



GLOUCESTER CITY COUNCIL  
**CITY COUNCIL STANDING COMMITTEE**  
Planning & Development Committee  
**Wednesday, November 6, 2013 – 6:00 p.m.**  
1<sup>st</sup> Fl. Council Committee Room – City Hall

AGENDA

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

1. *Special Events Application Request to hold the annual Downtown Christmas Parade & Tree Lighting On December 1, 2013*
2. *SCP2013-006: Ferncliff Heights #6, GZO Sec. 2.3.4(6) Animal daycare, animal grooming, daytime only*

COMMITTEE

Councilor Greg Verga, Chair  
Councilor Bruce Tobey, Vice Chair  
Councilor Jacqueline Hardy

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Kirk  
Jim Duggan  
Linda T. Lowe  
Tom Daniel  
Gregg Cademartori

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 CLERK  
GLOUCESTER, MA

CITY OF GLOUCESTER - SPECIAL EVENTS PERMITS

NAME OF EVENT: AM 9:06

SANTA PARADE

DATE OF EVENT:

12/1/13

Special Events

and Tree Lighting

Permitting is required for most types of special events. 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 is 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. The applicant **must complete** a Special Events Application form in advance, including written approvals, (as provided in the application) which includes:

- Date of Event; hours of Event; Rain Date;
- A detailed site plan or map of the area showing all location for the following: all American with Disabilities Act (ADA) accessibility, pedestrian and fire access, dimensions of stages & tents; type of equipment or generators & 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 a "first year" of 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 used. Vendors will need state or city license before date of event and Health Department approvals;
- Certificate of Insurance listing City as insured (Certificate Holder)

After the Applicant presents its application to the Special Events Advisory Committee, the applicant is to submit the completed permit form (download at: [gloucester-ma.gov](http://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, \$50.00 for for-profit organizations, at the City Clerk's office. At that time, an appointment for a 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 finalized 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.

Linda T. Lowe, City Clerk  
Gloucester City Hall, 9 Dale Avenue  
Gloucester, MA 01930  
PHONE: 978-281-9720  
EMAIL: [llowe@gloucester-ma.gov](mailto:llowe@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.

Jacqueline A. Hardy, City Council President & Councilor Greg Verga, Chair, Planning & Development Committee

Completed copy filed: Date: 10/11/13 Initial: JS Copy to Applicant: Date: \_\_\_\_\_ Initial: \_\_\_\_\_  
Fee Paid: \$           Date: 10/15/13 Initial: LYL  
(waived)

CITY OF GLOUCESTER SPECIAL EVENT APPLICATION

SPECIAL EVENTS

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

Name and Type of Event Downtown Christmas Parade

1. Date: Sunday Dec 1 Time: from 3 PM to 5 PM

Rain Date: Sunday Dec 2 Time: from 3 PM to 5 PM

2. Location: Parker St - To Main St To Western Ave

3. Description of Property: Street - Ken Circle Public  Private

4. Name of Organizer: Joseph A. Ciolino City Sponsored Event: Yes  No

Contact Person: same

Address: 153 main St. Gloucester Telephone: 978-281-1227

E-Mail: weather.vane@verizon.net Cell Phone: 978-325-2377

Day of Event Contact & Cell Phone: 978-325-2377

Official Web Site: \_\_\_\_\_

6. Number of Attendees Expected: 200 Number of Participants Expected 200

7. Is the Event Being Advertised? Yes ? Where? GLD Daily Times

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? CHILDREN'S SANTA PARADE

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

10. For Profit Organization:  Non-Profit Organization:  Who will benefit financially from this event?  
PROFITS GO INTO NEW YORK PARADE

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

A. Vending: Food  Beverages  Alcohol  Goods  Total No. of Vendors\* 0  
(\*Local or State license required)

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

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. 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.)

E. 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

**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:

Joseph Ciolino 978-281-1227 CELL 978-325-2377

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

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

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

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

5. Parade Formation Location & Time for Participants: 3 PM - STATE FISH PLOT

6. Dismissal Location & Time for Participants: 5 PM - KENT CIRCLE

7. Additional Parade Information:

- Number of Floats: 10
- 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: CITY OF GLOUCESTER

9. Attach or Provide a Certificate of Insurance naming the City of Gloucester the Certificate Holder.  
*letter to be provided from J. Duggan, CAO*

CITY APPROVAL (FOR COMMITTEE MEMBERS USE ONLY):

