

**Planning & Development Committee**  
Wednesday, February 21, 2018 – 5:30 p.m.  
**1<sup>st</sup> Fl. Council Committee Room – City Hall**  
-Minutes-

**Present:** Chair, Councilor Valerie Gilman; Vice Chair, Councilor Jen Holmgren; Councilor Lundberg  
**Absent:** None.

**Also Present:** Councilor Nolan (left meeting at 5:34 p.m.); Jim Destino; Karen Andrews; Chris Sicuranza

**The meeting was called to order at 5:30 p.m. Agenda Item #3 was taken out of order.**

**1. Special Events Applications:**

- A. Request to hold the Back Shore 5 Mile Road Race, May 17, 2018 and the St. Peter's Fiesta 5K Road Race, June 28, 2018

**Tim Short**, Race Series Director for the North Shore YMCA was joined by Andrew Fortini, Cape Ann YMCA Director of Operations. **Mr. Short** explained that the Back Shore 5 Mile race starts at 6:30 p.m. on May 17<sup>th</sup>. He said they're asking for Nautilus Road to be closed from Bass Avenue as they use the area at the Good Harbor Beach footbridge for the start and finish of the race.

**Councilor Gilman** noted that the Special Events Advisory Committee (SEAC) did review this event and confirmed that appropriate documentation was submitted. She said that the Certificate of Insurance still needs to be submitted to the City Clerk's office prior to the event.

**MOTION: On a motion by Councilor Lundberg, seconded by Councilor Holmgren, the Planning & Development Committee voted 3 in favor, 0 opposed, to permit the Cape Ann YMCA to hold on Thursday, May 17, 2018 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 9:00 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:**

It is the sole responsibility of the Cape Ann YMCA to ensure that all required documentation is timely filed with the appropriate City departments. Failure to comply with any conditions may result in permit revocation.

**Mr. Short** advised that the Fiesta 5K Road Race will once again start at Stage Fort Park at 6:30 p.m., finishing in front of St. Peter's Square. He said the YMCA works closely with the Police Department on the course ensuring all safety protocols are followed. He advised there are no changes to the course from the previous year.

**Councilor Lundberg** asked if the YMCA has to make special arrangements concerning the Blynman Bridge. **Mr. Short** advised the YMCA will make their application to the State Dept. of Transportation once they receive the Council permit, and obtain an additional Police Department sign off, in order to make their application to have the Blynman Bridge kept in the down position from 6:15 p.m. to 6:45 p.m.

**MOTION: On a motion by Councilor Holmgren, seconded by Councilor Lundberg, the Planning & Development Committee voted 3 in favor, 0 opposed, to permit the Cape Ann YMCA on Thursday, June 28, 2018 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. Applicant and its staff must comply with specific directives of the Police Chief for managing runner traffic. Roads to be closed are to be marked with signage directing the public as to the duration of the closure and alternate routes. A route map must be provided to the City Council. 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 if applicable.

**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 to be submitted to Police, Fire and DPW Departments.

**6. Responsibility of the Cape Ann YMCA:**

It is the sole responsibility of the Cape Ann YMCA to ensure that all required documentation is timely filed with the appropriate City departments. Failure to comply with any conditions may result in permit revocation.

B. Request to hold the 2018 St. Peter's Fiesta from June 27 through July 1, 2018

**Joseph Novello**, Chair of the St. Peter's Fiesta Committee accompanied by **Anthony Cusumano**, also a committee member, announced that this year's Fiesta is planned in the same manner as in recent years. There are no changes, they assured, of any substance. They noted they appeared before SEAC and received its endorsement.

**Councilor Lundberg** confirmed that SEAC approved this application.

**Councilor Gilman** noted a conversation from last year's permit for the 2017 Fiesta led by Councilor Cox about replacing the balloon release with a release of confetti. She reminded the Committee that this initiative began for environmental reasons. **Mr. Novello** said some people were disappointed, but the confetti release and clean up went well. He noted there were other balloon releases in the city at that time, but it was not associated with the St. Peter's Fiesta. **Councilor Gilman** suggested that the Clean City Commission might be able to do a "promo" about why the confetti release is better for the environment and expressed her thanks to the St. Peter's Committee for moving to this green option.

