

Planning & Development Committee
Wednesday, April 16, 2014 – 5:00 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

Present: Chair, Councilor Greg Verga; Vice Chair, Councilor Paul Lundberg; Councilor Steven LeBlanc
Absent: None.

Also Present: Councilor Fonvielle; Tom Daniel; Ralph Pino; Karen Andrews; Patti Page; Jim Caulkett

The meeting was called to order at 5:00 p.m. Agenda items were taken out of order.

1. *Revisit of Free Petition in accordance with City Charter Sec. 9-1(b) re: Condition, Restoration and Preservation of Stage Fort Park (Cont'd from 04/02/14)*

Tom Daniel, Community Development Director, said that Suzanne Egan, General Counsel; Mike Hale, DPW Director; Gregg Cademartori, Planning Director; and Jim Duggan met to discuss more in depth on the issues surrounding Stage Fort Park. He said the park's maintenance and improvement is tied to the Department of Public Works budgetary constraints. He pointed out that whatever is done at Stage Fort Park must be thoughtful with the resources to maintain the park. He noted that often money can be secured for capital investment, but then it is the on-going maintenance, some is annual and some is programmed over time. He gave the example that the DPW manages 16 playgrounds which includes maintaining the play equipment, replacing 25 yards of playground mulch annually for \$10,000. He said 25 yards isn't enough, that a playground needs at least 60 yards of mulch to be appropriately covered. He pointed out it then becomes a question of priorities and choices to utilize limited resources with a limited budget which is an on-going challenge for the DPW.

Mr. Daniels said that in looking at the park in a comprehensive way, there is a need to develop a park master plan which would be an extensive process for a sensitive project. He said it would result in a plan that decisions could be made from about what the choices are. In that plan, in addition to what physically could be changed to make the park function better, it is also about looking at a funding structure, whether it is a conservancy mode or "Friends of" mode with a dedicated funding stream that goes into Stage Fort Park for maintenance. Whatever that is he said should be wrapped into any decisions going forward.

This process will be staff-led which needs funding for it, he said. There would also be a community working group as a part of it to provide input along with a consultant, he explained. He noted there would be public meetings for people to participate and provide input about Stage Fort Park, and would also be an opportunity to talk about some of the costs and trade-offs that will have to be made. To look at the matter comprehensively, it is approximately a cost of about \$150,000 for this type of comprehensive master planning project, he pointed out. The Community Development Department would be looking for state grants, foundations and other resources. He suggested that CPA Act funds could be a funding source, but he said they will look first outside of the city to fund the master plan project first.

Mr. Daniel said that related to this matter was looking committee structures and possibly consolidating some committees. He noted at this time they are not recommending any changes to committees as they exist. This is funding just for the Stage Fort Park Master Plan which is not a small amount, and then there is the money that will need to be raised to implement that plan. It is envisioned that the funding for the implementation would be handled based on the Newell Stadium renewal funding footprint

Councilor Lundberg said the citizens who brought this matter forward under the group free petition were motivated by ideas for the park looking forward. He said the planning is important to do as Stage Fort Park is a unique asset. He agreed with Mr. Daniel's staffing plan and obtaining the services of a consultant to formulate the Master Plan. He also endorsed developing an ad hoc citizen's committee who care about the park to give their input so the planner knows what the city is looking for. He noted it may not be that Stage Fort Park requires significant changes but maintenance at a certain level. He also agreed there are costs but urged that the planning process be started. He asked the citizens who came to the Council be sought for advice.

Councilor LeBlanc mentioned the consolidation of the committees and boards related to this issue. **Mr. Daniel** said when he was last before the P&D Committee, this subject came forward as a result of a discussion by the Open Space & Recreation Committee who had some ideas to do that, but he said he is not recommending moving forward with any consolidations at this time. He said the planning process is the direction to go forward with at this time. The Committee structures reassessment is something that can be disassociated from Stage Fort Park. **Councilor LeBlanc** noted the group that came forward and asked about a revolving fund to support the

maintenance of Stage Fort Park and came up a figure of \$180,000 generated between the park fees and the parking lot gate receipts. He noted an email received several weeks ago from Steve Dexter about the Visitor's Center roof leak, and said that a revolving fund would have funding immediately available to fix things like this at the park and would support the fund's creation. Those funds should be reinvested into the park, he said.