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
KTL ✓ 10/10 ✓ RW ad CDM ME [Signature] N/A	1. Special Events Advisory Committee <u>attended by Joe Ciolino; Brent Tarr</u> 2. Planning & Development Committee _____ 3. Gloucester Police Department <u>Lt McCarty GPD</u> Is Police Detail Required? <u>NO</u> No. of Details _____ Traffic, Parking & Transportation <u>Pre Arranged</u> 4. Health Department <u>Rosalie Nicastro Food Inspector</u> 5. Building Inspector <u>N/A</u> 6. Electrical Inspector <u>Chad Mahan</u> 7. Department of Public Works: _____ <u>Asst DPW Dir</u> Use of City Property: Yes/No <u>No</u> Location if yes: _____ 8. Gloucester Fire Department <u>Chief Smith</u> Is a Fire Detail Required? <input checked="" type="checkbox"/> No. of Details <input checked="" type="checkbox"/> EMS <input checked="" type="checkbox"/> Use of Propane: <input checked="" type="checkbox"/> (Attach EMS Memo) 9. Licensing Commission (includes vendors) (Through City Clerk: _____ 10. Other _____

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 Joseph A. Ciolino October 10, 2013

### RESPONSIBILITIES OF APPLICANT

1. All members of the organizing committee and 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.
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.
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. The applicant will be responsible for any damage to public property caused by the event.
8. **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.**
9. 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. Applicant shall also provide a **Certificate of Insurance** prior to approval by the Planning & Development 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.*

\_\_\_\_\_, 20\_\_\_\_  
\* Letter from City (J. Duggan) to be filed on Insurance  
per J. Ciolino

**Signature of Applicant**

=====

City Hall  
Nine Dale Ave  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
jduggan@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

13 OCT 21 PM 2:14  
CITY CLERK  
GLOUCESTER, MA

## *Memorandum*

To: Councilor Verga and Members of the Planning and Development Committee

From: Jim Duggan, Chief Administrative Officer

JAD

Date: October 21, 2013

Re: **Christmas Parade**

I want to take this opportunity and clarify that the Christmas Parade scheduled for Sunday, December 1, 2013, is a City of Gloucester sanctioned event, thus it is covered under the city's general liability insurance.

Thank you





# CITY OF GLOUCESTER

GLOUCESTER, MASSACHUSETTS - 01930

SCP2013-006

## City of Gloucester Special Council Permit - Application

CITY CLERK  
GLOUCESTER, MA

13 OCT 16 PM 3:05

12/25/13

(Public hearing to be held no later than above date)

In conformance with the requirements of the Zoning Ordinance of the City of Gloucester, the undersigned hereby applies for a Special Council Permit (CC or CCS) in accordance with Section 1.8.3 of the Ordinance and other Sections as listed below:

Type of Permit (Give specific section of Zoning Ordinance) CC Special permit to operate Animal Day Care under section 2.3.4. USP # 6

Applicant's Name: LISA F CARNEVALE

Owner's Name Janet E COONEY  
(if different from applicant)

Location 6 Ferncliff Heights Map # 219 Lot # 10  
(Street Address)

Zoning Classification: R 20

- Attached is a list of owners (with complete addresses) of land directly opposite on any public or private street or way, direct abutters, and abutters to the abutters of land within three hundred (300) feet of the property line, as they appear on the most recent City of Gloucester Assessor's Maps and Tax list.
- Attached is a listing of criteria set forth in Section 1.8.3 of the Zoning Ordinance, including any supportive material or comments the applicant may wish to include (i.e. ZBA decisions, Order of Conditions, ect.) if necessary.
- Attached are the necessary plans as set forth in Section of 1.5.3 of the Zoning Ordinance, which at a minimum consist of an accurate plot plan (to scale) showing existing and/or proposed building or structures.

<b>City of Gloucester - Action</b>	
Fee:	<u>\$350 pdc</u>
City Clerk (received):	<u>10/16/13</u> LTH
City Council (received):	<u>10/22/13</u>
Public Hearing (ordered):	_____
Public Hearing (opened):	_____
Public Hearing (closed):	_____
Final Decision	_____
Disposition	_____
(Approved, Denied, Approved w/conditions)	

**Applicant:**  
LISA F CARNEVALE  
 Name (Signature)  
6 Tolman Street  
 Address  
978-407-9091  
 Telephone

Certified for completeness?  
 Building Inspector: [Signature] Date: 10/16/13  
 Planning Director: [Signature] Date: 10/16/13

Section 1.8.3 - (Use additional sheets, if necessary)

1. Social, Economic, or community needs served by the proposal:

offering GLOUCESTER a small private facility  
Private personal care

2. Traffic flow and safety: Minimal Traffic. 7hrs of operation 7AM-7PM

I also offer pick up and drop off. Right of 133 and a left  
Brings you directly onto the property without passing by any other  
houses. only two other houses in the immediate area.

