



**CITY OF LACONIA
LICENSING BOARD
ROOM 200B
August 7, 2013
12 pm
MINUTES**

Present: Chairman Rogato, Deputy Chief Shawn Riley, Captain Canfield, City Manager Scott Myers & Planning Director Shanna Saunders

Guests :

Craig Barkal from Craig's taxi would like to speak with the License Board about the Taxi Company and Taxi Driver Procedures:

Craig spoke to the License Board about Steven's Taxi who appears to have a driver that is driving in Laconia more specifically in the weirs beach area in a van that doesn't belong to Steven's Taxi and both the driver and the vehicle are not licensed through the city. Steven's Taxi has also been seen driving a Chrysler 300 in Laconia which also isn't licensed through Laconia. The license board thanked Craig for the tips and the police department will be looking into this and they will be calling Craig back to give him an update. Another situation Craig wanted to tell the board was that there is an older model Chevy Caprice that is driving around picking passengers up, they vehicle has a white bubble on the roof that is labeled private. We have dealt with this gentleman before and he came before the board and told us that he doesn't have his car for hire, that he only picks up his friends and will accept donations from them for gas if they have it, but the reason why he has the private bubble on his car is so that people will leave him alone. Also he questioned the Lakes Region Airport Shuttle on if they should be required to follow the same liability insurance requirements because they don't just provide rides to the airport they are at concerts and other events. The Board told him that they have looked into that company before and because they are for private functions and fall under the livery license similar to limousine companies who also don't need licenses.

John Moriarty came to the Board to speak on behalf of Laconia Main Street Initiative who would like to hold a Coffee Festival in the street on Main Street on Saturday September 14, 2013. The proposal is to seek a temporary traffic order from the City Council that would close off part of Main Street from the intersection on Hanover Street to points North just to the Pleasant Street Parking Lot this is on the City Council Agenda on August 12th. In addition to that they are seeking to have the event fees waived which will also go before the City Council because they are the only ones with the authority to waive any License Fees. Captain Canfield asked John some questions about the Temporary Traffic Order, and suggested that he adds on it to ask about having the 2 hour parking limit suspended during the event so that it is easier on the Police Department and for enforcement. John agreed that that was a good idea because he had heard that there were similar issues during the Multicultural Market Day.

A motion was made to accept the event for the Laconia Main Street Initiative for the coffee festival with the contingency of the traffic pattern being approved by the City Council and that the fees also get waived by the City Council by Captain Canfield, seconded by Deputy Riley, approved.

Planning Director Shanna Saunders will be speaking with the board about her new special events application compared to the Event License in Chapter 161:

Shanna presented to the License Board her memorandum with some potential ideas for changes and trying to simplify the process for people who are applying to have events in the City and they need to see multiple departments for items needed or approval. Shanna told the board that this was something that the Motorcycle Technical Review Committee started talking about a couple of years ago, in response to a downtown event where they did an evening winter story telling stroll and they had little camp fires in 50 gallon drums on the sidewalks. The fire Department contacted the Planning Department and asked if they knew that this was going on, and that both the Planning and the Fire Department didn't know about it which led them to scrambling at the last minute trying to get the approval to have the campfires around the city and the Planning Department has had to scramble at a few events as well to check on solid waste and traffic. So the MTRC started talking about at one of their meetings and they realized that maybe what they needed was more of a special events type of ordinance to take a look at all special events and have all of the partners that were apart of these special events sit around one table and talk with the applicant so that the applicant wasn't stuck going around to each department and possibly missing some. So that was when they redrafted Chapter 195 which is for Motorcycle Week related into the Special Events ordinance. So the Special Events Ordinance has been on the books now for probably 3 or 4 months and as we have started to schedule these special event hearings we are realizing that there is now a cross over between the licensing Chapter 161 and what is now the Special Events committee. So what we are seeing is folks who are coming to the Special Events and paying the fee and going through the process and getting all approved and then also need to do licensing and there have been concerns from those applicants about them being double charged and 2 separate applications and they are confused on where to go and how to get all of this done. So the thought process from speaking with the Special Event Committee they want to know if we can better streamline this process even better. The memo is Planning first stab at a proposal in trying to take the site plan ordinance, the special events ordinance and the licensing ordinance and try to make the process more synched together and more streamlined, so that it is really a one stop shop for the customer.

For example John Moriarty was just here for the Coffee Festival he would still need to go in front of the Special Events Committee, he needs to go to the City Council for the traffic order separately and the licensing board separately and really these customers that come in and do these things, we really want to encourage and make it easy for them to do this so that we get more fun stuff happening in the City. Shanna also showed the Board an email that came in from Deputy Roffo from the Fire Department who sits on the Special Events Committee with further clarification regarding his thoughts that loud speakers and dance floors are places of assembly and he thinks that rather than just go under licensing that those items should also go in front of the Special Events Committee for the whole group as well. With the understanding that Licensing sits on the Special Events Committee, the thought is that they wouldn't necessarily be cutting out a license or cutting out a loudspeaker permit but customers could pick up the application and maybe even get there approval right at the special events meeting, that way it's just one fee and Shanna told the Board that she has spoken to the Finance Director about the Planning Department taking in one fee as an additive to the Special Event Fee they would then add in the Licensing Fee and then as they get deposited they would then go into the 2 separate department accounts. So that customer only has to write one check versus 3 or 4 checks.