**MOTION: On motion by Councilor Lundberg, seconded by Councilor Holmgren, the Planning & Development Committee voted 3 in favor, 0 opposed, to allow the 2018 annual St. Peter's Fiesta, commencing on Wednesday evening, June 27, 2017 through Sunday, July 1, 2018, the use and control of St. Peter's Park on Rogers Street; the streets and sidewalks of Rogers Street from Mansfield Way to the entrance of Commercial Street; Commercial Street up to Fort Square; and from the intersection of Main and Washington Streets to St. Peter's Park; and on Friday, June 29<sup>th</sup>, Saturday, June 30<sup>h</sup> and Sunday, July 1<sup>st</sup> on only the water side of Stacy Boulevard from "The Tavern" to the Fishermen's Memorial (to the extent allowable by law) and the Ciaramitaro/Gemellaro Playground at Fort Square for the purpose of conducting the St. Peter's Fiesta on the days and dates mentioned herein. Further, vendors are not allowed on the southwesterly side of Commercial Street nor on the streets and sidewalks from Tally's to the Chamber of Commerce (33 Commercial Street). In**

**addition, all hawkers, peddlers, or vendors, who conduct their business on June 27<sup>th</sup> through July 1<sup>st</sup> in these areas, must have the express consent of the St. Peter's Fiesta Committee; and with the following conditions:**

- 1. That the St. Peter's Fiesta Committee by June 1, 2018 file a Certificate of Insurance naming the City of Gloucester as the Certificate Holder with the City Clerk;**
- 2. That the kiddie rides (those restricted to children of a height of 42 inches or under) be kept at the St. Peter's Square Park;**
- 3. That the footprint of the Fiesta be drawn on a plan showing locations of, but not limited to, comfort stations and first aid stations to be placed on file with the City Clerk by June 1, 2018;**
- 4. That the music and rides closest to the altar area be shut down at the opening and closing ceremonies;**
- 5. That the St. Peter's Fiesta Committee has permission to use the area of St. Peter's Commercial Marina, a city-owned property, behind the Cape Ann Brewery (11 Commercial Street), for the duration of the 2018 St. Peter's Fiesta;**
- 6. That the St. Peter's Fiesta Committee and Fiesta Shows, Inc., comply with all regulations of the Licensing Commission including that they appear before the opening of the 2018 Fiesta to obtain carnival ride permits.**
- 7. And that the St. Peter's Fiesta Committee is to reserve with the City of Gloucester in advance of the start of the 2018 St. Peter's Fiesta two parking spaces on Stacey Boulevard for vendors for the duration of the event. Vendor trailers must be parked elsewhere as directed by the Gloucester Police Department with arrangements for such parking arranged in advance of the start of Fiesta.**

C. Request to hold the Lone Gull 10K Road Race, September 30, 2018

**Attorney Leonard F. Femino**, Race Director of the Lone Gull 10K Race, now in its twelfth year benefitting the Children's Center for Communications cited the notice the race organizers deliver to the homes on and around Nautilus Road. He noted that Nautilus Road is closed the morning of Sunday, Sept. 30 as it is used for the finish of the race. This year the race will start adjacent to the Good Harbor Beach parking lot so that the Nautilus Road neighborhood isn't as impacted as in years past by having the start and finish there. With 1,000 runners, they no longer have the race course go through Eastern Point. This is the seventh year the race has served as the New England Championship, and he advised that 400 of the participants will come from outside the area staying in local hotels. He recounted that some race participants are known as the fastest runners in New England -- last year 12 of the top 13 runners were Olympic trials qualifiers with one Olympian. He advised the Councilors that the race utilizes 130 volunteers, the services of two ambulances, and police details. He said that by 11:00 a.m. they will be completely gone.

**MOTION: On a motion by Councilor Holmgren, seconded by Councilor Lundberg, the Planning & Development Committee voted 3 in favor, 0 opposed, to permit the Lone Gull 10K Road Race sponsored by the Children's Center for Communication to be held Sunday, September 30, 2018 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.**
- 2. Road Closure Plan:**  
**Approvals of the Special Events Advisory Committee giving approval of the plans for the Lone Gull 10K Road Race have been given. Roads to be closed on the Back Shore 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 September 14, 2018.**
- 3. Refuse and Comfort Stations:**  
**All event refuse and recycling must be removed by the organizer. If any portable toilets (with two handicapped accessible) are to be provided and maintained by the organizer, they are to be placed the evening before the day of the event or early in the morning of the day of the event removed by 1:00 p.m., Sunday, September 30, 2018.**
- 4. Emergency Services:**  
**Any EMS requirements of the City EMS Director 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 Race 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 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.

**2. Memo from Senior Engineering Aide re: Proposed Street Naming & Numbering Plan (Cont’d from 01/29/18)**

**Karen Andrews**, Senior Engineering Aide, explained the following: The Planning Board approved the ANR (Approval Not Required) to create these three parcels in June 2017 with frontage on Causeway Street with an approved common driveway off of Concord Street. With only one street number available there at Concord Street, the common driveway has to be named for very specific purposes only -- that of utilities and 911 purposes.

