



**Planning & Development Standing Committee**  
**Wednesday, June 16, 2021 – 5:30 p.m.**  
**REMOTE MEETING**  
**-Minutes-**

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

**Also Present: Mayor Sefatia Romeo Theken; Clerk of Committees, Sherry Karvelas**

**Applicants: Ringo Tarr, Vice President of the Gloucester Fund for Concerts on the Boulevard; Joe Ciolino for Gloucester Sidewalk Bazaar; Ken Riehl, CEO of the Cape Ann Chamber of Commerce for Gloucester Block Parties; Michael DeKoster, Executive Director Maritime Gloucester for Gloucester Schooner Festival; Gloucester Police Officer Joe Parady for Gloucester Community Safety Day**

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 consistent with the Governor's orders suspending certain provisions of the Open Meeting Law and banning certain gatherings such that an in person meeting of the Planning & Development Standing Committees is not possible, 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 and participate when necessary. Additionally, all votes taken by the Committee during this and future remote meetings will be by roll call vote. If you are calling in on a phone you can press Star 9 (\*9) to request to speak. If you are watching on a computer or device there is a "raise hand" button that you can tap or press to request to speak. Please use either of these options 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.

**Matters were taken out of order.**

**1. Special Events Application: Request for street closures re: Concerts on the Boulevard on July 3, 2021 and September 4, 2021**

**Summary of Discussion:** **Councilor Pett** declared under MGL 268A that he was the President of the Gloucester Fund (Gloucester Fund as applicant) and had no financial interest and therefore may vote on this matter.

**Ringo Tarr, Vice President of the Gloucester Fund**, stated this event started years ago with a concert on the back of a ramp truck after the Horribles Parade. He stated this was the first Concerts on the Boulevard since the pandemic restrictions were lifted and was not sure about crowd size. He stated the decision was made to watch the crowd size and if the crowd got too large and pedestrians were drifting off into the street, then the Boulevard would be blocked off and would stay closed until the pedestrian traffic diminished or until the end of the event, with the same circumstances for Labor Day weekend. He

stated the event would run from 6:00 p.m. until 10:45 p.m. **Mr. Tarr** added that the band playing would be “Runaround Sound” who actually broke up a couple of years ago but were reuniting for these concerts.

**Councilor Pett** clarified that the Police Department would make the ultimate decision on street closures during the event after a discussion with Mr. Tarr. **Councilor Gilman** stated she had spoken with the City Clerk who informed her the event was a city-sponsored event and was covered under Gloucester’s liability insurance policy, and there was no rain date.

**Councilor Gilman** suggested adding an amendment to add the time of the event.

**MOTION TO AMEND:** On a motion by Councilor Gilman, seconded by Councilor Pett, the Planning & Development Committee voted 3 in favor, 0 opposed to AMEND to ADD “between the hours of 6:00 p.m. until 11:00 p.m.”

**MOTION:** On a motion by Councilor Pett, seconded by Councilor Holmgren, the Planning & Development Committee voted 3 in favor, 0 opposed, to approve the road closure of Western Avenue, from Centennial Avenue to Middle Street, between the hours of 6:00 p.m. until 11:00 p.m., in order for the Gloucester Fund to hold a free concert on Stacy Boulevard in the vicinity of the Blynman Bridge on Saturday, July 3, 2021, on the condition that the Gloucester Fund obtains all necessary approvals and to ensure that all required documentation is timely filed with the appropriate City departments. Road closures are at the discretion of the Police Department. Failure to comply with any conditions precedent may result in revocation of Council approval. This event is covered under the City of Gloucester’s liability insurance policy as a city-sponsored event. Due to the COVID-19 pandemic the City reserves the right to cancel any permitted event up to and including the day of the event.