Councilor Verga said that this issue has been dragging on too long. He said he would put forward a Council Order to amend the Code of Ordinances in order to create a Stage Fort Park Advisory & Oversight Committee, to be made up of the relevant groups that use the park. The composition of such a committee would be very similar to that of the Magnolia Woods Oversight & Advisory Committee. He said that he would presume that would be the group a consultant would turn to in the development of a Master Plan for the park. He agreed in the case of the development of a Master Plan, a consultant was needed. The issue is the goal of 2023, the city's 400th anniversary, he pointed out. He observed that use of the renewed Newell Stadium by the average citizen is no where near the use of Stage Fort Park. He said there is a precedent set for a public/private partnership, and the use of free cash to fund projects and to hire a consultant to move a plan forward.

Councilor Fonvielle reiterated an earlier statement that Stage Fort is a jewel of the city and said he supports any action to lead to the park's rejuvenation in time for the 400th anniversary celebrations. He pointed out there is a need to make sure that the park is at its maximum inviting state well before 2023.

Mr. Daniels, in response to **Councilor Verga**, said that the first step is funding and that Stephen Winslow, Senior Project Manager, in his department, is looking at potential resources of foundations and grantors at the state level. He said the decision about free cash use is that of the Administration and the Council. He assured the Committee he is looking to identify funding resources to make the project happen. **Councilor Verga** said this has taken two years to get just to this point. He pointed out there has to be buy-in from city government. **Mr. Daniels** said 2023 is nine years away, but looking comprehensively at the park is not that far away even though it takes time to implement plans and raise the funding. **Councilor Lundberg** endorsed Councilor Verga's idea of the creation of a new committee.

This matter is continued to June 18, 2014.

2. Memorandum and relevant material from Harbormaster re: A Land Management Agreements/Grant for the creation of a fishing pier off Stacy Boulevard located to the west of the Blynman Canal (last before the Committee 08/21/13)

Ralph Pino, Chair of the Waterways Board, said that part of the Board's mandate is to improve access to the water. This project came to the Board's attention via the Harbormaster, and the Board voted to recommend this to the Council to look into and possibly go forward with the installation of a fishing pier on Stacy Boulevard. He said these types of fishing piers are common in the southern part of the United States. He said he believes this is a good idea, that the Boulevard is an appropriate place for such a pier which would be a community asset.

Douglas Cameron, Assistant Director/Deputy Chief Engineer of the State Department of Fish and Game, Fishing and Boating Access, and **Ross Kessler**, Public Access Coordinator, Mass. Division of Marine Fisheries, were present. **Mr. Cameron** said that sufficient boating access and fishing access is important. A number of these types of fishing piers have been built around the state in recent years, he said, and referred to the renderings of several different types of styles of fishing piers that were submitted to the Committee (on file). The program consists of the Commonwealth through the Department of Fish and Game provides the funding support along with the Division of Marine Fisheries and includes design, permitting, pays for and supervises the construction of the pier. In return, he explained, the state asked that an agreement be signed by the city for the day-to-day management and maintenance of the facility. It would be like any park or recreation area the city manages currently, he said, but when it comes time to rebuild the pier, the state is responsible for the repermitting, redesign and reconstruction. He noted the photographs and overview of the property with a footprint of a location of a fishing pier structure. He said the state is not interested in spending money on a survey, design and borings to enable a more developed design to be presented. The illustrations provided show various types of pile support structures and various configurations of T-, L- or straight-shaped piers. He noted also shown are the types of handrails typical to all the state recreational fishing piers.

Councilor LeBlanc said Stacy Boulevard is full of neglected handrails and asked if the pier's handrails would be maintenance free. **Mr. Cameron** said the rails would be galvanized steel handrails, and there would be stainless steel cables in between the pipe rails to diminish open space. **Councillor LeBlanc** asked about the maintenance of the pier's decking. **Mr. Cameron** said they now use Ipe (pronounced epy), a tropical wood, which is fire resistant and doesn't require sealing or preservatives. Ipe starts out a mahogany color and fades to silvery gray over time, he said. He pointed out that this tropical wood has been used on state floating docks with no problems with premature

damage and requires no maintenance. **Councilor LeBlanc** said he is the Council liaison to the Waterways Board, and has been involved with the discussions on the fishing pier and would support a fishing pier.

Councilor Lundberg asked if the location of the pier have any impact on marine traffic in and out of the Blynman Canal. **Harbormaster Jim Caulkett** said the proposed location is near the head of the canal on the mainland side of the Boulevard. The pier, he said, would be located outside of the channel and is a good place to catch fish. **Mr. Kessler** said according to their area marine fisheries biologist this is a good site. **Mr. Pino** said this was the only site out of four that were considered, and this is the only one with fish to be caught.

