



City of Laconia
Special Events Technical Review Committee
Wednesday, November 7, 2018 - 12:00 PM
City Hall Conference Room 200A

1. CALL TO ORDER
2. ROLL CALL
3. RECORDING SECRETARY
4. STAFF IN ATTENDANCE
5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS
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. PL2018-0099SE - Santa Fun Run (PDF)
Santa Fun Run using the WOW Trail.

Documents:

[PL2018-0099SE - SANTA FUN RUN.PDF](#)

8. OTHER BUSINESS
- 8.1. PL2018-0095 - Holiday Parade Amendment (PDF)
Amendment to the Holiday Parade

Documents:

[PL2018-0095 - HOLIDAY PARADE AMENDMENT.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.



SPECIAL EVENT Application

Application # PL2018-00995E

Fees Paid X

RECEIVED

OCT 17 2018
Receipt Stamp

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 171 Fair Street
 Business Name: _____
 **Property Owner(s): City of Laconia
 Mailing Address: 45 Beacon Street East
Laconia New Hampshire 03246

Number Acres Total: _____

Date(s) of Event: 11/24/18 Times: 8 - noon

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 Family Fun Run/Walk

of Vendors: n/a Vending Hours: n/a

Parking: # Spaces & Sq Footage: _____/_____

Emergency Contact Person: Janet Brough
 Emergency Phone #: (603) 455-4735
 E-Mail: mjcbro@hotmail.com
 Non Profit ID #: (501C-3 Required): _____
 Park Approvals, if Required: 10/15/18
 Certificate of Liability (if held on city property/street): _____
 Tent Size & Occupancy: n/a
 Number of Food Vendors, Space #: n/a
 Loudspeaker Hours, if requested, per Section 161-2: n/a

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
Real Downtown Santa's c/o The Downtown Gym	
Address:	Address
171 Fair Street	
Laconia, NH 03246	
Phone (603) 581-9392	Phone:
Cell Phone:	Cell Phone:
Fax:	Fax:
email: info@downtowngymlaconia.com	email:

**** 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.

Use of Phase Two WOW Trail from Fair Street to Belmont - 1.5 miles and return to gym parking lot

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.

n/a

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 10-17-18

Property Owner: Printed Name: Scott Meyer

Signature of Applicant:  Date _____

Applicant: Printed Name: Janet Brough

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/17/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Melcher & Prescott Insurance Group 426 Main Street Laconia NH 03246		CONTACT NAME: Jennifer Reckmeyer PHONE (A/C, No, Ext): (603) 524-4535 FAX (A/C, No): E-MAIL ADDRESS: jreckmeyer@melcher-prescott.com	
INSURED The Downtown Gym, LLC 171 Fair Street Laconia NH 03246		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Mount Vernon Fire Ins. CPY INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL18101700209 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CP2609720A	02/10/2018	02/10/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Abuse & Molestation \$ 100,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
11/20/18 Santa Shuffle 5K Fundraiser. The certificate holder is listed as Additional Insured per carrier form CG 2026.

CERTIFICATE HOLDER City of Laconia NH 45 Beacon Street E Laconia NH 03246		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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SPECIAL EVENT Application

Application # PLZ018-0095
Fees Paid _____

RECEIVED
Receipt Stamp
SEP 10 2018

Event Approved Prior Year Revised Event New Event

(Please note that ANY change is considered a revision)

Planning/Zoning
City of Laconia

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

Street Address S. Main Street, Main St., Veterans Number Acres Total: _____

Business Name: _____ Sq.