**MOTION:** On a motion by Councilor Gilman, seconded by Councilor Pett, the Planning & Development Committee voted 3 in favor, 0 opposed, to approve the road closure of Western Avenue, from Centennial Avenue to Middle Street, between the hours of 6:00 p.m. until 11:00 p.m., in order for the Gloucester Fund to hold a free concert on Stacy Boulevard in the vicinity of the Blynman Bridge on Saturday, September 4, 2021, on the condition that the Gloucester Fund obtains all necessary approvals and to ensure that all required documentation is timely filed with the appropriate City departments. Road closures are at the discretion of the Police Department. Failure to comply with any conditions precedent may result in revocation of Council approval. This event is covered under the City of Gloucester’s liability insurance policy as a city-sponsored event. Due to the COVID-19 pandemic the City reserves the right to cancel any permitted event up to and including the day of the event.

## **2. Special Events Application: Request for street closures re: Gloucester Sidewalk Bazaar on August 5-7, 2021**

**Summary of Discussion:** **Joe Ciolino** stated the theme for the 62<sup>nd</sup> Annual Sidewalk Bazaar was “Return to Normal.” He stated Main Street would be shut down from Duncan Street to Washington Street and stated volunteers would be walking the street during the event days to make sure vendors left an unobstructed drivable area for emergency vehicles, but stated the cross streets would be left open as those streets were part of the fire department route. He stated the City provides the insurance as this was a city-sponsored event.

**Mr. Ciolino** stated the initial response of the merchants and outside vendors to this event was that of excitement because the event was cancelled last year due to the pandemic. He stated there was a typo on the application and the actual time of the event was 6:00 a.m. until 6:00 p.m. and the residents of Main

Street would be notified of the event. He stated the City provided free parking for the vendors. There was a discussion on the permitting process for vendors.

**Mayor Sefatia Romeo Theken** thanked all involved for their work on this event. **Members of the Committee** shared their excitement for the event.

**MOTION TO AMEND:** On a motion by Councilor Gilman, seconded by Councilor Pett, the Planning & Development Committee voted by ROLL CALL 3 in favor, 0 opposed, to AMEND the time on the application to read “from 6:00 AM to 6:00 PM”

**MOTION:** On a motion by Councilor Holmgren, seconded by Councilor Pett, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the road closure of Main Street, from Duncan Street to Washington Street, from 6:00 AM to 6:00 PM, Thursday, August 5, 2021, Friday, August 6, 2021 and Saturday, August 7, 2021 for the purpose of the Gloucester Downtown Association (GDA) conducting the Gloucester Sidewalk Bazaar with the following conditions:

1. A memorandum from the City of Gloucester that shows the GDA Sidewalk Bazaar is covered under the city’s insurance has been received.
  2. There are to be no vendor set ups on the sidewalk blocking hydrants, crosswalks, or handicap ramps; Vendor set ups are not to extend beyond the marked parking lines on the streets.
  3. No vendor set ups in front of the police station other than the area designated by the Police Department.
  4. All vendor set ups must allow for unobstructed drivable area along the entire Sidewalk Days route slightly wider at the curve of the Brass Monkey to maintain adequate access for emergency vehicles. Failure to do so may necessitate the removal or relocation of the vendor at the discretion of the Fire Department, the Police Department or the event agent of the GDA.
  5. The organizers shall allow the Fire Department drive-through access with a fire engine once each day of the event, on or about 9:00 a.m., and one random drive through to be decided by the Fire Department.
  6. No parking or unloading of goods on any of the above-mentioned streets after 8:50 AM until 5:00 PM on each of the days of the Gloucester Sidewalk Bazaar.
  7. Event staff is to have cell phones and be identified by the public with distinct shirts. A list of event staff and their cell phone numbers is to be submitted to the Police, Fire or DPW Departments in advance of the first day of the Sidewalk Bazaar.
  8. The GDC is also required to obtain any necessary approvals from appropriate city departments. It is the sole responsibility of the applicant to ensure that all required documentation is filed in a timely manner as indicated. Failure to comply with any conditions precedent may result in permit revocation. Applicant is also required to comply with any requirements made by departments through the Special Events Advisory Committee including vending.
  9. Due to the COVID-19 pandemic the City reserves the right to cancel any permitted event up to and including the day of the event.
3. **Special Events Application: Request for street closures re: Gloucester Block Parties on August 14, 2021 and September 3, 2021**

