

CITY COUNCIL STANDING COMMITTEES  
**Special Planning & Development Committee**  
**Tuesday, March 12, 2013 – 6:30 p.m.**  
**Kyrouz Auditorium – City Hall**  
**-MINUTES-**

**Present: Chair, Councilor Bruce Tobey; Vice Chair, Councilor Greg Verga; Councilor Joseph Ciolino (Alternate)**

**Absent: Councilor Hardy**

**Also Present: None.**

**The meeting was called to order at 6:30 p.m.**

**1. *Special Event Application re: Request from Gloucester Blues Festival LLC to hold Gloucester Blues Festival on August 10, 2013***

**Attorney Catherine Schlichte** representing the Gloucester Blues Festival LLC (GBC) along with Bob Hastings and Paul Benjamin, event organizers, and Robert Height, Executive Director of the Chamber of Commerce was also present on behalf of the GBF. requested the P&D Committee recommend a permit to hold the second annual Gloucester Blues Festival on Saturday, August 10, 2013 from 11 a.m. to 7 p.m. at Stage Fort Park. The GBC is asking to close one lane to Hough Avenue so traffic can reach the Cupboard Restaurant. **Ms. Schlichte** noted the owners of The Cupboard have no objection to the traffic or festival plans. She noted the festival has been before the Licensing Commission, has been before the P&D Special Events Advisory Committee, and has approvals (on file) from the Fire and Police Chiefs, the Assistant DPW Director and the Health Department (both on file). In addition, Bob Hastings and Paul Benjamin, event organizers, were also present on behalf of the GBF. **Ms. Schlichte** advised the Committee the DPW will allow use of the park parking lot and man it. Additionally, there will be one ALS ambulance unit at the park, and organizers and volunteers will clean up the park after the event. She also informed the Committee there were no noise problems related to the previous year's event.

**Councilor Ciolino** asked if Hough Avenue would be one way. **Ms. Schlichte** said from the park's Visitor's Center parking lot up to Western Avenue will be one way as per the recommendation of the Police Chief. He supported the street being closed down one way but not shutting it down. **Mr. Hastings** said a barricade on Western Avenue will be in place with advisory signage to drivers, but otherwise the street will be open. There will be access on Hough Avenue. **Councilor Tobey** said there is entrance and exit from the Little League Field. Folks coming from the Magnolia end will drive all the way out. **Ms. Schlichte** said Hough Avenue will be one way from the parking lot to Western Avenue, just one lane. **Mr. Height** reiterated this was the recommendation of the Police Department and was handled this way last year; and exits aren't affected. **Mr. Hastings** added the organizers want to limit vehicular traffic to assure the safety of pedestrians.

**MOTION: On motion by Councilor Verga, seconded by Councilor Ciolino, the Planning & Development Committee voted 3 in favor, 0 opposed to recommend to the City Council to grant a permit to Gloucester Blues Festival LLC for the purpose of holding a one day blues festival at Stage Fort Park on Saturday, August 10, 2013 from 11 a.m. to 7 p.m. with the following conditions:**

**1. Road Closure:**

**Hough Avenue will be closed at the intersection of Western Avenue just past The Cupboard with appropriate signage directing the general public as well as concert goers as to the road closure, its duration and alternates to parking for concert goers and general public in order to maintain the park and beach access not being used for the concert event. A detailed traffic and parking plan and police detail information must be signed off by the Police Chief and on file with the Office of the City Clerk and the DPW Director no later than July 12, 2013, close of business.**

**2. Refuse and Comfort Stations:**

All refuse and recycling generated due to this event is to be cleaned up and removed at the expense of the organizer. Portable toilets are to be provided by the organizer at their expense, placed the morning of the event and removed by 12:00 PM, August 11, 2013 with appropriate maintenance during the event.

**3. Emergency Services:**

Gloucester Blues Festival LLC is to meet all the requirements of the Fire Department as directed by the Fire Chief or his designee.

**4. Staffing:**

All event staff is to have cell phones and be easily identified by the public with t-shirts that are distinct or the like. A list of all event staff and their cell phone numbers are to be submitted to the DPW, Police Department and Fire Department.

**5. Noise:**

There is to be an event staff member whose sole responsibility is to field any complaints related to noise and to be the point person with authority to control volume to alleviate the situation on the day of the event. That person's name and cell phone number is to be on file with the Police Department in order to facilitate cooperation.

**6. Overall Event Approvals:**

- The area will be fenced.
- All individual food vendors will have all necessary local or state licenses.
- Written final event approvals signed by the Police Chief and Fire Chief or their respective designees must be filed by July 12, 2013 with the City Clerk approving the overall event separate from any other permits or plan approvals. A Certificate of Insurance with the City of Gloucester named as the certificate holder must be on file in the Office of the City Clerk by the close of business, July 12, 2013. Day of event contact information, including name and telephone numbers for the organizer must also be filed with the DPW Department, the Fire Department, the Police Department and the City Clerk's office. Further, while this City Council approval is needed, the applicant still is required to obtain any necessary approvals from the Licensing Board and the Licensing Commission as well. It is the sole responsibility of the Gloucester Blues Festival LLC or their designated representative to ensure that all required documentation is filed with the appropriate City departments by the deadlines imposed by the City Council as indicated and will comply with all applicable City ordinances, especially Chapter 11.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:43p.m.

**Respectfully submitted,**

**Dana C. Jorgensson**  
Clerk of Committees

**Documents/Files Submitted at Meeting:**

- Action Plan submitted by Attorney Catherine Schlichte on behalf of the Gloucester Blues Festival LLC