



City of Laconia
Special Events Technical Review Committee
Wednesday, September 5, 2018 - 12:00 PM
City Hall Conference Room 200A

Accepted 10/3/2018

9/5/2018 - Minutes

1. CALL TO ORDER

Chair: B. Loughlin: Calls the meeting to order at 12:07 PM

2. ROLL CALL

R. Mora: Conducts roll call with the following present: Krista Larsen, Kevin Dunleavy, Shannon Greenwood, Allen Graton, Charlie Roffo, and Brandee Loughlin.

3. RECORDING SECRETARY

Robert Mora, Zoning Technician

4. STAFF IN ATTENDANCE

None

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

K. Dunleavy: Motions to accept minutes as presented.

All voted in favor 6-0 to accept minutes 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.

6.1. PL2018-0083SE - Laconia Pumpkin Festival (PDF)

Chair: B. Loughlin: Opens the application at 12:07 PM

Applicant: Karmen Gifford: Explains the event and locations of where vendors will be located and events that will be taking place at Pumpkin Festival.

Board discusses what will be needed at the event.

Chair: B. Loughlin: Explains that based off of the board discussion that the following will be needed for Pumpkin Festival for approval.

1. Actual map of the horse rides route
2. Location of the following shown on the site plan - vendors on Church St, vendors on Canal St, vendors on Dartmouth, vendors on Soda Shoppe walk way, layout of kids rides area.
3. Event license application
4. Beer tent hours for Friday and Saturday
5. Possible port-o-potties in City Hall Parking Lot
6. Approved TTO from City Council
7. Locations for Dumpsters

Chair: B. Loughlin: Closes the application to the public at 12:20 PM.

Chair: B. Loughlin: Recommends the application be continued until October 3, 2018 meeting.

C. Roffo: Motions to continue the application until the October 3, 2018 meeting.

A. Graton: Seconds motion.

All voted in favor 6-0 to continue the application until the October 3, 2018 meeting.

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. PL2018-0086SE - Biketemberfest - Block Party (PDF)

Chair: B. Loughlin: Opens the application to the public at 12:26 PM.

Agent: Jennifer Anderson: Explains the event and that they have met with several City departments and the State Liquor Commission.

Board Discusses that they were present with the meetings and understands the requirements that the applicant must abide by.

Chair: B. Loughlin: Closes the application to the public at 12:39 PM

Chair: B. Loughlin: Recommends to the board that if the event is approved it should have the following conditions attached to it.

1. Bicycle Fencing will be used to enclose the area and to create an 8 foot buffer with two rows of fencing.
2. No glass containers will be allowed outside.
3. Drinks cannot be brought from one establishment in to another.
4. Color coded cups will be required for each vendor location selling drinks to be consumed outside.
5. If vendor is does not acquire an extended license from the state they must post signage at entrance and exit that drinks are not to leave the establishment.
6. Security plan and layout must be complied with unless otherwise approved by the Laconia Police Department and Fire Department IN WRITING or event will be shut down.
7. Color coded cup assignments must be sent to the Laconia Police, Fire, and Planning Department by September 12, 2018
8. Only Tower Hill agrees to sell cans outside. All other establishments will use the assigned color coded cups.
9. Security detail is to ensure that all alcohol is removed by 1:30AM
10. List of who plans to extend or has the ability to extend needs to be provided to the Planning Department by September 12, 2018
11. Loud speaker hours are until 11 PM unless otherwise authorized by City Council or the City Manager
12. Applicant is required to pay for a two Officer Police Detail from Laconia Police Department until 2AM on Friday and Saturday.
13. Event Staff is responsible for trash removal.
14. Dumpster from event is to be removed by Wednesday 9/19.
15. Inspection of the compound area is required prior to opening on Friday, September 14th Occupancy will be based on the site inspection and the temporary assembly permit will be issued after the inspection has been completed.
16. Exit calculations are based on the widths proposed by the sponsor and must remain as clear width openings for the entire event. The emergency exit between Surfside and the Crazy Gringo shall be staffed by security. Any fencing across this exit shall be designed to be rapidly removed in the event it is needed.
17. Fire extinguishers are required at the stage and all significant outside bar areas. (This does not include beer tubs or small bar areas).
18. Any portable or enclosed food venting sites shall meet the requirements of the state of New Hampshire and Laconia Appendix A and B.
19. Security personnel must monitor all access points to ensure a proper count is maintained. The sponsor's security team shall be required to use digital counters (in and out) to ensure an accurate count.

C. Roffo: Motions to approve the event with the conditions mentioned above.

K. Dunleavy: Seconds motion.

All voted in favor 6-0 to approve the event with the above mentioned conditions.

8. AFTER ACTION REPORT

Chair: B. Loughlin: Explains that this will be moved for Wes Anderson the Director of Public Works as he was unable to make today's meeting.

9. OTHER BUSINESS

No other business.

10. ADJOURNMENT

A. Graton: Motions to adjourn at 12:41 PM

C. Roffo: Seconds motion.

All voted in favor 6-0 to adjourn at 12:41 PM

Meeting adjourned at 12:41 PM

Minutes respectfully submitted by:

Robert Mora, Zoning Technician