



City of Laconia
Special Events Technical Review Committee
Wednesday, May 1, 2019 - 12:00 PM
City Hall in the Armand A. Bolduc Council Chamber

5/1/2019 - Minutes

1. CALL TO ORDER

R. Mora called the meeting to order at 12:07 pm

2. ROLL CALL

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

3. RECORDING SECRETARY

Karen Clark

4. STAFF IN ATTENDANCE

Rob Mora, Assistant Planner

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

- 5.1. April 3, 2019 Special Events Technical Review Committee Regular Meeting Minutes (PDF)
April 3, 2019 Regular Meeting Of the Special Events Technical Review Committee Minutes

Minutes of April 3, 2019 were reviewed by the committee and 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. PL2019-0038SE 915 N Main St 4th Of July Event (PDF)

A. Lovisek noted that the event is the same as two years ago. The bands will start at 5pm and fireworks at 10pm.

The public hearing opened at 12:09 pm

With no one to speak for or against the application the public hearing closed at 12:10 pm.

A. Graton made a motion to approve the application with the same conditions as prior event; with dates to be updated.

C. Roffo seconded the motion.

All in favor.

- 7.2. PL2019-0039MC 13 Andrews Ave Motorcycle Week Temporary Parking(PDF)
The public hearing opened at 12:12 pm
With no one to speak for or against the application the public hearing closed at 12:12 pm.
- A. Graton made a motion to approve the application with the same conditions as prior year; with dates to be updated.
C. Roffo seconded the motion.
All in favor.
- 7.3. PL2019-0040SE Main St VFW Memorial Day Parade (PDF)
It was noted by the applicant that the parade route has been modified. They do not yet have a Temporary Traffic Order (TTO); it is in process.
- The public hearing opened at 12:16 pm
With no one to speak for or against the application the public hearing closed at 12:16 pm.
- K. Larsen made a motion to approve the application with the same conditions as prior event; added condition that an updated TTO be provided and that dates to be updated.
A. Lovisek seconded the motion.
All in favor.
- 7.4. PL2019-0041SE Opechee Park Motorcycle Show (PDF)
Applicant Charlie St. Clair updated the committee. It is the same event as last year.
- The public hearing opened at 12:18 pm
With no one to speak for or against the application the public hearing closed at 12:19 pm.
- A. Graton made a motion to approve the application with the same conditions as prior event; with dates to be updated.
C. Roffo seconded the motion.
All in favor.
- 7.5. PL2019-0042SE Tower St Hill Climb (PDF)
Applicant Charlie St. Clair updated the committee. It is the same event as last year but the hours have been changed to 10:30AM-1:30PM (previously it was 11:00AM – 1:00 PM).
- B. Crawford asked that the hydrant at the bottom of the hill be protected by hay bales as it was last year. K. Beattie noted that the ambulance will have to be prepositioned as it was in the past.
- A. Graton made a motion to approve the application with the same conditions as prior year, including updated TTO; with dates to be updated.
C. Roffo seconded the motion.
All in favor.
- 7.6. PL2019-0043SE Lakeside Ave Motorcycle Week Vendor Spaces (PDF)
* Application PL2019-0043SE was reviewed after PL2019-0044MC
- The public hearing opened at 12:34pm
With no one to speak for or against the application the public hearing closed at 12:34 pm.
- A. Graton made a motion to approve the application with the same conditions as prior event; with dates to be updated.
C. Roffo seconded the motion.
All in favor
- 7.7. PL2019-0044MC 76 Endicott St Motorcycle Week Vendor Spaces And Parking (PDF)
Applicant's representative, Charlie Sinclair, noted that they may return with amended application if the owner decides to have a beer tent on the property.

C. Roffo asked for clarification on the "Bike Service Area". This would include changing tires, oil etc. C. Roffo noted that the applicant will need to provide information on where waste products are being disposed. He also noted that food vendors will be required to have fire extinguishers.

B. Crawford noted that there is a past due balance on a water bill that needs to be resolved and that there are two backflow preventers on the property that need to be tested prior to event.

