



City of Laconia
Special Events Technical Review Committee
Wednesday, November 6, 2019 - 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. October 2, 2019 Special Events Technical Review Committee Minutes (PDF)

Documents:

[OCTOBER 2, 2019 SPECIAL EVENTS MINUTES.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. PL2019-0130SE Rotary Park And Stewart Park Celebrate Laconia (PDF)

Documents:

[PL2019-0130 ROTARY PARK AND STEWART PARK- CELEBRATE LACONIA.PDF](#)

- 7.2. PL2019-0131SE Holiday Parade-Celebrate Laconia (PDF)

Documents:

[PL2019-0131 HOLIDAY PARADE - CELEBRATE LACONIA.PDF](#)

8. OTHER BUSINESS

- 8.1. Post Event Review (PDF)
November Review to include: Chaos & Kindness Grand Opening Event and Pumpkinfest

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, October 2, 2019- 12:00 PM
City Hall in the Armand A. Bolduc Council Chamber

10/2/2019 - Minutes

1. CALL TO ORDER

Meeting was called to order at 12:02 pm by R. Mora

2. ROLL CALL

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

Members Absent: Ben Crawford, Water Department Chief Kirk Beattie, Laconia Fire Department

3. RECORDING SECRETARY

K. Santoro

4. STAFF IN ATTENDANCE

Rob Mora, Assistant Planner

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

The Committee reviewed the minutes from the September 4, 2019; September 16, 2019 and September 17, 2019 Special Events Technical Review Committee meetings and all were accepted as presented.

5.1. September 4, 2019 Special Events Technical Review Committee Regular Meeting Minutes (PDF)

5.2. September 16, 2019 Special Events Technical Review Committee Special Meeting Minutes (PDF)

5.3. September 17, 2019 Special Events Technical Review Committee Special Meeting Minutes (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.

6.1. PL2019-0051SE Pumpkinfest (PDF)

Karmen Gifford outlined the final map for Pumpkinfest and went through the Temporary Traffic Order (TTO) and the timeline for the setup/event/breakdown. She noted she has been working with the DPW; Police and Fire for the event and has escrow agreements in place.

The public hearing opened at 12:24 pm

With no one to speak for or against the application the public hearing closed at 12:25 pm

H. Young made a motion to approve Application PL2019-0051SE Pumpkinfest with the same conditions as last year.

A. Lovisek seconded the motion.

All in favor.

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. PL2019-0121 171 Fair St Santa Fun Run (PDF)

It was noted that the Fun Run as received approval from Parks & Recreation.

The public hearing opened at 12:30 pm

With no one to speak for or against the application the public hearing closed at 12:30 pm

H. Young made a motion to approve Application PL2019-0121 171 Fair St Santa Fun Run with the same conditions as last year.

K. Larsen seconded the motion.

All in favor.

8. OTHER BUSINESS

8.1. 2020 Special Events Technical Review Committee Schedule (PDF)

8.2. Chapter 195 Special Events And Outdoor Assembly Review (PDF)

Copies of the draft language with comments from committee members integrated was distributed to the members for additional review.

9. ADJOURNMENT

A. Graton made a motion to adjourn the meeting at 12:44 PM

K. Larsen seconded the motion.

All in favor. Meeting adjourned.

Respectfully submitted,

Karen Santoro
Zoning Technician



SPECIAL EVENT Application

Application # PL2019-0130
Fees Paid X

RECEIVED

Receipt Stamp
OCT 18 2019
Planning/Zoning
City of Laconia

Event Approved Prior Year Revised Event New Event

(Please note that ANY change is considered a revision)

A. PROPERTY INFORMATION: If more than 1 lot is used, please list each parcel identification number below:

Street Address: Rotary Park + Stewart Park
Business Name: Celebrate Laconia
**Property Owner: City of Laconia
Mailing Address: PO Box 6502
Laconia NH 03247

