

**COMBINED MEETING
LICENSING AND
SPECIAL EVENTS TECHNICAL REVIEW COMMITTEE
NOVEMBER 6, 2013
DRAFT MINUTES**

Present: Special Events/ Licensing: S. Saunders, **Planning:** S. McCusker, **Code (entered late):** C. Roffo, **LFD;** K. Walsh, **Licensing;** B. Swan, **DPW,** K. Erickson, **LFD;** K. Beattie, **LFD;** K. Dunleavy, **Parks;** M. Canfield, **LPD;** K. Snow, **Planning/ Zoning** J. Rogato, **Chairman**

J. Rogato called the joint meeting to order at noon.

Licensing Review-

RAF- St. Francis Rehab & Nursing Center Draw Date 11/9/13 to benefit the annual expenses of the residents.
Prizes: Various donated items from local businesses

RAF- Laconia Endowment Educational Foundation Draw Date 11/5/13 to benefit grants for the teachers in the Laconia School System.
Prize: a Dell Computer

USH- Pleasant Street School had a Halloween Parade on 10/31/13 from 1:30pm – 2:15pm
Route: Pleasant St, Harvard St, Dartmouth St, Tremont St, Pleasant St, end at School
A Motion was made by K. Erickson to approve the two raffle licenses and the use of street/highway applications seconded by M. Canfield, Approved.

Licensing Regular-

RAF- Opechee Garden Club Draw date 12/7/13 to benefit the scholarship program and community betterment projects
Prizes: Noah Tree, Dinnerware and Gift Certificates
Motion to approve the above raffle application by K. Erickson, seconded by M. Canfield, Approved.

Licensing/ SERC:

USH- Laconia Main Street Initiative is sponsoring the annual holiday parade from 11am-3pm
Route: Main St from Wyatt Park to Veteran's Square

J. Rogato made a clarification that the Holiday Parade is on 11/30/13 because it was accidentally missed on the agenda.

USH- MC Cycle & Sport is having a foot race on 12/7/13 from 11am- 12pm to benefit the WLNH Children's Auction
Route: Main St/ Veterans Sq., Church St, Pleasant St, Gale Ave, Holman St, Birchwood Way, Holman St, Pump Station Rd, Shore Dr, Holman St, Gale Ave, Pleasant St, Church St, End at Veterans Sq.

Licensing-A Motion to approve the Holiday parade and the foot race by K. Erickson seconded by M. Canfield, Approved with discussion: J. Rogato said this is under the definition of a special event and he feels that it should be reviewed by the Special Events Committee.

Any comments on this: S. Saunders asked police for road closures. M. Canfield said they are all set, and they have talked with both groups. No traffic order is required J. Rogato said because there is an approved parade route with the city, and anyone doing a parade following that route doesn't need one. K. Walsh said she thinks the Holiday

Parade did a traffic order with the City Council. S. Saunders said and she would like to have the special events committee vote as well.

To clarify the process: Special Events will piggyback on Licensing for now; use their application for these two.

SERC- Motion to approve the Holiday parade by M. Canfield and seconded by K. Walsh. All voted in favor.

M. Canfield said there are about 120 in the foot race. S. Saunders asked if DPW puts up barricades and K. Dunleavy said they do as needed. S. Saunders asked if the applicant reaches out to DPW for this and was told yes. K. Erickson said they have been doing this for so long, it's pretty routine.

S. Saunders said if they were here, we would ask them to organize everything at one meeting.

K. Erickson asked if someone has to go to Special Events, can we do it all at one time or do we have to do them separately and S. Saunders said all at one time

SERC- Motion to approve the foot race by M. Canfield seconded by K. Walsh: all in favor.

OLS- the Salvation Army is having their annual Turkey Plunge at Opechee Park on 11/23/13 from 9am-1pm and will use the loudspeaker for a DJ and to speak to the participants.

Licensing: Motion to approve the OLS application for the Turkey Plunge by K. Erickson, seconded by M. Canfield., approved.

J. Rogato asked if they had applied for a Special Events permit and K. Walsh said they went to Parks and Rec for approval to use the park. S. Saunders said they have not been to Special Events. K. Erickson said he was approached on the turkey plunge; there will be a safety crew and ambulance there. K. Dunleavy said they receive liability Insurance from the Salvation Army. S. Saunders asked if the city provides an ambulance and was told yes per K. Erickson; she asked what about foot race, and was told no, it is too costly for the foot race to have an ambulance on standby, as the response time isn't long because the station is right up the street. The Hospital pays for an ambulance for the turkey plunge per K. Erickson

SERC- A motion was made to approve the Turkey Plunge by M. Canfield, seconded by K. Dunleavy, all in favor.

OLS- VFW Post 1670 is having a Veteran's Day Ceremony at Veteran's Square on 11/11/13 at 11am

Licensing- a motion to approve the Veteran's Day ceremony by K. Erickson, seconded by M. Canfield, Approved.

SERC- a motion was made to approve the VFW Application by K. Dunleavy, seconded by M. Canfield, all in favor.

SERC:

A discussion on the rules and regulations for Special Events and going over the revised Special Events application.