**Property Owner(s): City of Laconia

Mailing Address: _____

Emergency Contact Person: Tara Shore

Emergency Phone #: 603-524-8813

E-Mail: operations@bellknappmill.org

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

Park Approvals, if Required: NA

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

Tent Size & Occupancy: NA

Number of Food Vendors, Space #: NA

Loudspeaker Hours, if requested, per Section 161-2: 2:30p-5:30p

Date(s) of Event: 11/25/18 Times: 2:30-5:30

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: NA Vending Hours: NA

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
<u>Tara Shore</u>	<u>Celebrate Laconia</u>
Address: <u>25 Beacon Street East</u>	Address: <u>PO Box 6502</u>
<u>Laconia, NH 03246</u>	<u>Laconia, NH 03247-6502</u>
Phone: <u>603-524-8813</u>	Phone: <u>N/A</u>
Cell Phone:	Cell Phone:
Fax:	Fax:
email: <u>operations@bellknappmill.org</u>	email: <u>N/A</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.

Holiday parade and tree lighting - map is attached

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.

Loudspeaker is proposed - Binnic Media @ Park Square
and Santa music @ Veterans Square - in use
2:30p - 5:30p
Bands, floats, marchers - entertainment

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

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Signature of Property Owner:  Date 9/10/18

Property Owner: Printed Name: Scott Myers, City Mgr.

