



City of Laconia
Special Events Technical Review Committee
Wednesday, October 7, 2020 - 12:00 PM
City Hall in the Armand A. Bolduc City Council Chamber

1. CALL TO ORDER
2. ROLL CALL
3. RECORDING SECRETARY
4. STAFF IN ATTENDANCE
5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS
 - 5.1. March 4 2020 Special Events Technical Review Committee Minutes (PDF)

Documents:

[MARCH 4 2020 SPECIAL EVENTS REVIEW COMMITTEE MINUTES \(PDF\).PDF](#)

6. CONTINUED PUBLIC HEARINGS, CONSIDERATION AND POSSIBLE VOTE Note: The Purpose Of This Agenda Section Is For The Board To Continue The Public Hearing For The Applicant And The Public To Provide Input. The Board May Also Deliberate The Application, Decide And Conduct A Final Vote At This Time.
7. PUBLIC HEARINGS, POSSIBLE CONSIDERATION AND VOTE Note: The Purpose Of This Agenda Section Is For The Board To Have A Presentation From The Applicant And Open A Public Hearing For The Public To Provide Input. The Board May Also Deliberate The Application, Decide And Conduct A Final Vote At This Time.
 - 7.1. PL2020-0091 Children's Auction Community Challenge Closing Ceremonies (PDF)

Documents:

[CHILDRENS AUCTION COMMUNITY CHALLENGE CLOSING CEREMONIES APPLICATION.PDF](#)

- 7.2. PL2020-0093 Riverside Duck Derby (PDF)

Documents:

[RIVERSIDE DUCK DERBY SPECIAL EVENT APPLICATION.PDF](#)

8. OTHER BUSINESS
 - 8.1. 2021 Special Events Technical Review Committee Calendar DRAFT (PDF)

Documents:

[SPECIAL EVENTS MEETING SCHEDULE 2021 \(DRAFT\).PDF](#)

9. ADJOURNMENT

This meeting facility is ADA accessible. Any person with a disability who wishes to attend this public meeting and needs additional accommodations, please contact the department at (603) 527-1264 at least 72 hours in advance so necessary arrangements can be made.



City of Laconia
Special Events Technical Review Committee
Wednesday, March 4, 2020 - 12:00 PM
City Hall in the Armand A. Bolduc Council Chamber

3/4/2020 - Minutes

1. CALL TO ORDER

Meeting was called to order at 12:04 pm by R. Mora

2. ROLL CALL

Members present: Amy Lovisek, Parks & Recreation; Capt. Al Graton, Laconia Police Department; Krista Larsen, DPW; Ben Crawford, Water Department; Deputy Chief Roffo, Laconia Fire Department; Hilary Young, Licensing Department

3. RECORDING SECRETARY

K. Santoro

4. STAFF IN ATTENDANCE

Rob Mora, Assistant Planner

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

5.1. February 5 2020 Special Events Technical Review Committee Minutes (PDF)

The Committee reviewed the minutes from the February 5, 2020 Special Events Technical Review Committee meetings and they were accepted as presented.

6. CONTINUED PUBLIC HEARINGS, CONSIDERATION AND POSSIBLE VOTE Note: The Purpose Of This Agenda Section Is For The Board To Continue The Public Hearing For The Applicant And The Public To Provide Input. The Board May Also Deliberate The Application, Decide And Conduct A Final Vote At This Time.

7. PUBLIC HEARINGS, POSSIBLE CONSIDERATION AND VOTE Note: The Purpose Of This Agenda Section Is For The Board To Have A Presentation From The Applicant And Open A Public Hearing For The Public To Provide Input. The Board May Also Deliberate The Application, Decide And Conduct A Final Vote At This Time.

7.1. PL2020-0015MC 13 White Oaks Rd Temporary Parking (PDF)

It was noted that there are no changes from last year.

R. Mora opened the public hearing for application PL2020-0015MC 13 White Oaks Rd Temporary Parking at 12:05 pm

With no one to speak for or against the application the public hearing closed at 12:05 pm

A. Graton made a motion to approve application PL2020-0015MC 13 White Oaks Rd Temporary Parking with the same conditions as last year.

A. Lovisek seconded the motion.

All in favor.

7.2. PL2020-0016MC 3 Veterans Ave Temporary Parking (PDF)

It was noted that there are no changes from last year.

R. Mora opened the public hearing for application PL2020-0016MC 3 Veterans Ave Temporary Parking at 12:06 pm

With no one to speak for or against the application the public hearing closed at 12:06 pm

K. Larsen made a motion to approve application PL2020-0016MC 3 Veterans Ave Temporary Parking with the same conditions as last year.