Number Acres Total: _____
Date(s) of Event: 12/11/19 Times: 1-6pm
Type of Event: Bike Week Boat Show
 Car Show Carnival/Amusements Concert
 Craft Fair/Flea Market Exhibit Exposition
 Festival Outdoor Market Parade
 Pyrotechnic Display Swap Meet
 Other: _____
of Vendors: 11 Vending Hours: 1-6pm
Parking: # Spaces & Sq Footage: 2 / _____

Emergency Contact Person: Beth San Soucie
Emergency Phone #: 393-2312
E-Mail: Connect@celebratelaconia.org
Non Profit ID #: (501C-3 Required): 81-2982274
Park Approvals, if Required: Done
Certificate of Liability (if held on city property/street): _____
Tent Size & Occupancy: _____
Number of Food Vendors, Space #: 10 Food trucks 1 Bar
Loudspeaker Hours, if requested, per Section 161-2: 1-6pm

To Be Filled Out By City:
Zoning District(s): _____
Current Land Use(s): _____
Map _____ Street _____ Lot _____

B. PARTIES INVOLVED - Will receive Notices of Action

APPLICANT <u>Beth San Soucie</u>	AGENT <u>Amy Lovisek</u>
Address: <u>PO Box 6502</u> <u>Laconia NH 03247</u>	Address: <u>306 Union Ave</u> <u>Laconia NH 03246</u>
Phone: <u>393-2312</u>	Phone: <u>524-5046</u>
Cell Phone:	Cell Phone: <u>455-9414</u>
Fax:	Fax:
email: <u>Connect@celebratelaconia.org</u>	email: <u>alovisek@laconianh.gov</u>

**** If the applicant does not reside or have a place of business in the City of Laconia, the property owner who does shall be authorized to and agree to accept notices or summonses with respect to violations of law.**

**City of Laconia, New Hampshire
Application for Special Event**

C. PROPOSAL DESCRIPTION - Use the space following to write a brief description of the development proposal and how it will affect the existing use of the property. Please describe any special features on the site. List type of merchandise to be sold by any vendors. If city streets/highways are being used, attach map showing route, along with temporary traffic order.

*Before & after the holiday parade we would like to have a community festival. Tree lighting and pictures with Santa at Stewart Park and at Rotary Park there will be music by Strolling Carolers & Radio Station van, bar by T-Bones, demonstration by LR Sled dogs, kids events, food trucks & more.
MI-Box - Toy box for donations in 2 parking spaces for 1 week.*

D. ENTERTAINMENT PROPOSED: List all specific entertainment uses, and if loudspeaker is proposed, as defined by the City Code, Section 161-2, i.e. bands, dancing, games of chance, performance, exhibit, or entertainers. List proposed hours of use for any loudspeakers. These uses must be approved by the Special Events Committee.

*Music by Strolling Carolers then radio station to play w/ loudspeaker.
Bar area by T-Bones
Toy Box donations
Cookie decorating
Toy building
Face painting
Food trucks
Pictures w/ Santa*

E. CHECKLIST (See Attached Sheet):

Use the attached checklist to include all information in your application, and to ensure your application is complete. The checklist must be completed and returned with the application if applicable.

F. APPLICATION AUTHORIZATION

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.

Signature of Property Owner: *[Signature]* Date *10-18-19*

Property Owner: Printed Name: *Scott Meyer*

Signature of Applicant: *[Signature]* Date *10/18/19*

Applicant: Printed Name: *Amy Lovisek*

Please submit your completed application to: **Planning Department, 45 Beacon St. East, Laconia, NH 03246**
Tel: 603-527-1264 Fax: 603-524-2167 Email: planning@laconianh.gov



SPECIAL EVENT Application

Application # PL2019-0131
Fees Paid

RECEIVED

Receipt Stamp
OCT 24 2019
Planning/Zoning
City of Laconia

- Event Approved Prior Year
 Revised Event
 New Event

(Please note that ANY change is considered a revision)