On an inquiry by **Councilor Holmgren**, **Ms. Andrews** explained the common driveway was approved because the owner needed access to these parcels as they can’t be accessed via the frontage on Causeway Street. She pointed out that for 911 purposes the city names driveways, also known as “911 streets.”

**COMMITTEE RECOMMENDATION: On a motion by Councilor Lundberg, seconded by Councilor Holmgren, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council under GCO Ch. 21 “Streets, sidewalks and other public places” Sec. 21-3 “Street Names” to rename a common driveway with three lots as follows:**

<u>Assessors Map/Lot #</u>	<u>Current Address</u>	<u>New Address</u>
234-99	10 Causeway Street	19 Estuary Way
234-47	12 Causeway Street	17 Estuary Way
234-100	14 Causeway Street	15 Estuary Way

**NOTE:** Conveyed by the Clerk of Committees to the Committee from the memo (on file) from the Planning Director, Gregg Cademartori, this change of street name and number is not to be construed as a subdivision road; it shall not be used to derive frontage, nor shall it be recognized as a street or be eligible to be accepted as a public way.

**3. Letter from DPW Director re: request city acceptance of Lawndale Circle & Lisa Drive as public ways pursuant to GCO Ch. 21 & MGL Ch. 82**

**Jim Destino**, CAO, explained as follows: This matter has come forward based on a petition submitted by the abutters of Lawndale Circle and Lisa Drive. The subdivision has full road widths, and is built to city standards, and so the city would like to accept these two private roadways as public ways. He noted that the Committee has on file a document signed by the Public Works Director, the Mayor, and the City Auditor who has verified that there is funding in place to take these roads into the “public domain.” **Mr. Destino** pointed out that although these two roadways aren’t significant in road miles, Lawndale Circle and Lisa Drive will add to the city’s public road miles total, positively affecting the state’s Chapter 90 annual distribution.

**COMMITTEE RECOMMENDATION: On a motion by Councilor Holmgren, seconded by Councilor Lundberg, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept Lawndale Circle and Lisa Drive as public ways in the City of Gloucester pursuant to GCO Ch. 21 “Streets, sidewalks and other public places,” and M.G.L. Ch. 82.**

This matter will be advertised for public hearing.

4. *CC2017-057 (Orlando/LeBlanc) Amend GZO by ADDING a Footnote "I" to Sec. 3.2.1, inserting into the CB column, & to ADD same footnote as Footnote "h" in the CB column for Sec. 3.2.2 re: affordable housing (Cont'd from 02/07/18)*

This matter is continued to March 21, 2018.

5. *SCP2018-001: 1 School Street, Map 14, Lot 67, GZO Sec. 2.3.1(8) Conversion to or new multi-family or apartment dwelling, seven or more dwelling units in the R-5 District*

**Attorney Mark Nestor**, 45 Middle Street, representing 80 Middle Street Partners, LLC of Winchester, MA came before the Committee for a Special Council Permit to convert an existing storage area in the basement of the building into an additional studio apartment (shown as a "one-bedroom" in the Special Council Permit application) for moderate rent under GZO Sec. 2.3.1(8) Conversion to or new multi-family or apartment dwelling, seven or more dwelling units in the R-5 District was present.

As Mr. Nestor confirmed he didn't notice abutters of this P&D Committee public meeting for February 21, 2018 pursuant to the Zoning Ordinance, **Councilor Gilman** continued the matter to the next P&D Committee meeting in order to give Mr. Nestor time to notice abutters for the next regularly scheduled Committee meeting. At that time the Committee would hear this matter fully.

This matter is continued to March 7, 2018.

6. *SCP2017-012: School House Road #2, #3 and #4, Map 262, Lots 14 & 37 and Gloucester Crossing Road #7, Map 43, Lots 4 & 5 for a Special Permit under the Mixed Use Overlay District pursuant to GZO Sec. 5.29 (including Major Project under GZO Sec. 5.7) and Sec.'s 5.29.10 and 5.11.8 - For the purpose of a Committee discussion with city staff and the Applicant on a vote taken at the 01/29/18 Special P&D meeting to refer the issue of a renegotiation of the Affordable Housing Hardship claim by the Applicant under GZO Sec. 5.11.8 and directly related matters therein*

**Councilor Gilman** advised that the Applicant's attorney asked that this matter be continued to March 7 to which she had agreed.

This matter is continued to March 7, 2018

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:05 p.m.

Respectfully submitted,

*Dana C. Jorgensson*

Clerk of Committees

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