**Summary of Discussion:** Ken Riehl, CEO of the Chamber of Commerce, stated the Chamber of Commerce was thrilled to host two block parties this year in August and September instead of the usual

three. He stated the block parties were a huge community event in partnership with the City. He stated the street would be shut down at 5:00 p.m. (the DPW provided the barriers to shut down the street), the event started at 6:00 p.m. until 10:00 p.m. and stated there would be a police detail walking the street during the event as well. He explained this event was different from the Sidewalk Bazaar as it was not a shopping event, but was really a community event, “a party on Main Street”. He stated they had contracted with three different bands for three different points on Main Street, with street performers from around New England. He stated there would also be food trucks. He stated outside vendors would not be invited, but nonprofits were invited to participate to be able to show off what they are doing with the local community. He stated the whole night was about community and fun.

**Councilor Pett** thanked **Mr. Riehl** for working with the City to hold this event. **Councilor Holmgren** stated this was another step towards normal and thanked Mr. Riehl as well. **Councilor Gilman** stated she agreed with the remarks of both **Councilors Pett** and **Holmgren** and also informed the Committee that a Certificate of Insurance was already submitted through MIAA.

**Mayor Theken** gave her support for the event and stated she would like to volunteer at the event.

**MOTION: On a motion by Councilor Holmgren, seconded by Councilor Pett, the Planning and Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the road closure of Main Street, from Duncan Street to Washington Street, in order for the Cape Ann Chamber of Commerce to hold the Downtown Block Party Series on Saturday, August 14, 2021 and Friday, September 3, 2021 between the hours of 6:00 p.m. and 10:00 p.m. (road to be closed between the hours of 5:00 p.m. and 11:00 p.m.) with the following conditions:**

1. No vendor/merchant set ups on the sidewalk blocking entrance ways to retail or residential units, hydrants, crosswalks, or handicap ramps.
2. All vendor set ups in the street are to allow for no less than a 10 foot unobstructed, drivable area along the entire route - slightly wider at the curve of The Brass Monkey at 85 Main Street to maintain adequate access for emergency vehicles. Failure to provide a 10 foot unobstructed margin of drivable area may necessitate the removal or relocation of the vendor/merchant at the discretion of the Fire Department, the Police Department, or the Block Party Committee.
3. The organizers shall allow the Fire Department drive-through access with the fire engine at the convenience of the Fire Department.
4. Any restaurant/merchant set up of tables and chairs, tents, or area enclosures should extend into the street no further than the lines painted on the street for vehicular parking.
5. That all of the side streets – Short, Porter, Center, and Hancock Streets – shall not be blocked by vendors, food establishments, tables, chairs, enclosures, equipment, or vehicles, so emergency vehicles may enter and exit Main Street as needed.
6. Vendor/merchants shall be responsible for their own trash removal.
7. Signs indicating the location of comfort stations shall be the responsibility of the Block Party Committee.
8. Plumbing Codes and regulations shall be adhered to regarding use of restaurant bathroom facilities.
9. Special lighting and electrical requirements necessitate approval of the Inspector of Buildings and the Electrical Inspector.
10. 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.
11. It is the responsibility of the Block Party Committee to procure any other necessary Federal, State, and local permits and approvals associated with this event.

12. That the Committee makes reasonable notification to all residents and merchants along the route that will be affected by the closure.
13. Restaurants or vendors wishing to serve food outside must notify the Board of Health 7 (seven) days in advance for approval and must obtain any necessary approval of the Block Party Committee.
14. Conditions or permitting requirements imposed by the Gloucester Licensing Board shall also apply and shall become incorporated herein as to the outdoor/sidewalk service of food and alcohol.
15. 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.
16. The Block Party 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 Gloucester Block Party 2021 Street Plan submitted to the City Clerk's office.
17. Due to the COVID-19 pandemic the City reserves the right to cancel any permitted event up to and including the day of the event.

