

**Planning & Development Committee**  
February 17, 2016 – 5:30 p.m.  
**1<sup>st</sup> Fl. Council Committee Room – City Hall**  
-Minutes-

**Present:** Chair, Councilor Lundberg; Vice Chair, Councilor Melissa Cox; Councilor Gilman

**Absent:** None.

**Also Present:** Linda T. Lowe

The meeting was called to order at 5:30 p.m.

1. **Special Events Application: Cape Ann YMCA Road Races:**
  - A) Backshore 5 Mile Road Race, Friday, May 6, 2016

**Barbara Berry**, Race Director for the Cape Ann YMCA, said that all three races before the Committee are annual events. There are some road closures for the Back Shore Five Mile Race which has run for 35 years, she said, with the race starting at 6:00 p.m. which she framed as not disruptive. She briefly described the race course (plans on file) noting that the parking lot at Good Harbor Beach is used with permission of the DPW as are the beach's restroom facilities. Because there is a non-associated YMCA race the following day, they generally expect to see 350 runners participate in the Back Shore race, Ms. Berry added, responding to an inquiry by **Councilor Cox**.

**Councilor Gilman** asked if cars were allowed to park on Nautilus Road. **Ms. Berry** said parking is prohibited prior to the race as they take over about a half block adjacent to the beach. The Gloucester Police Department is well used to managing the traffic and parking situation there, she advised. She noted that Stop & Shop also opens their parking lot for a limited time on race day and that the information on parking and restroom facilities is included in the runner's application packet.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Cox, seconded by Councilor Gilman, the Planning & Development Committee voted 3 in favor, 0 opposed, to permit the Cape Ann YMCA to hold on Friday, May 6, 2016 the Backshore 5 Mile 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 & Routes:**

Routes for race are as shown on maps or plans on file as approved by the Special Events Advisory Committee. 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 9 p.m. the day of the event.
4. **Emergency Services** are as determined by City EMS Director.
5. **Staffing:**

Event staff is to have cell phones and wear distinct shirts. A list of event staff and cell phone numbers is to be submitted to Police, Fire and DPW Departments.
6. **Notification to Immediate Abutters and Businesses to Race Course:**

Written notice shall be made by event organizer at least seven days in advance of the event to function halls, motels and hotels and other businesses along the route.
7. **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.

- B) Cape Ann 25K Road Race, Monday, September 5, 2016
- C) Run the Goose 7K Road Race, Monday, September 5, 2016

Addressing the two Labor Day road races, Around the Cape 25K and Run the Goose 7K, **Ms. Berry** said that the Around the Cape race doesn't close any roadways throughout the race, and described the race courses for both races briefly (plans on file). However, with the Run the Goose race there is a brief window of time at the start of the race lasting approximately five to 10 minutes where the roadway is closed to get all runners off with the Police Department managing traffic for that brief amount of time and then runners go against traffic. There are about 250 runners for the Run the Goose Race, she advised. Signage is placed a few weeks ahead on the gate to the reservoir to advise non-race walkers of the race on Labor Day for the Run the Goose course. The Run the Goose Race is usually over by 9:45 p.m., she said.

**Councilor Gilman** noted she is the Mutt Mitt (for dog waste) captain and said that she will ensure that those members who do the oversight of the reservoir will walk the race route to assure a clean route. **Ms. Berry** said that runners haven't reported issues in the past of that nature.

**Ms. Berry** advised that the Around the Cape 25K Race starts at the same time as the Run the Goose Race. She noted she's been in communication with the Town of Rockport officials as well. She said there were traffic issues last year which was discussed in the Special Events Advisory Committee and there was input from Assistant Police Chief John McCarthy. She said the event is usually over by 11:30 a.m. **Linda T. Lowe**, City Clerk, confirmed, as did **Ms. Berry** that there appeared to be unusually heavy beach traffic last Labor Day when the matter of traffic control was raised by **Councilor Gilman**. **Councilor Gilman** suggested an extra sign that says for runners to go up Cherry Street is posted on a stationary post of some kind rather than held by a volunteer so it is clearly visible to all runners. **Ms. Berry** and **Ms. Lowe** also confirmed that both races were thoroughly vetted by the Special Events Advisory Committee.

**Councilor Cox** discussed recycling and trash from the races briefly with **Ms. Berry** and what the YMCA does to alleviate any related issues.

**Councilor Gilman** briefly discussed with Ms. Berry the publicity efforts for the Labor Day races sponsored by the YMCA. **Ms. Berry** said that a half marathon is a popular distance which should bode well for a 25K road race, but there are so many now. She pointed out that the Around the Cape 25K Road Race is not only the oldest 25K but the toughest run in the United States. She advised that an effort will be made to improve the race in line with how other bigger races are managed and publicized and discussed some of the ideas the YMCA is considering.

**MOTION: On motion by Councilor Gilman, seconded by Councilor Cox, the Planning & Development Committee voted 3 in favor, 0 opposed, to permit the Cape Ann YMCA to hold on Monday, September 5, 2016 the 25K Around the Cape Road Race and the 7K Run the Goose Road Race with the following conditions for each race:**

**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 & Routes:**

Routes for races are as shown on maps or plans on file as approved by the Special Events Advisory Committee. 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 9 p.m. the day of the event.

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

**5. Staffing:**

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

**6. Notification to Immediate Abutters and Businesses to Race Course:**

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2. *Memorandum from General Counsel & Assistant General Counsel re: changes to GZO Sec. 5.27 et al entitled, "Medical Marijuana Treatment Centers and Medical Marijuana Cultivation Facilities"* (Also referred to the Planning Board) **Note: This matter is to be continued to 3/17/16**

**Other Business:**

**Councilor Gilman** asked that the Committee consider another review of the city's permitting processes to create best practices to aid in the streamlining of some of the permitting to make a positive impact.

**Councilor Lundberg** advised that this matter had been taken up in the last Council term extensively by P&D and suggestions were fielded from the Administration. He suggested that there could be a working group of members of the P&D Committee and city staff developed, with support of the Administration, to seek out where the opportunities to make changes are. He said he would broach the subject with the Administration.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 6:00 p.m.**

**Respectfully submitted,**

*Dana C. Jorgensson*  
Clerk of Committees

**DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.**