3. Adequacy of utilities and other public services: Private sewer, city water  
easy access to the property

4. Neighborhood character and social structure: Neighborhood is in a General  
Industrial area. Only two properties to the right  
of the proposed property. Traffic wouldn't even have to  
pass by.

5. Qualities of the natural environment: The lot is 38,631.59 sq. ft.  
Sits in an Industrial Area. Sonolite offers, rents some of  
the property to construction companies to store equipment  
and trucks ect.

6. Potential fiscal impact:

N/A

The applicant is advised that City staff is available to assist the applicant in preparing the application,  
including the Inspector of Buildings and City Planner.

## Application For Special Permit

The undersigned applicant hereby applies for a special permit under M.G.G., Ch. 40A, § 9 as follows.

1. Applicant (includes equitable owner or purchaser on a purchase and sales agreement):

Name: LISA F CARNEVALE

Address: 6 TOLMAN STREET

Tel. #: Days 978-407-9091 Evenings 978-407-9091  
\_\_\_\_\_ Check here if you are the purchaser on a purchase and sales agreement.

2. Owner, if other than applicant:

Name: Janet Cooney

Address: 6 Fern Cliff Heights

Tel. #: Days \_\_\_\_\_ Evenings \_\_\_\_\_

3. Property:

Street address: 6 Fern Cliff Heights

Assessor's map: 219 Lot: 10

Registry of deeds where deed, plan, or both records:

South Essex

Deed recording: Book 5637 Page 343

Plan recording: Plan # 2668-294 Also BK 36 pg 32

Property is location in the R-20 zoning district.

4. Nature of relief requested:

Special permit pursuant to Article/Section 2.3.4 Use #6 of the  
Zoning Ordinance/By-Law which authorizes City Council to permit  
Dog Day CARE City Council Special Permit

Detailed explanation of request:

Would like to operate Dog Day CARE.  
Dogs ARE walked off the property and will be in house  
most time. 7hrs 7 AM - 7 PM

5. Evidence to support grant of special permit:

Because of reasons set forth below, the special permit requested will be in harmony with the intent and purpose of the Zoning Ordinance/By-Law:

The Nature of the Neighborhood is Business

Because of reasons set forth below, the special permit requested will meet the additional requirements of the Zoning Ordinance/By-Law as follows:

no other zoning release Required

If someone other than owner or equitable owner (purchaser on a purchase and sales agreement) is the Applicant or will represent the Applicant, owner or equitable owner must designate such representative below.

Name of Representative: \_\_\_\_\_

Address of Representative: \_\_\_\_\_

Tel. #: Days \_\_\_\_\_ Evenings \_\_\_\_\_

Relationship of representative to owner or equitable owner:

\_\_\_\_\_

I hereby authorize \_\_\_\_\_ to represent my interests before the Special Permit Granting Authority with respect to this Special Permit Application.

(Signed by owner/equitable owner) \_\_\_\_\_

I hereby certify under the pains and penalties of perjury that the information contained in this Application is true and complete.

*Rose Carpuale* 10-9-2013  
Signature of Applicant Date

*Janet E. Looney* 10-9-2013  
Signature of Owner, if other than Applicant Date

\_\_\_\_\_  
Signature of Equitable Owner Who is filing Application to satisfy condition of Purchase and sales agreement Date



# City of Gloucester Abutters Report

Abutters to Parcel: Map-Lot-Unit 219-10

Please be aware that the abutters list reflects mailing address for the real estate tax bills as requested by the property owners. Mortgage companies, banks and other financial institutions may be receiving the notification and not the homeowner as required. Please be sure you are complying with notification requirements.  
Gloucester Board of Assessors.

This list of owners of record as shown on the most recent tax list of the City of Gloucester has been prepared for the purposes of notifying abutters as required by the City's Zoning Board of Appeals or City Council and it reflects the abutters to the Parcel known as Map 219 Lot 10 as further shown on the attached map dated 10/16/2013.

ABUTTER

STREET ADDRESS

PARCEL NO.