Councilor Verga pointed out that the Blynman Bridge will probably be replaced. He recalled some years ago when the Army Corps of Engineers did a bypass road when the bridge had been out of commission and discussed with **Mr. Caulkett** whether the fishing pier would be near that particular spot. **Councilor Verga** said he would vote against placing a fishing pier on the Boulevard, but that he would want the Council to hold a public hearing to gauge public sentiment. He pointed out that in August the Committee asked for representations of what the fishing pier would look like and what it received were non-specific. He added that he has not heard of much support for this project. **Mr. Cameron** said it is fair that if the public doesn't want to see the pier located at the boulevard. He said his concern in presenting a plan of what the pier would look like boxes him into a corner because he doesn't have topographic information, the subsurface, water depths, etc., to come up with a design that costs a significant amount of money without some assurance that the city wants the pier. **Councilor Verga** said sometimes when the state offers a gift that the city doesn't necessarily want. This is a major aesthetic change to the Boulevard, he pointed out, and should have more input than nine Councilors.

MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Planning & Development Committee voted 3 in favor, 0 opposed to request that the City Council schedule and advertise for a public hearing in order to gauge public sentiment for the installation of a fishing pier on Stacy Boulevard.

3. Memorandum and pertinent material from Planning Director re: Land Disposition Committee Recommendations on 6 Stanwood Street (Easement Request by Karen Elliot, 6 Stanwood Street (Cont'd from 04/02/14))

Councilor Verga explained that General Counsel has yet to hear back from both parties' attorneys and so he would return to the matter to the Committee's agenda upon hearing back from General Counsel that there is an agreement on an easement to bring forward.

4. Memorandum from Senior Engineering Aide re: Proposed Street Naming & Numbering Plans

Karen Andrews, Senior Engineering Aide, explained to the Committee that Windermere Road is currently a paper road (a road that exists on plans). A road improvement plan is before the Planning Board to develop one property. This is simply making official the name of Windermere Road. She noted that the spelling of the road is from the Souther Estate Plan of 1900 when the lots were created, and also found on a land court plan. She pointed out the all the abutters received letters advising them of this action but that no one came back to her with any inquiries. She said action is just clearing up the issue of the spelling of the road.

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Lundberg, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council under GCO Sec. 21-3 Street Names to clarify the name of a road to be spelled: Windermere Road.

Ms. Andrews said that Mulligan Drive is a portion of Brier Road that is off of Windermere Road. Brier Road is in two sections and doesn't go all the way through and doesn't connect, and this is to rename one portion for clarification purposes. She said as in the first instance, no objections were received by her office to this change.

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Lundberg, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council under GCO Sec. 21-3 Street Names to rename and number a portion of Brier Road to Mulligan Drive as follows:

<u>Map & Lot No.</u>	<u>Current Address</u>	<u>New Address</u>
70-19	3 Brier Road	3 Mulligan Drive

70-20	5 Brier Road	5 Mulligan Drive
70-46	65R Atlantic Road*	5R Mulligan Drive
70-41	2 Brier Road	4 Mulligan Drive

*** Property has no frontage on Atlantic Road.**

Ms. Andrews explained that this is a street currently known as Gilson Way which has one house on it. This is a name that was requested by the current homeowner. Councilor Verga pointed out that the Fire Chief, in a memo to the Committee, said the proposed name would be a cause of confusion in dispatching emergency services akin to a “who’s on first” scenario. He said that the Fire Chief’s advice as to public safety should be heeded.

MOTION: On a motion by Councilor Lundberg, seconded by Councilor LeBlanc, the Planning & Development Committee voted 0 in favor, 3 opposed, to recommend that the City Council under GCO Sec. 21-3 Street Names to rename and number Gilson Way to My Way as follows:

<u>Map & Lot No.</u>	<u>Current Address</u>	<u>New Address</u>
98-30	4 Gilson Way	4 My Way

MOTION FAILS.

5. Special Events Applications:

A. Request from the Children’s Center for Communication to hold Lone Gull 10K Road Race on September 14, 2014

Attorney Leonard Femino, representing the Children’s Center for Communications, said that their race route and all plans for their event are unchanged from the previous year. This is the eighth year for this event on a Sunday morning. He noted this is a Back Shore race. He also noted that the DPW will staff the beach parking lot at Good Harbor. He described some of the particulars to the Committee which noted the race had been vetted by the Special Events Advisory Committee.