There was discussion on the new fast track application process for Motorcycle Week:

S. Saunders asked both committees to look at the Special Events application and asked for comments at the next meeting.

J. Rogato asked why 10 copies are required and S. Saunders said they are needed for all of the committee members.

(CODE entered meeting) S. Saunders asked the Special Events Committee members if they need everything. K. Erickson said for bike week he needs all. C. Roffo said doesn't need to see propane tank size/number but wants the food vendors, and their size.

S. Saunders asked if we should have one application for both and M. Canfield said yes, he thinks it would be easier.

S. Saunders could waive at the administrative level whether they need a site plan.

It was asked if we can re-arrange the top portion of the application and S. Saunders said input is needed from everyone on what information is needed on the application. K. Erickson asked if we can get a bike week application without the changes. K. Snow left the meeting to make them for the members.

S. Saunders said she would like a year for the events to come forward and then make the final decisions. She said we could start a tally on the events, and then work on who has to come before Special Events, and who doesn't. She said we may be able to compile that now from experience.

K. Erickson asked about events like Brenda's Ride and the Peter Makris Ride; are those a special event or not? S. Saunders said that is up to the committee.

K. Erickson said now they don't even get the use of streets and highways permit. K. Snow said if they are holding this event during bike week, there are many rides held. S. Saunders asked if they have a police escort and K. Erickson said there are at least 20 rides during bike week, and none get the use of streets permit now. K. Dunleavy said he doesn't feel special events is needed for those, and B. Swan said DPW is not involved. K. Erickson said by city ordinance, they should get the use of street but they don't push the issue. He said he feels that this will cause issues. C. Roffo said we are trying to make this all fit into the ordinance, and maybe it is time to look at the ordinance and see where changes should be made. K. Walsh said that the city attorney said she feels we should scrap and re-write this portion.

S. Saunders said we recently did Chapter 195 over but that we did not know what licensing did when they rewrote that. We need to make sure that Chapter 195 matches licensing, and was told it currently doesn't. We will need several meetings to meld that process.

S. Saunders said we need to go through the events, make notes, and then change the ordinance to fit. That can't be drafted now until we go through the process.

S. Saunders suggested that we get 1 copy of a plan and give it to the members who need that. Maybe we can scan and send it.

S. Saunders went over the Special Events application. We need the address, for both the applicant and agent, if they differ. We can eliminate the propane tank size and number, and put in food vendors and numbers. C. Roffo will look at his fee structure and see if it makes sense to change that to sq. ft., and not base it on occupancy.

K. Walsh mentioned the nonprofit inspection fee for Fire. They will get information to K. Walsh before the next meeting.

J. Rogato asked who fills out the application and was told it is usually the applicant but the property owner must sign it. K. Erickson said we could have section to be filled out by city: current use, Map Street Lot, zoning district. K. Dunleavy asked if insurance is required for events held on city streets. S. Saunders said we should do that. Add certificate of insurance to application. K. Erickson asked if someone is marching in a parade and trip in a pot hole, who is liable and S. Saunders said we should talk to legal counsel on this.

It was suggested that an applicant could submit digitally. We can request one large size plan and scan it. C. Roffo said he needs the large formats for site like the drive in. Fire and Police want larger plans so we need at least 3 large plan sets. Code said he can do digital. C. Roffo said the size of plans can affect e-mail. C. Roffo said maybe if site is less than so many square feet they can provide it digitally but if over, they will be required to submit full size plans. Either square feet or over a certain number of vendors.

K. Erickson said we should add pyrotechnic displays. K. Erickson said those are not inspected on private property; we just give them a permit. It was asked if the Weirs Action Committee needs a permit for their shows. S.

McCusker said if an inspection is needed, then it needs a permit.

K. Dunleavy said the 4th of July celebration should come before them but that the series of fireworks during the summer doesn't need to have come in. There are no vendors and no extra crowd control. K. Dunleavy said he doesn't need to see them.

S. Saunders asked everyone e-mail K. Walsh or K. Snow events they can think of so we can then determine if they need to come to Special Events or Licensing. Think of every type of event. K. Dunleavy said he can get the temporary traffic orders that were done in a year.

S. Saunders said to take a look at the letter with the paragraph regarding the fast track option. C. Roffo asked how to track "issues". How do we do that? The property owner is ultimately responsible for their vendors.

Licensing Minutes - Approval of minutes for October 2, 2013- Rogato, Erickson & Clary. Motion to approve by K. Erickson, M. Canfield, approved.

SERC Minutes- Approval of minutes for September 25, 2013: Motion to approve by K. Walsh, seconded by B. Swan, all in favor, 5-0.

Licensing New Business: Raffle for Lakes Region Child Care Services: draw date 12/13/13
Motion to approve by M. Canfield, seconded by K. Erickson, approved.

Licensing Old Business: None

Licensing Adjournment: K. Erickson moved to adjourn, seconded by M. Canfield. It was voted to adjourn.

SERC Adjournment- M. Canfield, seconded by K. Dunleavy. It was voted to adjourn.

The meeting was over at 1:15 pm.

Submitted by: **Staff:** K. Walsh, **Licensing;** K. Snow, **Zoning Technician**

USH-Use of Street/Highway IV-Itinerant Vendor RAF – Raffle OLS – Outdoor Loudspeaker ENT – Entertainment