



City of Laconia
Special Events Technical Review Committee
Wednesday, November 7, 2018 - 12:00 PM
City Hall Conference Room 200A
Accepted December 4, 2018

11/7/2018 - Minutes

1. CALL TO ORDER

D. Trefethen: Calls the meeting to order at 12:03 PM

2. ROLL CALL

R. Mora: Conducts roll call with the following present: Ben Crawford, Al Graton, Charlie Roffo, Krista Larsen, Kevin Dunleavy, and Dean Trefethen.

3. RECORDING SECRETARY

Robert Mora

4. STAFF IN ATTENDANCE

None

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

D. Trefethen: Asks if anyone has any requested changes or additions to the minutes?

No one requested any changes or additions.

D. Trefethen: States that the minutes will be considered accepted as no changes or additions 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.

There were not continued public hearings.

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)

D. Trefethen: Opens the application to the public at 12:03 PM

Applicant: Janet Brough: Explains event and that it is the same as previous years.

D. Trefethen: Asks if any one has any questions or concerns for the application.

D. Trefethen: Closes the application to the public at 12:03 PM

D. Trefethen: Explains that if the board decides to approve the application the same conditions as last year could be used as the application is the same as last year.

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

C. Roffo: Seconds motion.

All voted in favor 6-0 to approve the application.

8. OTHER BUSINESS

8.1. PL2018-0095 - Holiday Parade Amendment (PDF)

D. Trefethen: Explains that the Holiday Parade would like to make an amendment to its originally approved plan.

Applicant: Tara Shore: Explains that they would like to add some vender spaces in front of the Colonial Theater and on Canal Street. That they have submitted a new TTO as well to include the shut down of Canal St. Also discusses that they would like to have a Hayride set up, however they do not have a plan or a route yet for the hayride.

K. Larsen: Asks applicant about light projects downtown, such as poles being decorated or lights being strung from buildings.

Applicant: Tara Shore: States that they will not be stringing lights between buildings as has been discussed in the past however they do plan on coordinating lighting the poles.

K. Dunleavy: Explains that the poles have been tested to see if they will work and that one pole was found that does not have power.

Applicant: Tara Shore: Also discusses that they will be placing a tree near the stop sign where there is a place set for tree.

K. Dunleavy: Explains that he is prepared for that.

K. Larsen and A. Graton: Discuss that the applicant can come and speak with them about placement of no parking signs for the event.

Applicant: Discusses having a hayride and not shutting down traffic and allowing the hayride to go with traffic.

A. Graton: States that he does not recall this ever happening.

Board Discusses: The need for an updated Site Plan for the event and what will be needed for the TTO along with cleaning up waste material from the horses. Board states that if the amendment is approved they need to add conditions from Appendix A. Also that the applicant must coordinate with DPW for barriers for road closures.

D. Trefethen: States that should this application be amended, they update the TTO, provide a new site plan by November 19, and add all requirements from Appendix A.

K. Larsen: Motions to approve the amendment with the conditions that Dean has added.

C. Roffo: Seconds motion.

All voted in favor 6-0

9. ADJOURNMENT

C. Roffo: Motions to adjourn at 12:20 PM

K. Dunleavy: Seconds motion.

All voted in favor 6-0, meeting adjourned at 12:20 PM

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.