B. Crawford seconded the motion.

All in favor.

7.3. PL2020-0021MC 12 Foster Ave Temporary Parking (PDF)

It was noted that there are no changes from last year.

R. Mora opened the public hearing for application PL2020-0021MC 12 Foster Ave Temporary Parking at 12:07 pm

With no one to speak for or against the application the public hearing closed at 12:07 pm

A. Graton made a motion to approve application PL2020-0021MC 12 Foster Ave Temporary Parking with the same conditions as last year.

H. Young seconded the motion.

All in favor.

7.4. PL2020-0024MC 19 Rollercoaster Rd Temporary Parking (PDF)

It was noted that there are no changes from last year and that in addition to parking there are vendor spaces on the corner as there have been in prior years.

R. Mora opened the public hearing for application PL2020-0024MC 19 Rollercoaster Rd Temporary Parking at 12:08 pm

With no one to speak for or against the application the public hearing closed at 12:08 pm

C. Roffo noted that the vendors will need to get the property owner permission forms from Licensing.

K. Larsen made a motion to approve application PL2020-0024MC 19 Rollercoaster Rd Temporary Parking with the same conditions as last year.

C. Roffo seconded the motion.

All in favor.

7.5. PL2020-0025MC 45 Endicott St E Temporary Parking (PDF)

It was noted that there are no changes from last year.

R. Mora opened the public hearing for application PL2020-0025MC 45 Endicott St E Temporary Parking at 12:12 pm

With no one to speak for or against the application the public hearing closed at 12:12 pm

R. Mora made a motion to approve application PL2020-0025MC 45 Endicott St E Temporary Parking with the same conditions as last year.

A. Lovisek seconded the motion.

All in favor.

8. OTHER BUSINESS

9. ADJOURNMENT

At 12:15 PM K. Larsen made a motion to adjourn the meeting.

C. Roffo seconded the motion.

All in favor.

DRAFT



Application #: PL2020-0091
 Fees Paid: X
 Check #: _____
 Receipt #: _____

SPECIAL EVENT APPLICATION

RECEIVED

New Special Event

Special Event Renewal (No Changes) **SEP 08 2020**

Planning/Zoning
City of Laconia

Name of Event: Children's Auction Community Challenge Closing Ceremonies

Type of Event: Acknowledgments & Completion of Fundraising w/parade

Date(s) of Event: December 10, 2020 Time of Event: 3-5:30pm

Tax Map/ Lot # (s): 5 Zoning District (s): UC

Street Address: Downtown Parking Lot on Main St.

Number of Parking Spaces: _____ Number of Venders: 2-4 Number of Tents and Sizes: (2-5)-10'x10'

Parks Approval: _____ Loudspeaker Hours: 3-5:30pm Non-Profit (501C-3) ID #: 47-3815882

Detailed Description of Event: Closing Ceremonies for the Children's Auction Community Challenge(formally Pub Mania) for some 'pomp and circumstance', acknowledgments and completion of the fundraising efforts.

To enjoy some camaraderie with recognition for top performers in several catagories.

There will possibly be some Coffee, Hot Chocolate and Snacks for participants

I hereby make application to the City of Laconia for the above-referenced property(s) and the development as described. To the best of my knowledge, the information provided herein is accurate and is in accordance with Chapter 195 of the Laconia City Ordinances. The Special Events Committee and/or City employees are authorized entrance to the property(s) for purposes of reviewing this proposal. I understand that I, or my agent, is responsible for appearing for any and all meetings before the Special Events Committee.

Sign as appropriate (If agent or non-person please attach certification)

	APPLICANT	AGENT	PROPERTY OWNER
Printed Name:	<u>Tony Felch / Allan Beetl</u>	<u>603-998-1418</u>	_____
Signature:	<u><i>Tony Felch</i></u>	_____	_____
Date:	<u>July 20, 2020</u>	_____	_____

- DUE AT SUBMISSION:**
- ALL FEES
 - COMPLETED APPLICATION CONTACT WORKSHEET
 - COMPLETED CHECKLIST FOR EVENT
 - 10 COPIES OF ENTIRE SPECIAL EVENT APPLICATION AND SUPPORTING DOCUMENTATION

It's For the Kids
COMMUNITY CHALLENGE **GREATER LAKES REGION CHILDREN'S AUCTION**



***Beyond the Barstool...
Join the Challenge and Help the Kids!***

Be part of the inaugural Community Challenge that aims to stand on the shoulders of Pub Mania's fundraising efforts on behalf of children and families in need in the greater Lakes Region. Teams made up of businesses, organizations, families and friends, are invited to join the 30 teams from Pub Mania and make a difference for the kids.