TAX BILL ADDRESS

219-10  
COONEY JOHN J & JANET E

6 FERNCLIFF HT

219-10

COONEY JOHN J & JANET E  
6 FERNCLIFF HT  
GLOUCESTER, MA 01930

219-166  
BARKING DOG REALTY LLC  
C/O LAWRENCE JONATHAN B & PETER J

10 FERNWOOD LAKE AV

219-166

BARKING DOG REALTY LLC  
C/O LAWRENCE JONATHAN B & PETER J  
21 FERNWOOD LAKE AV  
GLOUCESTER, MA 01930

219-165  
BRANCALEONE PAUL J BRANCALEONE  
C/O CARYN & PAUL BRANCALEONE

3 GIBBS HILL DR

219-165

BRANCALEONE PAUL J BRANCALEONE  
C/O CARYN & PAUL BRANCALEONE  
3 GIBBS HILL DR  
GLOUCESTER, MA 01930 0000

219-8  
DURKEE ARLENE & GOODWIN E B JT

190 ESSEX AV

219-8

DURKEE ARLENE & GOODWIN E B JT  
190 ESSEX AV  
GLOUCESTER, MA 01930

219-9  
BROWNE CATHERINE

194 ESSEX AV

219-9

BROWNE CATHERINE  
194 ESSEX AV  
GLOUCESTER, MA 01930

213-32  
GLOUCESTER CITY OF  
CITY HALL

351R MAGNOLIA AV

213-32

GLOUCESTER CITY OF  
CITY HALL  
9 DALE AV  
GLOUCESTER, MA 01930 0000

219-181  
NICASTRO DAVID

12 TIMBERVIEW DR

219-181

NICASTRO DAVID  
12 TIMBERVIEW DR  
GLOUCESTER, MA 01930-3302



# City of Gloucester Abutters Report

Abutters to Parcel: Map-Lot-Unit 219-10

Please be aware that the abutters list reflects mailing address for the real estate tax bills as requested by the property owners. Mortgage companies, banks and other financial institutions may be receiving the notification and not the homeowner as required. Please be sure you are complying with notification requirements.  
Gloucester Board of Assessors

This list of owners of record as shown on the most recent tax list of the City of Gloucester has been prepared for the purposes of notifying abutters as required by the City's Zoning Board of Appeals or City Council and it reflects the abutters to the Parcel known as Map 219 Lot 10 as further shown on the attached map dated 10/16/2013.

ABUTTER

STREET ADDRESS

PARCEL NO.

TAX BILL ADDRESS

I hereby certify that the above identifies the assessed owner of record and the mailing information for the parcel listed, as shown on the most recent tax list of the City of Gloucester Massachusetts.

Signed,

Name: Madonna Fleming

Title: Principal Clerk

Date: 10/16/13

Authorized Representative of the City of Gloucester Assessors' Office, City Hall, 9 Dale Avenue, Gloucester, MA 01930

13 OCT 16 PM 3: 04  
CITY CLERK  
GLOUCESTER, MA





# City of Gloucester Abutters Report

Abutters to Parcel: Map-Lot-Unit 219-10

Please be aware that the abutters list reflects mailing address for the real estate tax bills, as requested by the property owners, Mortgage companies, banks and other financial institutions may be receiving the notification and not the homeowner as required. Please be sure you are complying with notification requirements.  
Gloucester Board of Assessors.

This list of owners of record as shown on the most recent tax list of the City of Gloucester has been prepared for the purposes of notifying abutters as required by the City's Zoning Board of Appeals or City Council and it reflects the abutters to the Parcel known as Map 219 Lot 10 as further shown on the attached map dated 10/16/2013.