The public hearing opened at 12:30pm

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

K. Larsen made a motion to approve the application with the same conditions as prior event; and adding waste material disposal contract for bike service area and fire extinguishers for food vendors; with dates to be updated.

B. Crawford seconded the motion.

All in favor.

7.8. PL2019-0045MC 51 Endicott St East Motorcycle Week Temporary Parking (PDF)

B. Crawford noted that there is a backflow preventer on the property that needs to be tested prior to event.

The public hearing opened at 12:35pm

With no one to speak for or against the application the public hearing closed at 12:35 pm.

C. Roffo made a motion to approve the application with the same conditions as prior event; with dates to be updated.

A. Graton seconded the motion.

All in favor.

7.9. PL2019-0046SE 38 Avery St Neighborhood Block Party (PDF)

Carmen Lorenz briefly outline the event. It is contained in the parking lot and consists of a barbeque, kids games, information tables from local service providers.

The public hearing opened at 12:37pm

With no one to speak for or against the application the public hearing closed at 12:37 pm.

A. Graton made a motion to approve the application with the same conditions as event held at Rivers Edge; with dates to be updated.

C. Roffo seconded the motion.

All in favor.

7.10. PL2019-0049MC 211 Lakeside Ave Motorcycle Week Vendor Spaces (PDF)

The public hearing opened at 12:39pm

With no one to speak for or against the application the public hearing closed at 12:39 pm.

K. Larsen made a motion to approve the application with the same conditions as last year; with dates to be updated.

A. Graton seconded the motion.

All in favor.

7.11. PL2019-0050MC 1193 Weirs Blvd Motorcycle Week Vendor Spaces (PDF)

B. Crawford noted that there is a backflow preventer on the property that needs to be tested prior to event.

The public hearing opened at 12:40pm

With no one to speak for or against the application the public hearing closed at 12:40 pm.

A. Graton made a motion to approve the application with the same conditions as prior event; with dates

to be updated.

A. Lovisek seconded the motion.

All in favor.

7.12. PL2019-0051SE Downtown Laconia Pumpkin Festival (PDF)

Karmen Gifford addressed the committee. She informed them that this application is to get the ball rolling, activities are still be lined up (10K/5K route; the TTO for event; Zombie Walk; etc.)

A. Graton made a motion to continue the Laconia Pumpkin Festival application to the June 5, 2019 meeting.

C. Roffo seconded the motion.

All in favor.

7.13. PL2019-0052SE Laconia Multicultural Festival (PDF)

Applicant's representative outlined that it is the same event as last year. They will connect with DPW; Fire Department and Police Department as event gets closer to coordinate with them.

The public hearing opened at 12:51pm

With no one to speak for or against the application the public hearing closed at 12:51 pm.

A. Graton made a motion to approve the application with the same conditions as prior event; with dates to be updated.

A. Lovisek seconded the motion.

All in favor.

7.14. PL2019-0053MC 1197 Union Ave Motorcycle Week Vendor Space (PDF)

The committee noted that the requested hours at 8am to 12:30am. Due to the noise volume (dyno tuner) they are willing to approve the vendor with last year's hours of 9:00am to 8:00pm.

The public hearing opened at 12:53pm

With no one to speak for or against the application the public hearing closed at 12:53 pm.

A. Graton made a motion to approve the application with the same conditions and hours (9:00am to 8:00pm) as prior year; with dates to be updated.

C. Roffo seconded the motion.

All in favor.

7.15. PL2019-0054MC Rte 3 And Hayes Rd Motorcycle Week Temporary Parking (PDF)

The public hearing opened at 12:54pm

With no one to speak for or against the application the public hearing closed at 12:54 pm.

A. Graton made a motion to approve the application with the same conditions as prior year; with dates to be updated.

K. Larsen seconded the motion.

All in favor.

7.16. PL2019-0055MC 18 Endicott St North Motorcycle Week Vendor Spaces (PDF)

The public hearing opened at 12:55pm

With no one to speak for or against the application the public hearing closed at 12:55 pm.

B. Crawford made a motion to approve the application with the same conditions as prior year; with dates to be updated.

A. Graton seconded the motion.

All in favor.

