdays from June 3, 2021 through October 14, 2021 during the hours of 3:00 p.m. – 6:30 p.m. with the following conditions:**

1. Harbor Loop to be closed to two-way traffic beginning at the Coast Guard Station driveway, continuing past the Maritime Heritage Center to end across from the Captain Carlos parking lot. The market will be set up on one side of the road so as to have one-way traffic;
2. A Certificate of Insurance naming the City of Gloucester as Certificate Holder is to be on file with the City Clerk's office no later than May 24, 2021 or in lieu of a Certificate of Insurance a letter from the city's Chief Administrative Officer stating that the city is responsible for the insurance;
3. Applicant is to notify all abutters of the closed area of Harbor Loop in advance of the events;
4. Applicant is responsible for providing adequate trash and or recycling receptacles for vendors;
5. Due to the current situation, all vendors, except those excluded by state law, are to obtain city vending permits from the Office of the City Clerk 10 days prior to the start of the event;
6. That the Cape Ann Farmers Market must have two or more farmers primarily selling products grown, produced, or raised by farmers present in order to constitute a "Farmer's Market" in keeping with the Mass. Department of Agricultural Resources Policy for Mass. Farmers' Markets and with the definition in the Code of Ordinances, Chapter 11;
7. Harbor Loop will be one-way traffic only from 12:30 p.m. – 8:00 p.m. for set up and break down;
8. Approval is based on the status of the current situation and is subject to change based on any stay at home orders, public park or beach closures etc. as made by the state or the city.

**2. *Special Events Application: request to hold the Magnolia Community Farmers Market on Sundays, June 6, 2021 thru October 10, 2021***

**Summary of Discussion:** Magnolia Community Farmers Market Co-Director, Alana Horne stated last year the market was completely virtual with online ordering and a contactless, drive-through tent set up for order pickup. She stated this year the Magnolia Community Farmers Market will be both an online market and in person on Lexington Avenue from 2 Lexington Avenue to 24 Lexington Ave, which was approximately 269 feet. Ms. Horne stated there would be hand sanitizing stations throughout the market and there would be a volunteer stationed at one end of the street to keep a count of patrons to make sure overcrowding wouldn't be an issue. She stated with the space available the market could fit as many as 20 vendors with proper social distancing between vendors.

Ms. Horne stated there are 5 people working to make the Magnolia Community Farmers Market a success, which included Rebecca Doyon, Nying Gallo, Dylan Enos, Greg Farrenkopf and an honorary member, Jackson, who was a senior at Gloucester High School.

City Clerk, Joanne Senos stated the market was vetted through all the departments and there were not any issues.

Councilors Gilman, Holmgren and Pett, along with Assistant to the CAO, Chris Sicuranza stated their support and thanks to Ms. Horne and her team for their work and dedication to the Magnolia Community Farmers Market.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Holmgren, seconded by Councilor Pett, the Planning & Development Committee voted by ROLL CALL 3 in favor, 0 opposed to recommend that the City Council permit the Magnolia Community Farmers Market to be held on Sundays, from June 6, 2021 through October 10, 2021 during the hours of 10:00 a.m. – 1:00 p.m. with the following conditions:

1. Lexington Avenue is to be closed from Norman Avenue to Flume Road with appropriate signage posted at either end of Lexington Avenue advising motorists of alternative routes;
  2. A Certificate of Insurance naming the City of Gloucester as Certificate Holder is to be on file with the City Clerk's office no later than May 27, 2021 or in lieu of a Certificate of Insurance a letter from the city's Chief Administrative Officer stating that the city is responsible for the insurance;
  3. Applicant is to notify all abutters of the closed area of Lexington Avenue in advance of the events;
  4. Applicant is responsible for providing adequate trash receptacles and for removal of same;
  5. Due to the current situation, all vendors, except those excluded by state law, are to obtain city vending permits from the Office of the City Clerk 10 days prior to the start of the event;
  6. That the Magnolia Farmer's Market must have two or more farmers primarily selling products grown, produced, or raised by farmers present in order to constitute a "Farmer's Market" in keeping with the Mass. Department of Agricultural Resources Policy for Mass. Farmers' Markets and with the definition in the Code of Ordinances, Chapter 11;
  7. Lexington Avenue will be closed at 8:30 a.m. for event set up and reopen at 2:00 p.m.
  8. Approval is based on the status of the current situation and is subject to change based on any stay at home orders, public park or beach closures etc. as made by the state or the city.
3. *PP2021-001: Request by National Grid to install 1 JO Pole on Witham Street beginning at a point approx. 60' northwest of the centerline of the intersection of Witham Street and Thatcher Road and*

*continuing approx. 0' in a northerly direction INFO ONLY: Correction to scrivener's error on application from 60' NW to 50' NW*

**Summary of Discussion:** This matter is on the agenda for informational purposes only. **Councilor Gilman** wished to express her gratitude to Assistant City Clerk, Grace Poirier, for reaching out to Vinnie LoGuidice of National Grid once the discrepancy in 60' versus 50' was discovered to have the application resubmitted so all records aligned going forward. **Councilor Gilman** stated DPW Director Mike Hale was aware of the change.

**MOTION: On a motion by Pett, seconded by Councilor Holmgren, the Planning & Development Committee voted by ROLL CALL 3 in favor, 0 opposed to adjourn the meeting at 6:06 p.m.**

Submitted by Sherry Karvelas, Clerk of Committees

**Documents submitted at the meeting:** None.

**Meeting Recording:**

<https://drive.google.com/file/d/1FQspMQ3ZqmTKSsEAK5FclhBL84TOYzWd/view?usp=sharing>