

Planning & Development Committee
Wednesday, April 18, 2018 – 5:30 p.m.
1st Fl. Council Committee Room – City Hall
-Minutes-

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

Also Present: None.

The meeting was called to order at 5:31 p.m.

1. *PP2018-002: Request from Comcast to install UG conduit on Leslie O. Johnson Rd. & Gaffney St. - to be conducted as a public hearing*

This public hearing opened at 5:31 p.m.

Those speaking in favor:

David Flewelling, Specialist 2 Construction, Comcast, explained the Comcast Pole Petition as follows: This is for the installation of 410+/- feet of 4 inch underground conduit on Leslie O. Johnson Rd. and Gaffney St. for a service network upgrade. Two vaults will be installed, each 24” by 36”, one on Leslie O. Johnson Rd. over the conduit with the conduit continuing to a second siting located in the concrete sidewalk. The excavation of two 4” conduits continues to Utility Pole #2 on Gaffney Street. He conveyed that this is a continuation by Comcast to create a diverse path of connectivity, such as the recently installed conduits in Blackburn Circle, in order to build a loop so that if Comcast service goes down they can redirect service and bring it back up quickly.

Those speaking in opposition: None.

Communications: None.

Councilor Questions: None.

This public hearing is closed at 5:33 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 Comcast to install 410 feet +/- of underground conduit starting at the existing 4” conduit on Leslie O. Johnson Road; placing a 24” x 36” vault over the conduit and excavating to place two (2) 4” PVC conduits to a second 24” x 36” vault located in the concrete sidewalk continuing to Utility Pole No. 2 on Gaffney Street, including the necessary sustaining and protecting fixtures as shown on “Proposed Comcast Underground Conduit Plan, Leslie Johnson Rd and Gaffney Street” dated March 21, 2018 with the following conditions:

1. Notification to the Department of Public Works 72 hours in advance of the proposed work. A construction schedule will be prepared by the applicant for review and acceptance by the Department of Public Works.
2. Proposed excavation may only occur during accepted road opening and construction season, 15 March - 15 November. No winter construction shall be permitted.
3. In the absence of a detailed construction plan, the Department of Public Works requests: all proposed conduits and appurtenances shall be placed so as to cause minimum conflict with existing underground utility services.
4. The existing sidewalks are cast in place concrete and the City of Gloucester will only accept full panel pours.
5. All excavated trenches shall be patched flush with the surrounding asphalt using hot mix asphalt binder at the end of each work day to minimize pedestrian hazards. Asphalt shall be applied in two lifts of 2 (two) inches totaling 4 (four) inches.
6. All final paving shall be done in consultation with the Department of Public Works and an agreed upon final paving plan executed by the applicant.

2. *Special Events Applications:*

- A. Request to hold the Fishtown Horribles Parade on July 3, 2018

John Linquata, 5 Orchard St., representing the Fishtown Horribles Parade Committee, explained this year's parade is the same as it's been for the last 80 years. He recounted there were no issues for the 2017 parade. He mentioned there was an issue with a vendor two years ago who is not allowed to return.

MOTION: On a motion by Councilor Lundberg, seconded by Councilor Holmgren, the Planning & Development Committee voted 3 in favor, 0 opposed, to permit the Fishtown Horribles Parade Committee to hold the Fishtown Horribles Parade on Monday, July 3, 2018, and to close affected City roadways from 6:00 p.m. to 9:00 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 22, 2018.
2. **Road Closure Plan:**
Police Department and the Fire Department approvals of the plans for the Fishtown Horribles on July 3, 2018 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, 2018.
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 Health Department. 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.
8. **The Horribles Parade Committee is to provide a vendor list to the City Clerk and the Chief of Police at least one week prior to the event.**

- B. Request to hold the Harbor Loop Concert Series on Thursdays, July 5 through

Carol Pallazolla, 10B Taylor Street, representing the Harbor Loop Summer Concert Series explained that this is the third year she and partner, Chris Silva, will run the Harbor Loop concerts. She noted the dates of the concerts for the Committee. She mentioned placing no parking signs to stop parking along Harbor Loop after 2:00 p.m. on the day of a concert, and put sawhorses out about 4:00 p.m. to block traffic in order to set up the sound and bands. When the concerts conclude the road reopens at 9:30 p.m.

Councilor Lundberg expressed agreement with **Councilor Holmgren** that this was yet another great Gloucester event.