ABUTTER

STREET ADDRESS

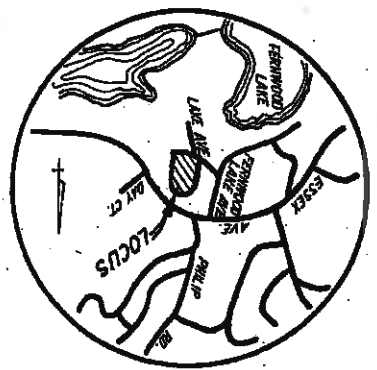
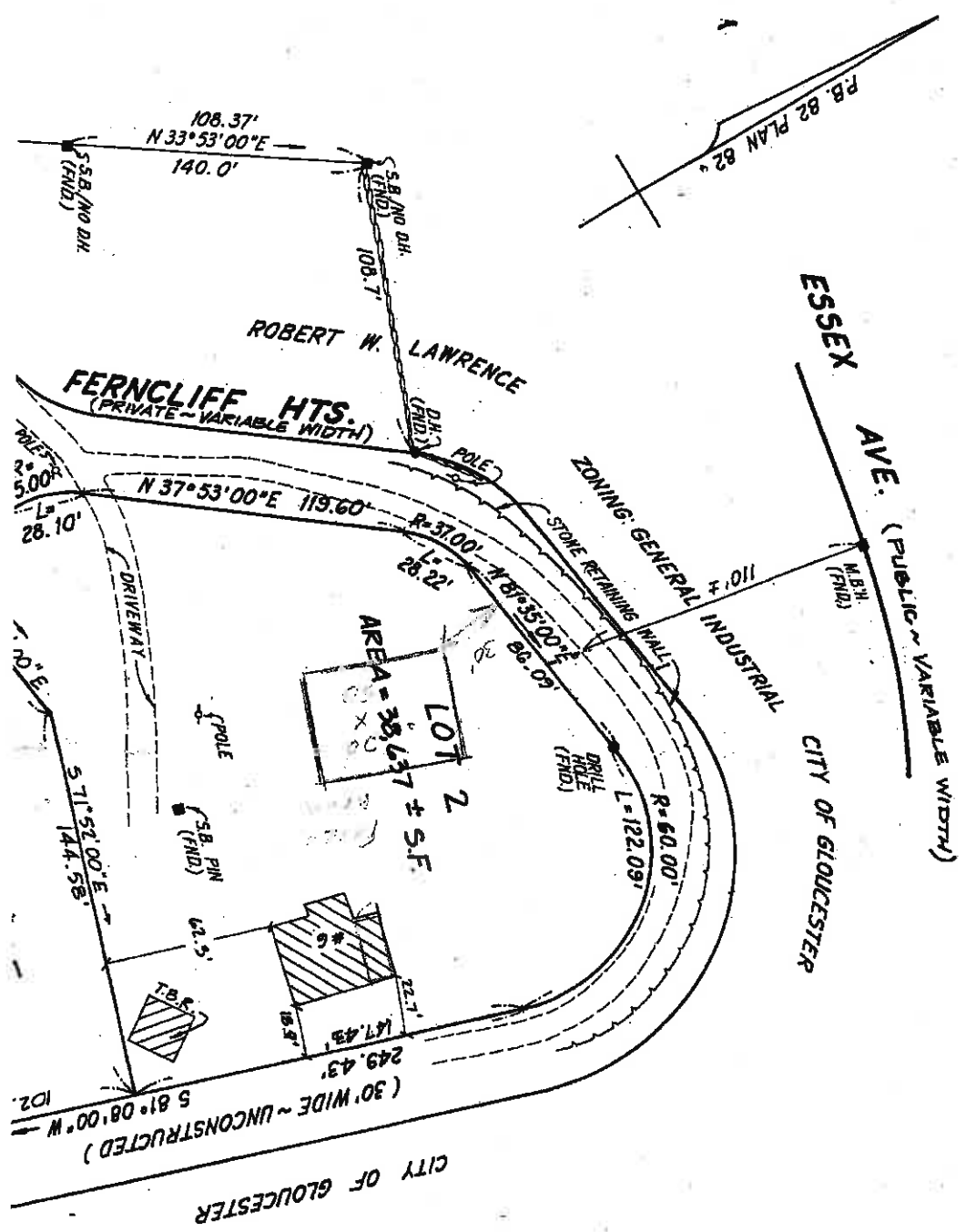
PARCEL NO.

TAX BILL ADDRESS



LANE AVE.  
 (BLE WIDTH)

HYDRANT



**LOCUS MAP**  
 SCALE: 1" = 1000'

ASSESSOR'S MAP 219 LOT 10  
 ZONING: RESIDENTIAL R-2  
 AREA = 20,000'

- FRONTAGE: 80 FT.
- LOT WIDTH: 100 FT.
- FRONT SETBACK: 30 FT.
- SIDE SETBACK: 30 FT.
- REAR SETBACK: 20 FT.

**PLAN REFERENCE:**

- 1) PLAN 523 OF 1965
- 2) P.B. 45 PL. 29 B
- 3) P.B. 82 PL. 82

**NOTE:**

THIS PLAN BEING A DIVISION OF LOT 10 SHOWN ON MAP 219 INTO TWO LOTS. SEE PLAN RECORDED WITH P.B. 45, PLAN 218 S.E.R.D. PLAN ALSO DEVELOPED BY AN ON THE GROUND SURVEY.