



City of Laconia
Special Events Technical Review Committee
Wednesday, May 2, 2018 - 12:00 PM
City Hall Conference Room 200A
Minutes Accepted 6/6/2018

5/2/2018 - Minutes

1. CALL TO ORDER

B. Loughlin: Calls the meeting to order at 12:04 PM

2. ROLL CALL

Roll call conducted with the following present: Gordon Loud, Shannon Greenwood, Ben Crawford, Charlie Roffo, Al Graton, and Brandee Loughlin

3. RECORDING SECRETARY

Robert Mora

4. STAFF IN ATTENDANCE

None

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

B. Loughlin: Asks if any changes are requested to last months minutes?

No changes were requested.

B. Loughlin: States that minutes will be considered accepted as no changes were requested.

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. PL2018-0010SE - 125 Celebration (PDF)

B. Loughlin: Opens the Application to the Public at 12:04 PM

Applicant comes forward and provides documentation. Providing the application for fireworks, insurance, port-o-potty contract, TTO, and site map. Continues on describing where tents will be located and what they will be used for.

C. Roffo: Explains what's inspections will be needed for the tents and that they must be staked down.

K. Erickson, Fire Chief: Explains that they need approval from the state and then routed to the Fire Department and the Police Department.

S. Greenwood: States they need to stop by licensing and get a license as well.

B. Loughlin: Explains that the parade route matches the map.

G. Loud: States he sees no problem with parade route.

B. Loughlin: Gets clarification on vendor locations, tents, and what is going to be located at the tents.

K. Dunleavy: Asks if there is going to be a beer tent.

Applicant: Explains that to her knowledge there is not going to be however things are still being finalized.

B. Loughlin: Explains that if there are any more changes they will need to get with the committee to get them finalized.

Board Discussion: Discusses what will be need to approve application.

Proposed Conditions of Approval.

- Events License
- Fireworks License approved by the City of Laconia
- Permit from the Fire Department to shoot fireworks
- Approved TTO
- Updated map and vendors list provided to Planning Department and Parks Commission
- Required items from Appendix A and B
- No overnight parking or camping
- Applicant to check with State Tramway and Amusements to ensure inflatables meet requirements
- Standard Special Events Conditions

B. Loughlin: Asks if anyone from the Public wishes to speak. No one from the Public wished to speak and the application was closed to the public at 12:17 PM.

C. Roffo: Motions to approve the application with the conditions stated previously.

A. Graton: Seconds motion.

All voted in favor 7-0.

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.

G. Loud: Departs at 1:35 PM

7.1. PL2018-0028MC - 14 Foster Ave - Parking (PDF)

B. Loughlin: Opens the Application to the Public at 12:19 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 12:19 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

K. Dunleavy: Motions to approve the application with the same conditions as last year.

C. Roffo: Seconds motion.

All voted in favor 7-0.

7.2. PL2018-0027SE - Route 3 Watson Rd - Parking (PDF)

B. Loughlin: Opens the Application to the Public at 12:19 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 12:19 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

C. Roffo: Motions to approve the application with the same conditions as last year, with the addition that there will be no vendors and only parking.

A. Graton: Seconds motion.

All voted in favor 7-0.

7.3. PL2018-0030 MC 45 Endicott St East - Parking (PDF)

B. Loughlin: Opens the Application to the Public at 12:22 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 12:22 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

A. Graton: Motions to approve the application with the same conditions as last year.

C. Roffo: Seconds motion.

All voted in favor 7-0.

7.4. PL2018-0032MC - City Of Laconia Boardwalk On Lakeside Ave - Vendor Spaces (PDF)

B. Loughlin: Opens the Application to the Public at 12:23 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 12:23 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

K. Dunleavy: Motions to approve the application with the same conditions as last year.

A. Graton: Seconds motion.

All voted in favor 7-0.

7.5. PL2018-0033MC - City Of Laconia - 918 Weirs Blvd - Vendor Spaces (PDF)

B. Loughlin: Opens the Application to the Public at 12:24 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 12:24 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

K. Dunleavy: Motions to approve the application with the same conditions as last year.

C. Roffo: Seconds motion.

All voted in favor 7-0.

7.6. PL2018-0034MC - 1184 Weirs Blvd - Parking (PDF)

B. Loughlin: Opens the Application to the Public at 12:25 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 12:25 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

K. Dunleavy: Motions to approve the application with the same conditions as last year.

C. Roffo: Seconds motion.

All voted in favor 7-0.