Councilor LeBlanc noted the address on the Liability Insurance Certificate as 28 Poplar Street and asked the City Clerk to determine whether the address needs to be changed to 9 Dale Avenue

MOTION: On a motion by Councilor Lundberg, seconded by Councilor LeBlanc, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council permit the Lone Gull 10K Road Race sponsored by the Children’s Center for Communication to be held Sunday, September 14, 2014 with the following conditions:

1. A Certificate of Insurance naming the City of Gloucester as an additional insured party has been filed with the City Clerk’s office on or before August 29, 2014.
2. Road Closure Plan:
Memoranda from the Police Department and the Fire Department or approvals through the Special Events Advisory Committee giving approval of the plans for the Lone Gull 10K Road Race on September 14, 2014. Roads to be closed are to be marked with signage directing the public as to the duration of the closure and alternate routes. Traffic and parking plan and police detail information by the Police Chief or his designee is to be filed with the City Clerk and the DPW Director or his designee on or before August 29, 2014.
3. Refuse and Comfort Stations:
All event refuse and recycling must be removed by the organizer. Any portable toilets (with two handicapped accessible) are to be provided and maintained by the organizer, placed the evening before the day of the event or early in the morning of the day of the event and be removed by 1:00 p.m., Sunday, September 14, 2014.
4. Emergency Services:
Any EMS requirements by the City EMS must be met.
5. Staffing:

- 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.
6. **Notification of Immediate Abutters and Businesses to Parade Route:**
Notice shall be made by the event organizer by hand or by mail no later than 7 (seven) days in advance of the event to any function halls, motels and hotels, and other businesses along the race route.
 7. **Responsibility of the Children's Center for Communication:**
The applicant is also required to obtain any necessary approvals from the Licensing Board, the Health Department, and the Licensing Commission. It is the sole responsibility of the Children's Center for Communication to ensure that all required documentation is timely filed with the appropriate City departments as indicated. Failure to comply with any conditions precedent may result in permit revocation. Any changes to the route must receive prior approval from the Police and Fire Departments.
- B. Request from the Gloucester Downtown Association to hold Gloucester Sidewalk Bazaar on August 7, 8, 9, 2014*

John Orlando, representing the Gloucester Downtown Association, said that plans for this year's Sidewalk Bazaar are essentially unchanged. The event was fully vetted by the Special Events Advisory Committee, he pointed out. The only change is that he is being paid by the Gloucester Downtown Association to run the Sidewalk Bazaar. **Councilor Verga** said over the last several years there has been a great cut back on vendor booth creep and appreciated the oversight of the GDA to ensure clear passage for emergency vehicles.

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor Lundberg, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council permit the Gloucester Downtown Association (GDA) to close Main Street from Pleasant Street to Washington Street, including Hancock, Center, Porter, and Short Streets to all vehicular traffic from 6:00 AM to 6:00 PM, Thursday, August 7, Friday, August 8, and Saturday, August 9, 2014 for the purpose of conducting the Gloucester Sidewalk Bazaar with the following conditions:

1. A memorandum from the City of Gloucester that shows the DGA 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 Palazola's Sporting Goods 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 the Licensing Board, the Health Department, and the Licensing Commission. It is the sole responsibility of the applicant to ensure that all required documentation is filed in a timely manner with the appropriate City departments as indicated. Failure to comply with any conditions precedent may result in permit revocation. Applicant is also required to comply with an requirements made by departments through the Special Events Advisory Committee including vending.

C. Request from Fishtown Horribles Parade Committee to hold Fishtown Horribles Parade on July 3, 2014

Al Kipp and **Dave Tucker** members of the Fishtown Horribles Parade Committee conveyed that the Special Events Advisory Committee has signed off on this year's 2014 Fishtown Horribles Parade route and all plans. They asked the Committee to approve the event. **Mr. Kipp** said only issue has been creep by vendors. He spoke with the Committee about the two vendors who have spaces marked out by the Parade Committee on the Boulevard, but that parade viewers moved the parking space markers out from the reserved vending spaces. In response to **Councilor Verga's** inquiry on parade participants throwing candy into the crowd which was a safety hazard, **Mr. Kipp** said that each year there is a waiver signed by the participants not to throw candy. **Councilor LeBlanc** added his support for the Fishtown Horribles Parade. The Committee the Parade Committee work more closely with the Police Department to remedy the reserved vendor space issue on the Boulevard.