MOTION: On a motion by Councilor Holmgren, seconded by Councilor Lundberg, the Planning and Development Committee voted 3 in favor, 0 opposed, to approve a Special Events Permit to hold the Harbor Loop Summer Concert Series on Thursdays, July 5, 12, 19, 26; August 2, 9, 16, 23, 30, 2018 with rain dates of September 6 and 13, 2018 from 5:00 p.m. to 9:00 p.m. pursuant to the named dates in order to temporarily close Harbor Loop at the center of the Loop at the "Buoy" for the named dates.

C. Request to hold the Gloucester Garden Tour on July 7, 2018

Susan Kelly, 23 Biskie Head Point, representing Generous Gardeners, explained that this year's Garden Tour, will be contained within 12 Lanesville gardens on July 7, their sixth garden tour which raises funds for all the flower beds they plant and maintain across the city (over 25 and the Boulevard). She briefly described the event saying Generous Gardner's expects about 500 people who will go through the self-guided tour of the gardens, with tickets costing \$30. She conveyed there will be a need to close one side of Washington Street in order to make it one way from the Langsford Street intersection to Munsey Lane from 9:00 a.m. to 3:00 p.m. She reported this extended length of roadway and plan was a result of having met with the Interim Police Chief and Joe Lucido from the Public Works Department a week ago. Information for drivers will be posted prominently to direct traffic, she noted, and the DPW will assist with signage. Parking will be on the northbound side of Washington Street to allow for the one-way traffic. She assured there will be a police detail to help direct traffic. The main parking for the event will be at the Lutheran Church, and shuttle buses will be utilized from that location to the more distant garden tour sites. Additionally the church will serve box lunches which are their own fundraiser, and garden tour tickets will be sold from that location.

Councilor Gilman discussed noticing abutters about the tour and the time the roadway will be one-way with Ms. Kelly. **Ms. Kelly** will forward information to Councilor Gilman to post on her website, mentioning she'd already contacted local Lanesville businesses about the event date.

MOTION: On a motion by Councilor Lundberg, seconded by Councilor Holmgren, the Planning & Development Committee voted 3 in favor, 0 opposed, to permit the Generous Gardeners Garden Tour on Saturday, July 7, 2018 from 9:00 a.m. to 4:00 p.m. Washington Street will be made one-way only from 9:00 a.m. to 3:00 p.m. from its intersection with Langsford Street to Munsey Lane from 9:00 a.m. to 3:00 p.m. with parking to be allowed on the northbound side of Washington Street with a hired police detail to assist with traffic.

D. Request to hold the Gloucester Block Parties on July 14, August 11 and 31, 2018

Sara Young, Block Party Manager for the Cape Ann Chamber of Commerce, discussed briefly with the Committee that there are no changes in plans for this year's 2018 Block Party series from 2017. The Block Party hours are 6:00 p.m. to 10:00 p.m. with Main Street closed at 5:00 p.m., working with the Police Department. They use only local vendors, she reported, and local restaurants are participating. Recycling containers were used last year, and the YMCA street team will sweep the street after the events to pick up any errant trash, she confirmed for **Councilor Gilman**.

MOTION: On a motion by Councilor Lundberg, seconded by Councilor Holmgren, the Planning and Development Committee voted 3 in favor, 0 opposed, to approve a Special Events Permit to the Cape Ann Chamber of Commerce to hold the Downtown Block Party Series on Saturday, July 14, 2018; Saturday, August 11, 2018; and Friday, August 31, 2018 in order to temporarily close Main Street from Pleasant Street at the Main Street to Washington Street for each date for three separate occasions between the hours of 5:00 p.m. and 11:00 p.m. with the following conditions:

1. No vendor/merchant set ups on the sidewalk blocking entrance ways to retail or residential units, hydrants, crosswalks, or handicap ramps.
2. All vendor set ups in the street are to allow for no less than a 10 foot unobstructed, drivable area along the entire route - slightly wider at the curve of the former The Brass Monkey at 85 Main Street - to maintain adequate access for emergency vehicles. Failure to provide a 10 foot unobstructed margin of drivable area may necessitate the removal or relocation of the vendor/merchant at the discretion of the Fire Department, the Police Department, or the Block Party Committee.
3. The organizers shall allow the Fire Department drive-through access with the fire engine at the convenience of the Fire Department.
4. Any restaurant/merchant set up of tables and chairs, tents, or area enclosures should extend into the street no further than the lines painted on the street for vehicular parking.