The event committee and the Children's Auction are available to help you get creative with fundraising choices that make sense for your team. A solid fundraising platform will be provided to help manage your team and make every member a powerful fundraiser.

We will work on your behalf to recognize your team's efforts throughout the year via social media, print, radio and on-air spotlights at the Children's Auction.

Attend the Closing Ceremonies on Thursday, December 10th from 4-5pm in downtown Laconia (outside) for some 'pomp and circumstance', acknowledgments and completion of the fundraising efforts. Enjoy some fun competition and camaraderie with recognition for top performers in several categories. Take pride as the money is tallied and presented to the Children's Auction on closing day of the auction on Saturday, December 12th.

Take the challenge for the kids and build a spirited team with your staff, customers, vendors, family and friends as we create something special together for our community.

Take part in a pre-summer Sweepstakes Social (2021) with your fellow teams – a party designed for maximum fun and fundraising!



RECEIVED

SEP 10 2020

Planning/Zoning
City of Laconia

SPECIAL EVENT
APPLICATION

Application #: PL2020-0093
Fees Paid: _____
Check #: _____
Receipt #: _____

New Special Event

Special Event Renewal (No Changes)

Name of Event: Riverside Duck Derby
Type of Event: Community Event and Fundraiser
Date(s) of Event: Saturday, October 17, 2020 Time of Event: 2:00pm-5:00pm
Tax Map/ Lot # (s): _____ Zoning District (s): _____
Street Address: 25 Beacon Street East, Laconia, NH 03246
Number of Parking Spaces: 12 Number of Venders: 2 Number of Tents and Sizes: 2 10x10
Parks Approval: Yes Loudspeaker Hours: 12:00p-5:00p Non-Profit (501C-3) ID #: _____
Detailed Description of Event: Concert in Rotary Park from 2:00pm-4:00pm, food truck 2:00pm-4:00pm, ticket sales 2:00pm-3:45p, Duck race - drop from foot bridge 4:15p, live radio broadcast 2:00pm-4:30pm

I hereby make application to the City of Laconia for the above-referenced property(s) and the development as described. To the best of my knowledge, the information provided herein is accurate and is in accordance with Chapter 195 of the Laconia City Ordinances. The Special Events Committee and/or City employees are authorized entrance to the property(s) for purposes of reviewing this proposal. I understand that I, or my agent, is responsible for appearing for any and all meetings before the Special Events Committee.

Sign as appropriate (If agent or non-person please attach certification)

	APPLICANT	AGENT	PROPERTY OWNER
Printed Name:	<u>Belknap Mill Society</u>	<u>Tara Shore</u>	<u>Belknap Mill Society</u>
Signature:	_____	<u><i>Tara Shore</i></u>	_____
Date:	<u>9/9/2020</u>	<u>9/9/2020</u>	<u>9/9/2020</u>

DUE AT SUBMISSION:

- ALL FEES
- COMPLETED APPLICATION CONTACT WORKSHEET
- COMPLETED CHECKLIST FOR EVENT
- 10 COPIES OF ENTIRE SPECIAL EVENT APPLICATION AND SUPPORTING DOCUMENTATION



TEMPORARY TRAFFIC ORDER
2020-07
BELKNAP MILL'S REQUEST TO RESERVE PARKING IN CONNECTION WITH THE
"DUCK DERBY" ON OCTOBER 17, 2020

According to the provisions of Chapter 221, Section 53 of the Laconia City Ordinances, the City Council hereby adopts the following Temporary Traffic Order.

1. This order shall become effective on Saturday, October 17, 2020 beginning at 6:00 am and ending at 5:00 pm.
2. Twelve reverse angle parking spaces adjacent to the Belknap Mill and Rotary Park (as shown on the attached map) shall be reserved for the event by the use of cones and/or barricades provided by the Department of Public Works.
3. All cones and/or barricades shall be placed in the parking spots by the event organizers no earlier than 6:00 am, removed from the parking spots by 5:00 pm and placed in a central location for subsequent pickup by the Department of Public Works.

Passed and approved by the Laconia City Council on this 14 day of September, 2020.

A handwritten signature in blue ink that reads "Cheryl Hebert".

Cheryl Hebert, City Clerk

Issued this 14 day of September, 2020

A handwritten signature in blue ink that reads "Scott Myers".

