

CITY CLERK
GLOUCESTER, MA
2016 AUG 11 AM 8:37



GLOUCESTER CITY COUNCIL
Planning & Development Committee
Wednesday, August 17, 2016 – 5:30 p.m.
1st Fl. Council Committee Room – City Hall
(Items May be taken out of order at the discretion of the Committee)

1. **CC2016-029 (Gilman/Ciolino) Request that P&D & Planning Board review & recommend to City Council an amendment to the GZO Sec. VI “Definitions” “Open Space” to include: “natural resources of wetlands, forest and agricultural land as open space;” and amend GZO Sec. VI “Definitions” by adding a definition entitled, “Compost Facility /Composting Operations” that addresses permitting, siting, design and operations requirements**
2. **Special Events Application: Concert on the Boulevard, September 3, 2016**

COMMITTEE
Chair, Councilor Paul Lundberg
Vice Chair, Councilor Melissa Cox
Councilor Valerie Gilman

CC: Mayor Theken
Dan Smith
Joanne Senos
Chip Payson
Gregg Cadematori

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 OF GLOUCESTER 2016
CITY COUNCIL ORDER**

ORDER: CC#2016-029
COUNCILLORS: Valerie Gilman & Joe Ciolino

DATE RECEIVED BY COUNCIL: 06/28/16
REFERRED TO: PB and P&D
FOR COUNCIL VOTE:

ORDERED to request that the Planning Board and the Planning & Development Committee review and recommend to the City Council an amendment to the Gloucester Zoning Ordinance, Section VI: Definitions, "Open Space" that said definition includes natural resources of wetlands, forest and agriculture land as open space;" and

ORDERED to request that the Planning Board and the Planning and Development Committee review and recommend to the City Council an amendment to the Gloucester Zoning Ordinance, Section VI: Definitions by creating a definition entitled "Compost Facility/Composting Operations" that addresses permitting, siting, design and operations requirements; and

FURTHER ORDERED that this matter be referred to Planning Board and the Planning and Development Standing Committee for review and recommendation.

Valerie Gilman
Ward 4 Councillor

Joe Ciolino
Councillor at Large

Concerts on the Boulevard

CITY OF GLOUCESTER – SPECIAL EVENTS PERMITS

NAME OF EVENT: CONCERT on the Boulevard DATE OF EVENT: 7/3 and 9/3/16

Special Events

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 locations 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 x11 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 the "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 the insured (Certificate Holder).

After the Applicant presents the application to the Special Events Advisory Committee, the applicant is to submit the completed permit form (download at: 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

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.

~~Paul McGarry~~, City Council President & Councilor Greg Verga, Chair, Planning & Development Committee

Completed copy filed: Date: 2/26/16 Initial: GL Copy to Applicant: Date: _____ Initial: _____
Fee Paid: \$ 25 Date: _____ Initial: _____

7/3/16 was approved on 3/3/16

CITY OF GLOUCESTER SPECIAL EVENT APPLICATION

SPECIAL EVENTS

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

Name and Type of Event concert on THE BOULEVARD

1. Date: JULY 31st + SEPT 3 Time: from _____ to 10:30

Rain Date: _____ Time: from _____ to _____

2. Location: WESTERN AVE BY BRIDGE

3. Description of Property: _____ Public Private _____

4. Name of Organizer: GLOUCESTER FUND City Sponsored Event: Yes ___ No ___

Contact Person: BREN TARR

Address: 18 TIMBERVIEW DRIVE Telephone: 978-283-2923

E-Mail: BAT2362@YANCO.COM Cell Phone: 978-490-0001

Day of Event Contact & Cell Phone: 978-490-0001

Official Web Site: _____

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

7. Is the Event Being Advertised? YES ? Where? PAPER on line

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? ALL AGES

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?

GLOUCESTER FUND

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

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

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

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 5 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. : 3 standard No. : 1 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:

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

3. Locations of Water Stops (if any): _____

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

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

5. Parade Formation Location & Time for Participants: _____

6. Dismissal Location & Time for Participants: _____

7. Additional Parade Information:

Number of Floats: _____

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 __

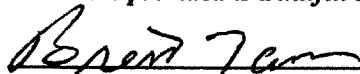
8. Name and Address of Insurer: _____

9. Attach or Provide a Certificate of Insurance naming the City of Gloucester the Certificate Holder.

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.



Signature of Applicant

FEBRUARY 26, 2016