Signature of Applicant:  Date 9/6/18

Applicant: Printed Name: Tara Shore

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



Light-Up Laconia Holiday Parade

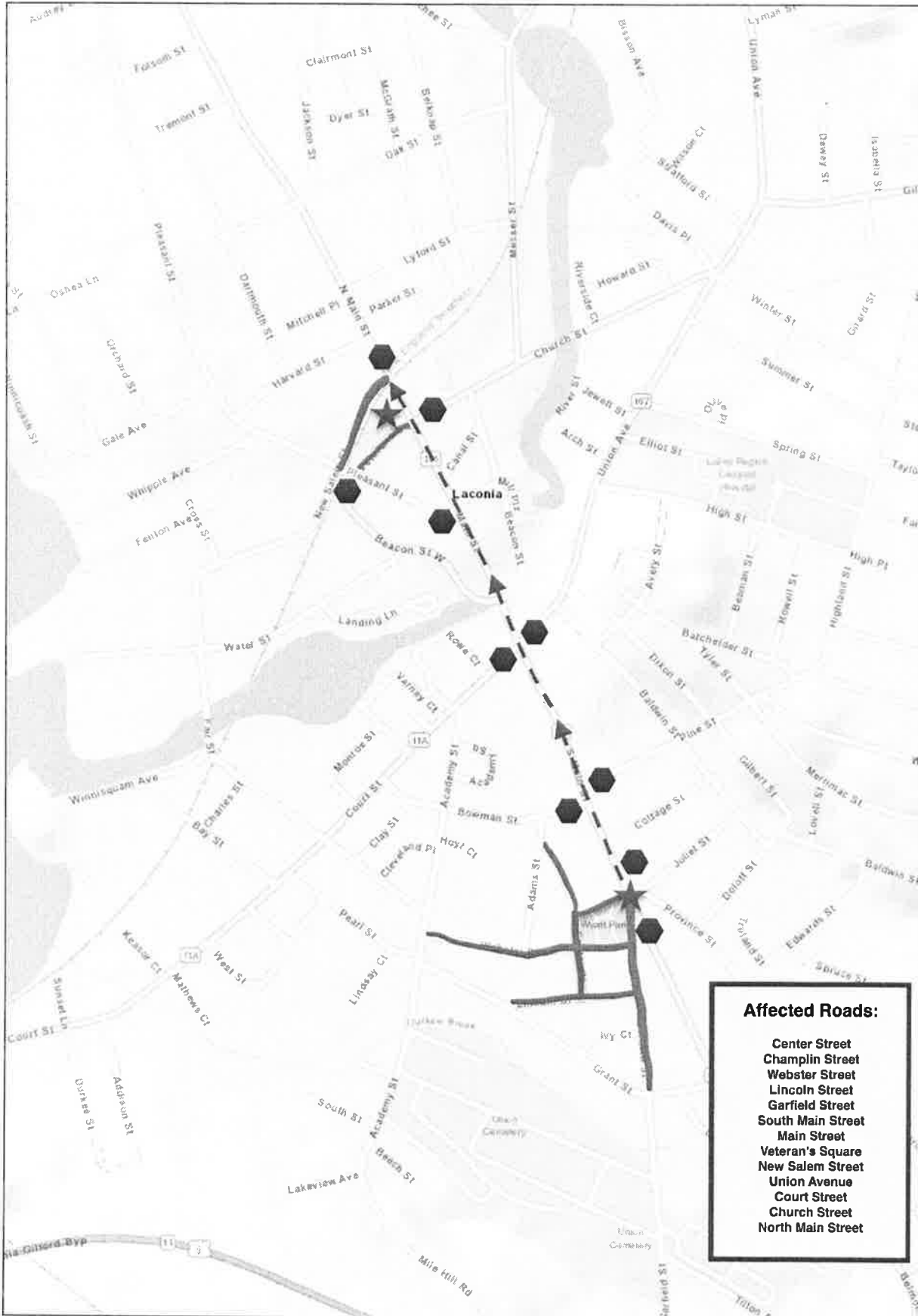
Laconia, NH

1 inch = 537 Feet



September 9, 2018

www.cai-tech.com



- Affected Roads:**
- Center Street
 - Champlin Street
 - Webster Street
 - Lincoln Street
 - Garfield Street
 - South Main Street
 - Main Street
 - Veteran's Square
 - New Salem Street
 - Union Avenue
 - Court Street
 - Church Street
 - North Main Street

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.



DEPT OF PLANNING, ZONING & CODE
SPECIAL EVENT REVIEW COMMITTEE
☎ 603.527.1264
☎ 603.524.2167
PLANNING@LACONIANH.GOV

SPECIAL EVENT REVIEW COMMITTEE
CONDITIONAL APPROVAL FOR A HOLIDAY PARADE
AND TREE LIGHTING EVENT
Meeting of October 3, 2018

Tara Shore
25 Beacon St E.
Laconia, NH 03246

In accordance with Chapter 195 of the City Code, this notice is to certify that on October 3, 2018, the City of Laconia's Special Event Review Committee voted to accept the application and grant conditional approval of the a Holiday Parade and tree lighting event, as shown on the plan received on September 10, 2018 with the following conditions:

1. The event is to take place on November 25, 2018 from 2:30 PM until approximately 5:30 PM.
2. No overnight camping or parking allowed.
3. Any solid waste and recycling is required to be stored properly in trash containers and removed from the site promptly after the event.
4. The parade will follow the assigned route presented to the City
5. A temporary traffic order is to be obtained from City Council
6. Emergency contact personnel is Tara Shore at 603-524-8813.
7. All proper permits must be presented to the committee in the future.
8. All temporary structures and signs must be removed immediately after the event
9. Applicant must coordinate with the Laconia Police Department
10. Insurance must be obtained and a copy provided to the Planning Department
11. Participants are required to follow all State statues for Floats
12. Tree Lighting in Veterans Square needs to be coordinated with Kevin Dunleavy from the Parks Dept.
13. Any changes to plan to include the addition of vendors must be submitted to the Planning Department by October 19 for an amendment to this approval at the Special Events Review Meeting on November 7.

The SERC has authority to suspend an approval at any time if the site does not comply with the approved plan and conditions of approval under Section 195-10 of the Special Events Ordinance.



Brandee Loughlin, Assistant Planning Director

10/5/18

Date



Tara Shore <operations@belknapmill.org>

RECEIVED

OCT 19 2018

LUL HP Permit Updates

4 messages

Jared Guilmett <jared@misiaszekturpin.com>

To: Tara Shore <operations@belknapmill.org>, Beth San Soucie <beth_sansoucie@gmail.com>, "ynotynot@peoplepc.com" <ynotynot@peoplepc.com>

Planning/Zoning
City of Laconia

Tue, Oct 16, 2018 at 8:48 PM

Good Evening,

Great meeting tonight gang! Lots to think over and finalize, but we are moving in a great direction. Please see below for the 4 items we need to add/amend to our permit for approval. At this point Tara, will you please utilize this and coordinate with the city to make this happen? If you want to talk over any of this, let me know and we can review it.