MOTION: On a motion by Councilor Lundberg, seconded by Councilor LeBlanc, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council permit the Fishtown Horribles Parade Committee to hold the Fishtown Horribles Parade on Thursday, July 3, 2014, and to close affected City roadways from 6 p.m. to 9 p.m. with the following conditions:

1. **Certificate of Insurance:**
A Certificate of Insurance naming the City of Gloucester as an additional insured party is to be filed with the City Clerk's office on or before June 20, 2014.
2. **Road Closure Plan:**
Police Department and the Fire Department approvals of the plans for the Fishtown Horribles on July 3, 2014 have been received through the Special Events Advisory Committee. Roads to be closed are to be marked with signage directing the public as to the duration of the closure and alternate routes. Traffic and parking plan and police detail information by the Police Department to be filed with the Police Chief. Any substantial changes, as determined by either the Police or Fire Chief or their designees to the route or related to safety issues may require City Council approval.
3. **Refuse and Comfort Stations:**
All refuse and recycling due to this event must be removed by the organizer. Any portable toilets (with two handicapped accessible) are to be provided and maintained by the organizer, placed the evening before the event or early in the morning of the day of the event and be removed by 9:00 a.m., July 4, 2014.
4. **Emergency Services:**
All requirements of the Gloucester Fire Department EMS must be met.
5. **Staffing:**
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.
6. **Notification of Immediate Abutters and Businesses to Parade Route:**
Notice shall be made by the event organizer by hand or by mail no later than 7 (seven) days in advance of the event to function halls, motels and hotels, and other businesses along the parade route.
7. **Responsibility of the Fishtown Horribles Parade Committee:**
The applicant is also required to obtain any necessary approvals from the Licensing Board, the Health Department and the Licensing Commission. It is the sole responsibility of the Fishtown Horribles Parade Committee to ensure that all required documentation is timely filed with the appropriate City departments 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.

D. Special Events Application re: request from Cape Ann YMCA to hold St. Peter's Fiesta 5K Road Race on June 26, 2014

Barbara Berry, representing the Cape Ann YMCA, explained the following: The Police and Fire Departments had asked that the start of the race be changed due to the popularity of the event. Originally the race started in front of 33 Commercial Street, but because of the large number of participants and spectators, there is not adequate emergency egress, and it was a safety issue. The race is now approved to start in Stage Fort Park and run

on the Boulevard onto Rogers Street, loop around Main Street to Wall Street and loop back to St. Peter's Park. The Fish Pier will not be included. There is clearance from the Coast Guard to close the cut bridge for a half hour for runners to be able to freely cross over. Eighty percent of the runners are Gloucester citizens. There will be additional police details and 8 to 10 port-a-potties in the park. The Shed will pick them up the same night.

Councilor LeBlanc said the new start location made good sense. He said he runs the race each year and appreciated the changes being made to improve the race.

MOTION: On a motion by Councilor LeBlanc, seconded by Councilor LeBlanc, the Planning & Development Committee voted 3 in favor, 0 opposed recommended to the City Council permit the Cape Ann YMCA on June 26, 2014 to hold the St. Peter's Fiesta 5K Road Race with the following conditions:

1. Certificate of Insurance:

A Certificate of Insurance naming the City as an additional insured party is on file with the City Clerk's Office.

2. Road Closure Plans:

Applicant must have Police/Fire Department approval of any road closure/traffic plans 30 days before event, including any police details. Roads to be closed are to be marked with signage directing the public as to the duration of the closure and alternate routes. Any substantial changes, as determined by either the Police or Fire Chief or their designees to the route or related to safety issues will require Council approval.

3. Refuse and Comfort Stations:

All refuse and recycling due to this event must be removed by the organizer. Any portable toilets (with two handicap accessible) are to be provided and maintained by the organizer, placed the evening before the event or early on the day of the event and removed by 11 p.m. the day of the event.

4. Emergency Services are as determined by City EMS Director.

5. Staffing:

Event staff to have cell phones and to wear distinct shirts. A list of event staff and cell phone numbers to be submitted to Police, Fire and DPW Departments.

6. Responsibility of the Cape Ann YMCA:

The applicant is also required to obtain any necessary approvals from the Licensing Board, the Public Health Department and the Licensing Commission. It is the sole responsibility of the Cape Ann YMCA to ensure that all required documentation is timely filed with the appropriate City departments as indicated. Failure to comply with any conditions precedent may result in permit revocation.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:51 p.m.

Respectfully submitted,

Dana C. Jorgensson
Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.