5. That all of the side streets – Short, Porter, Center, and Hancock Streets – shall not be blocked by vendors, food establishments, tables, chairs, enclosures, equipment, or vehicles, so emergency vehicles may enter and exit Main Street as needed.
6. Vendor/merchants shall be responsible for their own trash removal.
7. Signs indicating the location of comfort stations shall be the responsibility of the Block Party Committee.
8. Plumbing Codes and regulations shall be adhered to regarding use of restaurant bathroom facilities.
9. Special lighting and electrical requirements necessitate approval of the Inspector of Buildings and the Electrical Inspector.
10. The closure of the street at the intersection of Main and Short, Porter, Center, and Hancock Streets must be by means of sawhorses or the like, as directed by the Gloucester Police Department.
11. It is the responsibility of the Block Party Committee to procure any other necessary Federal, State, and local permits and approvals associated with this event.
12. That the Committee makes reasonable notification to all residents and merchants along the route that will be affected by the closure.
13. Restaurants or vendors wishing to serve food outside must notify the Board of Health 7 (seven) days in advance for approval and must obtain any necessary approval of the Block Party Committee.
14. Conditions or permitting requirements imposed by the Gloucester Licensing Board shall also apply and shall become incorporated herein as to the outdoor/sidewalk service of food and alcohol.
15. All other applicable laws, City ordinances, and/or regulations are in full force including Ordinances regarding blocking of sidewalks. The Police Department will enforce these requirements in the interest of public safety.
16. The Block Party Committee shall also adhere to any requirements expressed by the Special Event Advisory Committee including that:
 - (a) Written permission is to be obtained from the Assistant Public Works Director to close the public parking lot behind the Rogers Street entrance to the Dog Bar Restaurant at 3:00 p.m. for any performances, and
 - (b) That a letter from the office of the Mayor be provided assuring that the event is covered by the City of Gloucester Insurance, and
 - (c) this approval is based on the Gloucester Block Party 2018 Street Plan submitted to the City Clerk's office.

E. Request to hold the Mother of Grace Fiesta on September 7 & 8, 2018

Gus MacIntosh, 26 Summer Street, President of the Mother of Grace Club, briefly described this year's Mother of Grace Fiesta to be held on the evening of Friday, September 7 from 6:00 p.m. to 9:30 p.m. and on Saturday, from 1:30 p.m. to 9:30 p.m. He advised there would be a procession on Saturday with rolling road closures, and they will be assisted by the Gloucester Police Department -- the route taken is weather dependent. The Fiesta will require a street closure from 6:00 p.m. to 9:30 p.m. on Friday, September 7 as well as Saturday, September 8 from 1:30 p.m. to 9:30 p.m. from Prospect Street to Granite Street. He touched briefly on the plan to let delivery trucks through but that all other vehicular traffic will be rerouted. He noted this is the 76th year of the Mother of Grace Fiesta.

MOTION: On a motion by Councilor Holmgren, seconded by Councilor Lundberg, the Planning & Development Committee voted 3 in favor, 0 opposed, to permit the Mother of Grace Club to hold its annual Mother of Grace Fiesta on Friday, September 7, 2018 from 6:00 p.m. to 9:30 p.m. and on Saturday, September 8, 2018 from 1:30 p.m. to 9:30 p.m. at 48 Washington Street. Additionally, the Planning & Development Committee hereby permits a procession by the Mother of Grace Club to commence on or around 2:30 p.m. on Sunday, September 8 and to conclude on or around 3:15 p.m. on a route from 48 Washington Street and returning to 48 Washington Street requiring rolling street closures as directed by the Gloucester Police Department. Traffic control during the procession will be overseen by the Gloucester Police Department and no police detail is required.

3. *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 (Cont'd from 04/04/18) (TBC 05/16/18)*

This matter is continued to May 16, 2018 pending recommendations from the Planning Board and certain Department Heads as required under the Zoning Ordinance for Special Council Permits.

4. ***Memorandum from Mayor re: Recreational Marijuana Recommendations: That the Council adopt the requisite ordinances and zoning requirements necessary in that regard currently at the Planning Board***

Councilor Gilman advised she'd spoken to Rick Noonan, Chair of the Planning Board and Gregg Cademartori, Planning Director, who informed her that on Thursday, April 19, at 6:00 p.m. in Kyrouz Auditorium, the Board will continue its informal evaluation of the recreational marijuana zoning requirements. She noted that Mr. Cademartori will update her on that meeting. She suggested it's possible that on May 3 the Board could have draft ordinance language ready for their public hearing, but it is not yet confirmed. She noted the Council's receipt of the Mayor's memo (on file) entitled, "Recreational Marijuana Recommendations," dated April 4, 2018. She highlighted it was anticipated that by June this matter will be with the P&D Committee.

This matter is continued to May 16, 2018.

A motion was made, seconded and voted unanimously to adjourn the meeting at 6:04 p.m.

Respectfully submitted,

Dana C. Jorgensson

Clerk of Committees

DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.