1. **Celebration Crossing:** Along the sidewalk and utilizing the parking spaces and loading zone stretching from Hanover Street to Canal Street (in front of the Colonial Theatre and the Antique Center), Celebrate Laconia will be headquartered. In addition, there will be several vendors located with Celebrate Laconia, providing holiday/seasonal items, goods, and food. In addition, we ask that any vendor fees be waived. Vendors tentatively scheduled to be open from 2pm to 6pm (they will set-up starting at 12pm).
2. **Toy Box Donation Drive:** MI-Box storage container located in Veteran's Square on 11/25 from 12pm - 6pm. This will be a donation drive to collect toys, electronics, clothing, monetary donations etc to be given back to the children of Laconia. From 11/25-12/01 the MI-Box will be located on the front lawn of the Belknap Mill to continue the toy drive throughout the week (the container will be relocated to the Mill after the Holiday Parade).
3. **Canal Street:** Set-up with vendors and community demos, Canal Street will be closed to vehicular traffic from 12pm-7pm. The Lakes Region Sled Dog Club will be hosting a demonstration of sled dog training and other community groups will celebrate the season, and vendors will be set-up along the street. Vendors and demonstrations tentatively scheduled to be open from 2pm-6pm, with set-up starting at 12pm. (Businesses along Canal Street are already being engaged and involved with the development of the street).
4. **Main Street Parking:** No parking permitted along Main Street from the Main St/Beacon St intersection to the Main St/New Salem St. intersection In effect on 11/25, from 12pm to 7pm

- With the vendors we want to have along Celebration Crossing and, do we need to modify our insurance? How does this work? We need to figure out who we want to have here with us and what we are going to charge them - maybe we can chat with Becky to coordinate this aspect!

- With the Toy Box - we need to make contact with the folks of the Train Station to get their approval to put it in their parking lot...can we get this accomplished this week, so we can slightly amend the above

paragraph and state that the container will be located in the train station's parking lot at Veteran's Square. I have no contact there; does someone else and can you get their approval by Thursday?? Tara, can you please schedule a time to sit down with MI-Box (you and me); I want to review the whole idea of the toy box drive and talk with them about coming on as the sponsor for the drive.

I am super excited about all of this! I am really feeling like this is becoming a kick-off event to the LUL Initiative and is becoming a really awesome community event.

Thank you,

Jared

Jared A. Guilmett

Misiaszek Turpin pllc
Architecture | Planning
One Mill Plaza
Laconia, New Hampshire 03246
603.527.1617

Beth San Soucie <beth.sansoucie@gmail.com>
To: Jared Guilmett <jared@misiaszekturpin.com>
Cc: Tara Shore <operations@belknapmill.org>, Tony Felch <ynotynot@peoplepc.com>

Wed, Oct 17, 2018 at 6:34 AM

Great notes, Jared!

Re: Permission from the Veteran's Square folks for parking - is this something Pam could assist with as she was the one that reached out during the Passenger Station event?

Best,
Beth San Soucie
[Quoted text hidden]

Jared Guilmett <jared@misiaszekturpin.com>
To: Beth San Soucie <beth.sansoucie@gmail.com>
Cc: Tara Shore <operations@belknapmill.org>, Tony Felch <ynotynot@peoplepc.com>