Scott Myers, City Manager

25 Beacon St East & Rotary Park

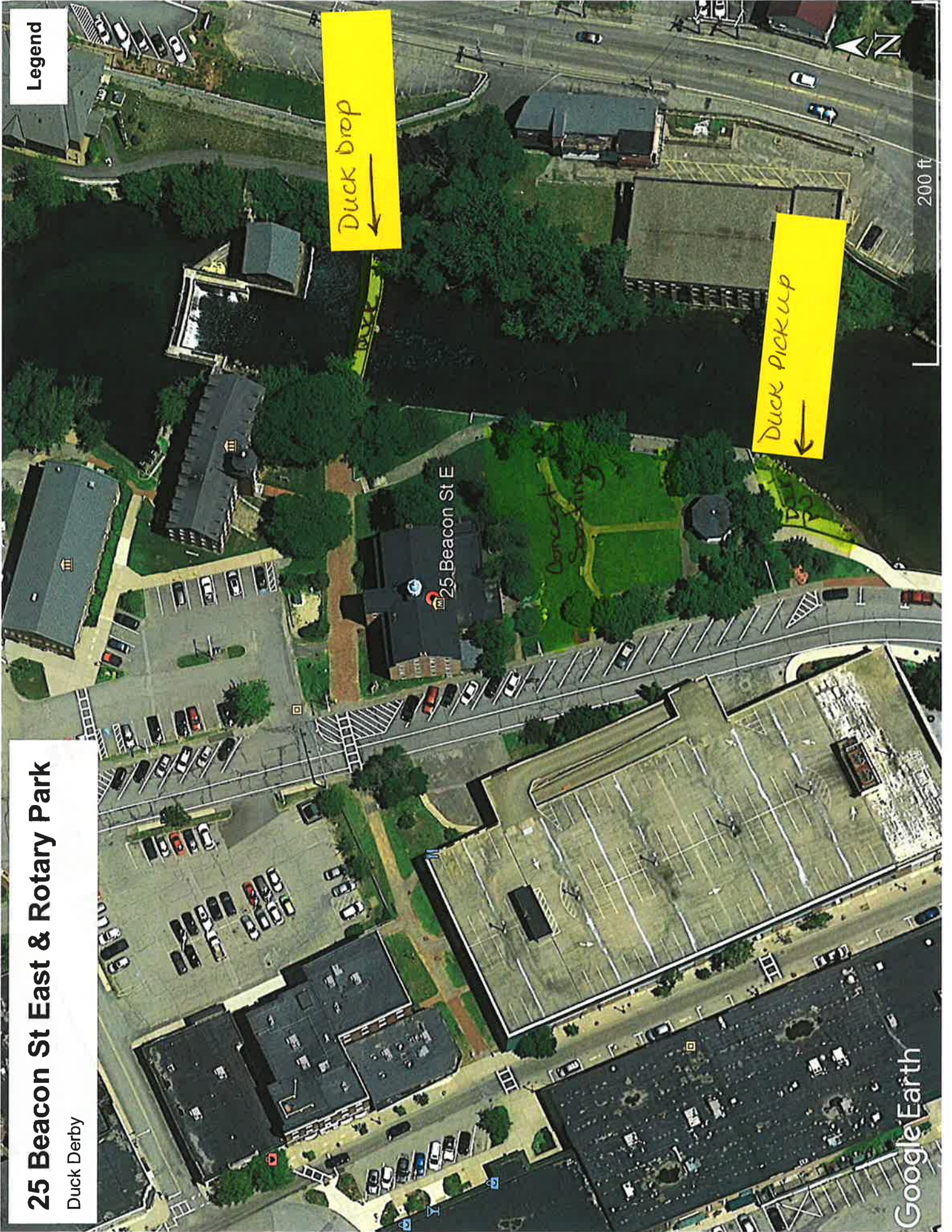
Duck Derby

Legend

Duck Drop
→

Duck Pickup
→

25 Beacon St E





**Special Events Technical Review Committee Licensing Meeting
2021 Schedule**

**ALL APPLICATIONS, PLANS, & FEES
MUST BE RECEIVED BY THE STATED DEADLINES**

Deadlines are by 4:00 pm of the filing day
**All Meetings are scheduled for 12 PM the First
 Wednesday of every month except where noted**

FILING DEADLINES FRIDAY	MEETINGS WEDNESDAY
December 24, 2020*	January 6, 2021
January 22	February 3
February 19*	March 3
March 26	April 7
April 23	May 5
May 21*	June 2
June 25	July 7
July 23	August 4
August 20*	September 1
September 24	October 6
October 22	November 3
November 19*	December 1
December 24, 2021	January 5, 2022

Filing deadlines are the fourth Friday of every month except where noted by an (*)
 Meetings will be held at Laconia City Hall, 45 Beacon Street East, Laconia
 Conference Room 200A (2nd floor)

Note: If you require special accommodation in order to attend this meeting,
 please notify the Planning Department at 603-527-1264 prior to the meeting date