A. PROPERTY INFORMATION: If more than 1 lot is used, please list each parcel identification number below:

Street Address North Main, Main, Court & Beacon Street East

Business Name: Celebrate Laconia

**Property Owner(s): City of Laconia

Mailing Address: PO Box 6502
Laconia, NH 03247

Emergency Contact Person: Tony Felch

Emergency Phone #: (603) 998-1418

E-Mail: connect@celebratelaconia.org

Non Profit ID #: (501C-3 Required): 81-2982274

Park Approvals, if Required: Done

Certificate of Liability (if held on city property/street): yes

Tent Size & Occupancy:

Number of Food Vendors, Space #:

Loudspeaker Hours, if requested, per Section 161-2: 1-6

Number Acres Total:

Date(s) of Event: 12/01/2019 Times: 2-6pm

Type of Event: Bike Week Boat Show
 Car Show Carnival/Amusements Concert
 Craft Fair/Flea Market Exhibit Exposition
 Festival Outdoor Market Parade
 Pyrotechnic Display Swap Meet
 Other

of Vendors: Vending Hours:

Parking: # Spaces & Sq Footage: /

To Be Filled Out By City:

Zoning District(s):

Current Land Use(s):

Map Street Lot

B. PARTIES INVOLVED - Will receive Notices of Action

APPLICANT	AGENT
Celebrate Laconia	Tony Felch
Address:	Address
PO Box 6502	189 North Street
Laconia, NH 03247	Laconia, NH 03246
Phone	Phone:
Cell Phone: (603) 998-1418	Cell Phone: (603) 998-1418
Fax:	Fax:
email: connect@celebratelaconia.org	email: ynotinot@peoplepc.com

**** If the applicant does not reside or have a place of business in the City of Laconia, the property owner who does shall be authorized to and agree to accept notices or summonses with respect to violations of law.**

City of Laconia, New Hampshire Application for Special Event

C. PROPOSAL DESCRIPTION - Use the space following to write a brief description of the development proposal and how it will affect the existing use of the property. Please describe any special features on the site. List type of merchandise to be sold by any vendors. If city streets/highways are being used, attach map showing route, along with temporary traffic order.

Staging of the parade will be in Opeechee Park parking lots and on the side of North Main Street.	+
The Parade will start at Opeechee and head south on North Main Street continuing south on Main Street.	+
Walkers will turn left onto Beacon Street East and Floats and vehicles will turn right onto Court Street and into the Courthouse parking lot to disperse.	+
The float with Santa, Santas village and the LHS Band will temporarily stop across from Stewart Park to light the tree.	+

D. ENTERTAINMENT PROPOSED: List all specific entertainment uses, and if loudspeaker is proposed, as defined by the City Code, Section 161-2, i.e. bands, dancing, games of chance, performance, exhibit, or entertainers. List proposed hours of use for any loudspeakers. These uses must be approved by the Special Events Committee.

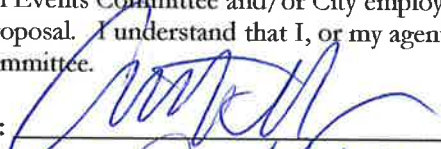
There will be marching bands, floats and vehicles with Holiday music playing.	+

E. CHECKLIST (See Attached Sheet):

Use the attached checklist to include all information in your application, and to ensure your application is complete. **The checklist must be completed and returned with the application if applicable.**

F. APPLICATION AUTHORIZATION

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.

Signature of Property Owner:  Date 10-25-19

Property Owner: Printed Name: Scott Myer

Signature of Applicant: Anthony Felch Digitally signed by Anthony Felch
Date: 2019.10.24 14:57:51 -0400 Date 10/24/2019

Applicant: Printed Name: Anthony Felch

Please submit your completed application to: **Planning Department, 45 Beacon St. East, Laconia, NH 03246**
Tel: 603-527-1264 Fax: 603-524-2167 Email: planning@laconianh.gov

City of Laconia, New Hampshire Application for Special Event

Plan Checklist

Special Events Applications shall submit 1 copy of a plan along with the applicable information from the check list.

Motorcycle Week

Applications require 10 copies of the application, site plan, check list, and the appropriate fees.