7.7. PL2018-0035MC - 1187 Weirs - Parking (PDF)

B. Loughlin: Opens the Application to the Public at 12:26 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 12:26 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

A. Graton: Motions to approve the application with the same conditions as last year.

C. Roffo: Seconds motion.

All voted in favor 7-0.

7.8. PL2018-0038MC - 19 Rollercoaster Rd - Parking (PDF)

B. Loughlin: Opens the Application to the Public at 12:27 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 12:27 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

A. Graton: Motions to approve the application with the same conditions as last year. Also needs to provide the City with a copy of the Port-Potty Contract by COB 6/1/2018.

C. Roffo: Seconds motion.

All voted in favor 7-0.

7.9. PL2018-0039MC - 1065 Watson Rd - Vendor Spaces (PDF)

B. Loughlin: Opens the Application to the Public at 12:29 PM

Alley Etton:: Describes event.

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 12:39 PM

Board Discussion: Discuss security at event, need of assembly permit, 6ft fence around the area that will be serving alcohol, and having a requirement of 10 security guards on site.

A. Graton: Motions to approve the application with the same conditions as last year, with the addition obtaining an assembly permit, 6ft fence around area that will be serving alcohol, and 10 security guards on site.

C. Roffo: Seconds motion.

All voted in favor 7-0.

7.10. PL2018-0040MC - 13 Andrews Ave - Parking (PDF)

B. Loughlin: Opens the Application to the Public at 12:40 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 12:40 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

K. Dunleavy: Motions to approve the application with the same conditions as last year.

C. Roffo: Seconds motion.

All voted in favor 7-0.

7.11. PL2018-0041MC - 45 Endicott St N - Vendors And Parking (PDF)

B. Loughlin: Opens the Application to the Public at 12:41 PM

Applicant Larry: Explains event.

B. Loughlin: Closes the Application to the Public at 12:48 PM

Board Discussion: Discuss that they will also need a Temporary Assembly inspection, extended liquor license from the state, and security posted at the entrance/

A. Graton: Motions to approve the application with the same conditions as last year, with the addition a temporary assembly inspection, extended liquor license from the state, and security posted at the entrance.

C. Roffo: Seconds motion.

All voted in favor 7-0.

7.12. PL2018-0042MC - 1208-1212 Weirs Blvd - Vendors And Parking (PDF)

B. Loughlin: Opens the Application to the Public at 12:49 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 12:49 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application. Back-flows will also need to be inspected prior to event by the Water Department.

C. Roffo: Motions to approve the application with the same conditions as last year.

A. Graton: Seconds motion.

All voted in favor 7-0.

7.13. PL2018-0043MC - Kellerhaus - Parking (PDF)

B. Loughlin: Opens the Application to the Public at 12:50 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 12:50 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

C. Roffo: Motions to approve the application with the same conditions as last year.

A. Graton: Seconds motion.

All voted in favor 7-0.

7.14. PL2018-0044MC - Endicott St - Parking (PDF)

B. Loughlin: Opens the Application to the Public at 1:36 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 1:36 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

A. Graton: Motions to approve the application with the same conditions as last year. Applicant must provide a copy of the Porto-Potty contract and RV waste removal contract by 6/1/2018.

C. Roffo: Seconds motion.

All voted in favor 6-0.

7.15. PL2018-0045MC - 38 Endicott St - Vendor Spaces (PDF)

B. Loughlin: Opens the Application to the Public at 1:37 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 1:37 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

A. Graton: Motions to approve the application with the same conditions as last year. The applicant is not allowed to have two sided vending on the site.

C. Roffo: Seconds motion.

All voted in favor 6-0.

7.16. PL2018-0046MC - 76 Endicott St - Vendor Spaces And Parking (PDF)

B. Loughlin: Opens the Application to the Public at 1:37 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 1:37 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

A. Graton: Motions to approve the application with the same conditions as last year.

C. Roffo: Seconds motion.

All voted in favor 6-0.

7.17. PL2018-0047MC - 97 Endicott St N - Vendor Spaces (PDF)

Correction should be 70 Endicott St N

B. Loughlin: Opens the Application to the Public at 1:38 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 1:38 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application. Laconia Police Department will monitor event to decide whether a Police Detail will be required.

A. Graton: Motions to approve the application with the same conditions as last year, along with possibly needing a Police Detail per Laconia Police Department, Light House will not be illuminated. Bulletin # 2017-02 from State of New Hampshire Department of Safety must be adhered too. Back-flow inspection must also be accomplished on site by the Water Department prior to Event.