7.17. PL2019-0057SE 25 Beacon St East Food Truck (PDF)

K. Larsen noted that the parking configuration downtown may change prior to the event. If this occurs a new parking plan will be required.

The public hearing opened at 12:59 pm

With no one to speak for or against the application the public hearing closed at 12:59 pm.

A. Graton made a motion to approve the application with the following conditions:

- A certificate of liability must be provided
- Port-o-potty contract must be provided
- Trash removal contract must be provided
- Vendor license must be obtained from Licensing Department
- Must comply with Chapter 195, Appendix A (Public Safety Regulations for Temporary Vending Establishments)
- If parking configuration changes a new plan must be provided

C. Roffo seconded the motion.

All in favor.

7.18. PL2019-0058MC 1072 Watson Rd Motorcycle Week Vendor Space (PDF)

The public hearing opened at 1:00pm

With no one to speak for or against the application the public hearing closed at 1:00pm.

A. Graton made a motion to approve the application with the same conditions as prior year, with dates to be updated; police detail (2 officers) Thursday night – Saturday night on both weekends; staff security (12) for coverage at entrance/exit gates.

C. Roffo seconded the motion.

All in favor

7.19. PL2019-0059MC 1072 Watson Rd Motorcycle Week Entertainment; Beer Tent (PDF)

The public hearing opened at 1:04pm

With no one to speak for or against the application the public hearing closed at 1:04pm.

K. Larsen made a motion to approve the application with the same conditions as last year, with dates to be updated; and \$500 beer tent fee must be paid.

A. Graton seconded the motion.

All in favor.

7.20. PL2019-0060SE Weirs Beach Blues Concert (PDF)

Charlie St. Clair outlined the event. It is a one day concert; stage will be facing Lakeside Ave. Capacity is 2200 people; there will be two points of egress. He noted it still needs Council approval. Hours would be 11:00am to 11:00 pm.

B. Crawford asked if food vendors will require water. Port-o-potties will be utilized (not bathhouse). C. Roffo noted no glass containers. Trash removal was also discussed. K. Beattie stated that they will have to discuss staffing requirements. An entertainment license and outdoor loudspeaker license will be required from Licensing Department.

The public hearing opened at 1:16pm

With no one to speak for or against the application the public hearing closed at 1:16pm.

A. Lovisek made a motion to approve the application with the following conditions:

- Entertainment License obtained from Licensing Department
- Outdoor Loudspeaker License obtained from Licensing Department
- A certificate of liability must be provided
- Port-o-potty contract must be provided
- Trash removal contract must be provided
- Updated site plan must be provided
- City Council approval must be obtained
- Police detail will be required
- Fire Department detail, as agreed upon at future meeting with applicant, required.
- Liquor commission approval required

H. Young seconded the motion.
All in favor

- 7.21. PL2019-0061MC 45 Endicott St North Motorcycle Week Temporary Parking (PDF)
Applicant explained that the change in the application reflects the new parking area that is being installed and will be paved in time for Motorcycle Week.

B. Crawford noted that there is a backflow preventer on the property that needs to be tested prior to event.

The public hearing opened at 1:22pm
With no one to speak for or against the application the public hearing closed at 1:22pm.

K. Larsen made a motion to approve the application with the same conditions as last year, with dates to be updated; and \$500 beer tent fee must be paid.

A. Graton seconded the motion.
All in favor.

- 7.22. PL2019-0062MC 718 Endicott St Motorcycle Week Vendors And Campground (PDF)
Applicant was not in attendance at the meeting. Due to the significant number of changes since previous application(s), the committee decided to continue the application to the June 5, 2019 meeting so that the applicant can explain what he is looking to do and to answer any questions from the committee.

A. Graton made a motion to continue application PL2019-0062MC 718 Endicott St. N to the June 5, 2019 meeting.

C. Roffo seconded the motion.
All in favor.

8. OTHER BUSINESS

None

9. ADJOURNMENT

K. Larsen made a motion to adjourn the meeting at 1:26 PM

K. Beattie seconded the motion.

All in favor. Meeting adjourned.

Respectfully submitted,

Karen Clark
Zoning Technician