Site plan must be drawn to scale, using: 1" = 10', 1" = 20', 1" = 30', 1" = 40', or 1" = 50' scale. (If an existing recorded site plan or survey plan of the property exists, it shall be used for submission if the scale meets the requirements.

Subdivision plans or scaled tax maps may be used as a base plan provided they meet the scale requirements.) Please indicate if the required information is included; if not, note on the list below when we should expect it.

- Title block with the following information: plan purpose, property address (must include street number, & property owner)
- Preparer of plan (if applicable) with date of plan and any revision dates
- North arrow
- Plan scale, including a bar scale as indicated above
- Name & local phone number(s) of person responsible for managing the site **To be submitted on:**
- Existing property lines
- Existing streets & street names abutting the property
- Size, location, & use of existing permanent structures
- Size, location, & use of proposed temporary structures, with the structure setbacks shown on the plan
- Size, location, & number of proposed vending sites, including those within any structures – all sites must be numbered; all sq footage is to be indicated
- Size, location, & use of existing access, driveways & parking areas
- Size, width, surface material & location of any proposed temporary access, driveways, & parking areas, including number of parking spaces
- ATM's (all locations must be indicated on the plan)
- Location & number of existing & proposed trash disposal facilities, along with contracts **To be submitted on:**
- Copies of solid waste & sanitary facility maintenance contracts **To be submitted on:**
- Location, type & number of existing & proposed restroom facilities
- Location & type of existing & proposed water supply
- Certificate of Insurance **To be submitted on:**
- Method & number of private security guards or police on the property **To be submitted on:**
- Location & type of any entertainment areas planned on the site; number of persons to be accommodated
- Location, type & number of any portable or permanent fuel supply on site (**MUST** be shown on plan) **To be submitted on:**
- Location & type of existing & proposed electrical supply **To be submitted on:**
- Size & location of parking areas for visitors & employees
- Location & width of any existing or proposed driveways or fire lanes to be used for emergency access



**Temporary Traffic Control Order
2019-
December 1st Parade & Festivities**

According to the provisions of Chapter 221, Section 53 of the Laconia City Ordinances, the City Council hereby adopts the following Temporary Traffic Order for December 1, 2019.

1. No parking or vehicular traffic shall be permitted on that portion of North Main Street beginning at Pleasant Street to Oak Street except local traffic and parade participants traveling south on North Main Street. This portion of the order shall become effective at 2:00 p.m. and expire at 5:30 p.m.
2. No parking or vehicular traffic shall be permitted on that portion of North Main & Main Street beginning at Oak Street to Union Avenue. This portion of the order shall become effective at 4:30 p.m. and expire at 6:00 p.m.
3. No vehicular parking shall be permitted on that portion of Main Street beginning at Church Street to Beacon Street. This portion of the order shall become effective at 2:00 p.m. and expire at 6:00 p.m.
4. No vehicular traffic shall be permitted on that portion of Court Street beginning at Main Street to Academy Street. This portion of the order shall become effective at 4:30 p.m. and expire at 6:00 p.m.
5. No parking or vehicular traffic shall be permitted on that portion of Beacon Street East beginning at Main Street to Hanover Street. This portion of the order shall become effective at 10:00 a.m. and expire at 7:00 p.m.
6. No vehicular parking shall be permitted on that portion of Beacon Street East beginning at Main Street to Hanover Street. This portion of the order shall become effective at 6:00 am. and expire at 7:00 p.m.
7. The Laconia Police Department will provide personnel to assist in re-routing traffic between the hours of 2:00 p.m. and 6:00 p.m.