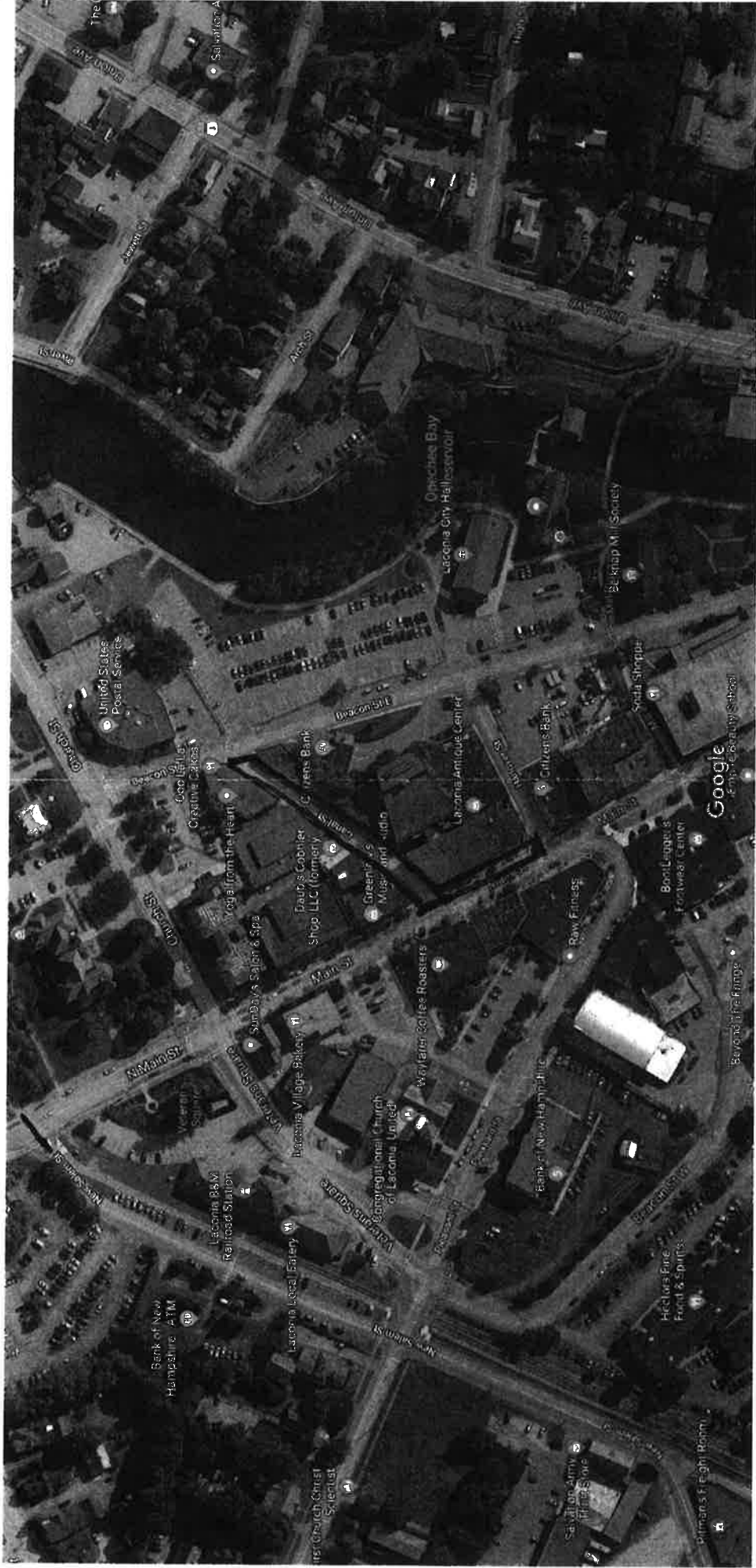
Wed, Oct 17, 2018 at 8:13 AM

Hi,

Thanks. We could ask her, sure. We just need to get this answered and done asap. Do you want to reach out to her? I can, but it wouldn't be until later tonight.

Jared A. Guilmett Assoc. AIA

Misiaszek Turpin pllc Architecture | Planning



Imagery ©2018 Google, Map data ©2018 Google 100 ft