C. Roffo: Seconds motion.

All voted in favor 6-0.

7.18. PL2018-0048MC - 97 Enicott St N - Parking (PDF)

B. Loughlin: Opens the Application to the Public at 1:45 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 1:45 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

A. Graton: Motions to approve the application with the same conditions as last year. Back-flow inspection must be performed on site prior to event contact the Water Department for an Inspection.

C. Roffo: Seconds motion.

All voted in favor 6-0.

7.19. PL2018-0049MC - Lakeside Ave - Vendor Spaces (PDF)

B. Loughlin: Opens the Application to the Public at 12:52 PM

Charlie Sinclair: Explains that the event is the same as last year.

B. Loughlin: Closes the Application to the Public at 12:52 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

A. Graton: Motions to approve the application with the same conditions as last year.

C. Roffo: Seconds motion.

All voted in favor 7-0.

7.20. PL2018-0050MC - Opechee - MC Show (PDF)

B. Loughlin: Opens the Application to the Public at 12:53 PM

Charlie Sinclair: Explains event and that there are not changes from last year.

B. Loughlin: Closes the Application to the Public at 12:53 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

A. Graton: Motions to approve the application with the same conditions as last year. The applicant must provide liability insurance to the City prior to the event.

C. Roffo: Seconds motion.

All voted in favor 7-0.

7.21. PL2018-0051MC - Tower Street - Hill Climb (PDF)

B. Loughlin: Opens the application to the Public at 12:54 PM

Applicant Charlie Sinclair: Explains Hill Climb event.

Board Discussion: Describe what will be need by applicant and explain the conditions of approval should the event take place.

Proposed Conditions of Approval

- Letter of Permission from Property Owner
- 143 Endicott plan needs to reflect trailer parking for that day 6/19 or letter of permission
- Safety Checklist and Safety Plan provided to the City by June 1
- Updated Plan by May 21
- Road must be secured by 10AM on the day of the event
- Ambulance must be staged per requirements from Laconia Fire Dept.
- Copy of Insurance

B. Loughlin: Asks if anyone from the Public wishes to speak for or against the application.

No on from the Public wished to speak for or against the application.

B. Loughlin: Closes the application to the Public at 1:06 PM

K. Dunleavy: Makes a motion to conditionally approve the application with the conditions that were previously mentioned.

B. Crawford: Seconds motion

All voted in favor to conditionally approve the application 7-0.

7.22. PL2018-0052MC - Lakeside Ave - Bike Jump (PDF)

B. Loughlin: Opens the application to the Public at 1:06 PM

Applicant Charlie Sinclair: Explains event and that the event is not firm as there is still a lot of planning that needs to be accomplished.

Board Discussion: Board discusses what kinds of requirements would be needed for the event, times the street would need to be closed, fences, safety devices, temporary traffic order, set up, tear down, life and safety issues, updated site plan, and needing an updated description of what the actual event will be.

Proposed Conditions

- Fence in place by 8AM
- Area marked off for No Parking by 2AM
- Traffic Closed 15 Minutes prior to Jump
- Everything needs to be removed from area by 4PM
- Updated Temporary Traffic Order
- Ambulance must be staged prior to even per Laconia Fire Dept
- Parking Plan for equipment
- Set up and Tear Down Plan
- Written Description of Event
- Resubmit all documents and plans by 21 May 2018
- Updated Site Plan for Event

B. Loughlin: Asks if anyone from the Public would like to speak for or against this application.

No on from the Public wished to speak for or against the application.

B. Loughlin: Closes the application to the Public at 1:32 PM

A. Graton: Motions to conditionally approve the application with the conditions that were discussed prior.

C. Roffo: Seconds motion.

All voted in favor 7-0

7.23. PL2018-0053MC - 0053 - 1197 Union Ave - Vendor Spaces (PDF)

B. Loughlin: Opens the Application to the Public at 1:45 PM

No one wished for speak from the Public.

B. Loughlin: Closes the Application to the Public at 1:45 PM

Board Discussion: No changes were submitted and application appears to be the same as last years application.

A. Graton: Motions to approve the application with the same conditions as last year with the condition Dyno Tuner is not to be used before 9:00 AM.

C. Roffo: Seconds motion.

All voted in favor 7-0.

8. OTHER BUSINESS

No other business

9. ADJOURNMENT

A. Graton: Motions to adjourn at 1:46 PM

C. Roffo: Seconds motion

All voted in favor 6-0

Minutes Respectfully Submitted by:

Robert Mora
Zoning Technician

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.