Adopted by the Laconia City Council this ____th day of _____, 2019

Cheryl Hebert, City Clerk

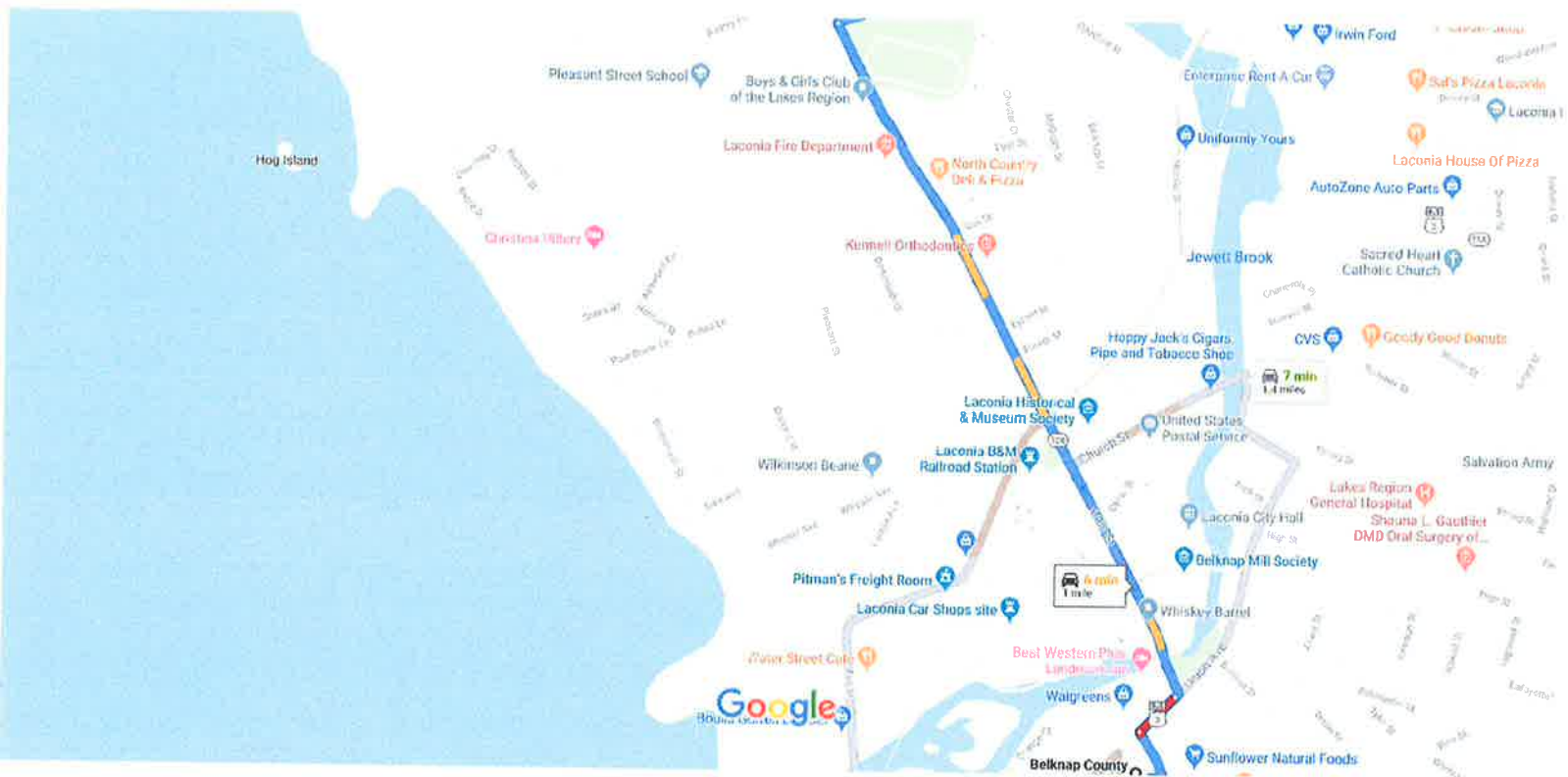
Issued this ____th day of _____, 2019

Administratively approved by:
Scott Myers, City Manager



Belknap County Superior Court to Opechee Park

Drive 1.0 mile, 6 min



Map data ©2019 500 ft

via Main St 6 min
 Fastest route, despite the usual traffic 1.0 mile

via N Main St 7 min
1.6 miles

via Union Ave and N Main St 7 min
1.4 miles

Explore Opechee Park

- Restaurants
- Hotels
- Gas stations
- Parking Lots
- More