#### 4. Special Events Application: Request for street closures re: Gloucester Schooner Festival on September 4, 2021

**Summary of Discussion:** Michael DeKoster, Executive Director of Maritime Gloucester, stated Maritime Gloucester was very excited for the Schooner Festival, as last year was the 100<sup>th</sup> anniversary and they had to cancel the event. He stated there were already 26 schooners confirmed. He stated the street closures requested was for Maritime Heritage Day, which was traditionally the educational component of the Schooner Festival. Mr. DeKoster stated the majority of the event was done on Maritime Gloucester property, but was requesting to close Harbor Loop for public safety in case there was overflow from their property. He added that Maritime Gloucester was hoping to place a signature ship over at Ocean Alliance to involve Rocky Neck this year as well.

Councilor Pett suggested that if Mr. DeKoster wanted to add food vendors on the morning of the Schooner Festival to contact him as he represented the Gloucester Fund.

**MOTION:** On a motion by Councilor Holmgren, seconded by Councilor Pett, the Planning & Development Committee voted by ROLL CALL 3 in favor, 0 opposed to approve the road closure of Harbor Loop on Saturday, September 4, 2021 (rain date Monday, September 6, 2021) between the hours of 9:00 a.m. and 5:00 p.m. (rain date hours 7:00 a.m. and 11:30 a.m.) in order for Maritime Gloucester to hold the Gloucester Schooner Festival. Vehicular traffic will be managed in a manner as directed by the Gloucester Police Department. A Certificate of Insurance naming the City of Gloucester as the Certificate Holder is to be on file with the Office of the City Clerk by August 16, 2021. Due to the COVID-19 pandemic the City reserves the right to cancel any permitted event up to and including the day of the event.

#### 5. Special Events Application: Request for street closures re: Gloucester Community Safety Day on September 18, 2021

**Summary of Discussion:** Officer Joe Parady stated September 18, 2021 would be the 3<sup>rd</sup> Annual Community Safety Day on Harbor Loop. He stated the road would be set up with barriers to “bottleneck” foot traffic on Harbor Loop just after the Building Center on one end and just after the Chamber of

Commerce on the other end. He stated in previous years, just as this year, any vehicle, residential or commercial, would be able to get through as needed. He stated the event itself started at 10 a.m. until 2 p.m. He stated setup would begin at 9 a.m.

**Councilor Gilman** stated she had spoken to the **City Clerk** who stated they had the Certificate of Insurance.

**Councilor Holmgren** and **Councilor Pett** thanked **Officer Parady** for his work on this event.

**MOTION TO AMEND: On a motion by Councilor Gilman, seconded by Councilor Holmgren, the Planning & Development Committee voted by ROLL CALL 3 in favor, 0 opposed, to ADD “from 9:00 a.m. until 2:00 p.m.”**

**MOTION: 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 approve the road closure of Harbor Loop on Saturday, September 18, 2021 (rain date Sunday, September 19, 2021) from 9:00 a.m. until 2:00 p.m. Vehicular traffic will be managed in a “bottleneck” manner as directed by the Gloucester Police Department. This event is covered under the city’s general liability insurance. Due to the COVID-19 pandemic the City reserves the right to cancel any permitted event up to and including the day of the event.**

**MOTION: On a motion by Councilor Pett, seconded by Councilor Holmgren, the Planning & Development Committee voted by ROLL CALL 3 in favor, 0 opposed to adjourn the meeting at 6:36 p.m.**

**Submitted by: Sherry Karvelas, Clerk of Committees**

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

**Meeting Recording:** <http://gloucester-ma.gov/1097/Past-Remote-Public-Meetings>