



**City of Laconia**  
**Special Events Technical Review Committee**  
**Special Meeting**  
Friday September 23, 2019- 12:00 PM  
City Hall in the Armand A. Bolduc Council Chamber

8/23/2019 - Minutes

1. CALL TO ORDER

Meeting was called to order at 12:00 pm by R. Mora

2. ROLL CALL

Members present: Chief Matt Canfield, Laconia Police Department; Lt. Michael Finogle, Laconia Police Department; Deputy Chief Roffo, Laconia Fire Department; Amy Lovisek, Parks & Recreation; Wesley Anderson, DPW; Chief Beattie, Laconia Fire Department; Ben Crawford, Water Department  
Members Absent: Hilary Young, Licensing Department

3. RECORDING SECRETARY

K. Santoro

4. STAFF IN ATTENDANCE

Rob Mora, Assistant Planner

5. 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.

5.1. PL2019-0114SE Union Avenue Block Party (PDF)

Applicant Justin Spencer and applicant's representative Wendy Osborne outlined the application to the committee. They are proposing a grand opening event in front of their new retail store located at 777 Union Ave. The event is scheduled for Saturday, September 21st and proposed hours are "noon to fireworks". The event is planning to have music all day and culminate with a performance by Recycled Percussion followed by fireworks. The applicants are working to secure food vendors. They are requesting to close Union Ave from Elm St to Laurel St for the event and utilize the street space.

Police Chief M. Canfield noted that this is a good thing for Laconia but he had concerns due to the unknowns. As it is not a ticketed event, the number of people who may attend cannot be calculated. The idea of ticketing the event, even if they are free tickets, which would allow an approximate count was discussed with the applicant.

The committee discussed the issues of when, how and where to close Union Ave to try to minimize the impact to traffic. Diverting traffic at Mechanic was reviewed, as well as the signage necessary to inform drivers of the detour.

Parking was extensively discussed. The lack of parking in the Lakeport area is an ongoing issue and an event of this magnitude presents problems. The idea of shuttle buses from local businesses was proposed and discussed. Wes Anderson suggested that "no parking" signs be placed on the detour route and surrounding side streets to include Clinton, Walnut, Prospect, Valley, Mechanic, Manchester,

Granite. Handicap parking in city spots behind the old fire station and CJ Avery's was discussed. The types of signage necessary was discussed. It was noted that the Blues Festival and homecoming at Laconia High School are the same day and that the DPW may not have enough signs, the applicant would need to rent them for the day.

The owner of Atlas Fireworks addressed the committee, he noted that they are going to shoot off the fireworks from two barges on Lake Opechee. They are finalizing the design but they will be Class B and Class C fireworks. He noted that he will have permits by next week and that he will coordinate with the Fire Department regarding the delivery location and time. He did note that they will use the boat launch but will only need to block it for a short time, they try to plan the time so that fishermen are already out and the recreational boaters are not there yet.

It was suggested by the committee that the applicants reach out to local businesses and property owners and make them aware of what is happening and to give them time to prepare.

C. Roffo made a motion to approve application PL2019-0114SE 777 Union Ave Block Party with the following conditions:

1. The event will be held on September 21, 2019 from Noon to fireworks (approx. 10 PM)
2. No overnight camping or parking allowed.
3. Emergency contact is Wendy Osborne (317)507-1577
4. Any food vendors shall obtain all of the appropriate permits and comply with Chapter 195, Appendix A.
5. Provide a final site plan, to include vendor locations; porto-jon locations; parking locations; location of jersey barriers/security barriers; detour signs/other signage by September 9, 2019
6. Permission from private property owners for use of property for event.
7. Coordinate with Department of Public Works (DPW) for trash; sweeping. If using private contractor(s) inform DPW of who is utilized and provide a copy of the contract to Planning Office.
8. Coordinate with Laconia Police Department and Laconia Fire Department for appropriate detail assignments.
9. Provide Certificate of Liability by September 9, 2019
10. Temporary traffic order to be obtained from City Council
11. Event license to be obtained from Licensing Department
12. Enter into escrow agreement(s) with appropriate department(s) of the City of Laconia for services rendered.
13. Adhere to Chapter 195 of the Laconia City Ordinances

W. Anderson seconded the motion.  
All in favor.

## 6. ADJOURNMENT

C. Roffo made a motion to adjourn the meeting at 12:50 PM

A. Lovisek seconded the motion.

All in favor. Meeting adjourned.

Respectfully submitted,

Karen Santoro  
Zoning Technician