The Chairman asked to see the new Special Events Ordinance, unfortunately the Copy that Shanna brought wasn't up to date and she would have to get back to the Chairman on getting him the correct copy.

Captain Canfield spoke to the Board about how he worked closely with Shanna on creating the Special Events Ordinance and the Temporary traffic Orders to try to stream line everything, because before we would have to ask the applicant if they had spoken to the fire Department, the Water Department, DPW, etc. so Special Events kind of brought that together like the MTRC does and it makes it much easier because all the departments are all right there and if any issues arise for example the gentleman who is planning the Canoe/kayak event up in the Weirs, it's easier for him to come to one place especially since he's in such of an exploratory part of creating the event, so to come before a group where there are representatives from every department and I just don't know how we can bridge that because right now we have Special Events and we have Licensing those are the only two separate entities now and everything else has been consolidated.

Shanna then began to tell the board that there are certainly things that licensing does that doesn't affect the other departments or so she thought until she got Charlie's Email. Basically what she did was she kept any vendor/ hawker and peddler that's really small, for example we've got a woman who wanted to sell just t-shirts out of an RV, she came to the Special Events Committee, we went through the whole Special Events Process and everyone said why is this single vendor coming through the special events committee, somebody like that, that's a small vendor one stop shop, really that should go through Licensing and then maybe a quick email to planning to make sure site plan wise and zoning wise she meets setbacks, but she doesn't think that we need to have police involved with that or Public Works.

Captain Canfield said that licensing is now a part of Special Events so why not make planning apart of licensing, so that way she gets complete cross over and there won't be any duplication so she will know what both boards are representing. And that way we can still maintain the 2 entities because there is stuff that the Licensing board does that really isn't applicable to Special Events. But that way she will have the cross over and we can avoid the duplication on the event sponsors part because it can still go to Special Events and know what is required but then when they come before the licensing board, she would know what they need to have for licensing.

Shanna said that she did include that in the memo as well whether if it be if the Licensing Board adds a member or as we did with Special Events we adding Licensing to the Special Events Committee, or if there is any question I can come to any of the meeting, because often times if I get an administrative application and for a new business downtown, she will reach out to Fire, DPW, Water and just ask them if they have any comments so she suggests that if Licensing gets an application and if we think it has Zoning implications or just reaching out and then Shanna may look at it and say she thinks Water needs to look at something and she will send an email to Water and check with them. That way there is a full group response to the applicant, and we aren't sending the applicant running to all the different departments to try to figure things out.

Chairman Rogato asked Shanna if there have been any issues with Licensing in the part because he wasn't aware of any.

Shanna told the Chairman that until they did the Special Events Change she thinks that it was the City Departments that had to do the running. For example the Circus, for the first couple of years the Circus came and it was a scramble to make sure that they were in a zone permitted and to review traffic patterns, and trying to get the place of assembly with the Fire Department, and that Deputy Roffo was scrambling this year because they hadn't contacted him as far as getting the assembly permit, so she feels that it works both ways, the Kayak Gentleman is the perfect example who is absolutely frustrated at having to go to 4 or 5 different departments.

Chairman Rogato, asked if he had already been in front of the Special Events Committee.

Shanna told him that he had already come before the committee but unfortunately not all of the departments were present and he was still set all over the place. But Shanna thought that it was good that at least he left with a list of everyone he should contact and what he should do. So he got a one stop check list.

Chairman Rogato, told Shanna that when he comes to licensing (which he did to ask some questions) with both the Police and Fire on board so that pretty much covers it except for the DPW, we look at traffic orders and where the vendors will be, the Fire Department they look and see what additional coverage he may need, like Chief Erickson normally asks if they are going to have propane and what kind of tents and the License Board will make sure that they have all that covered and the License Board will tell them what additional items they may need. So basically they are doing the same thing, it's just that the Special Events Committee has more members on it.

Shanna agrees that they are doing the same thing as Licensing and that basically they are putting the customer through the same process. Shanna suggests that maybe the answer is joint meetings, typically the Special Events Committee meets on the first Wednesday of each month at 1:30 and she doesn't see a problem with them bumping there time up to 12pm and she suggests if the License board doesn't want to make any substantial changes then maybe doing a joint meeting with the Licensing Group and the Special Events Group together. She feels that its very helpful to have all of the departments around one table for example with the Circus, it was Police with Traffic Orders and the Fire Department with making sure they could get equipment through which then went to DPW about signage and to have all of those departments be able to coordinate together is helpful for us.

Chairman Rogato asked if the Special Events Committee is allowed to make the decisions right there.

Shanna told him yes for the most part.

Chairman Rogato told her that he would hate to sit in on that meeting and have the applicant be told that they have to go to a separate department about something and there was a representative from that department sitting right there.

Captain Canfield said that there are some instances where some questions need to be researched and gotten back to the applicant but in most instances the questions will be answered right then and there. And the applicant will get instant feedback.

Shanna told the License Board that she just wanted to start the conversation and let the Board think about how the License Board wants to proceed and maybe Shanna can come back to the next meeting or if the License Board has questions and if anyone them would like to come to the Special Events Committee and ask them as a whole and bounce things off of them. The License Board is welcome to attend.

Chairman Rogato told Shanna after reading her memorandum he noticed that she says changes like vendors hawkers & peddlers with temporary structure with spaces no greater than 25x25 and sell one line of merchandise that they are to come before the license board, many times we will see a vendor selling more than one type of item so even if they are in a 6x6 or a parking lot space, so they would then have to go to planning because they are selling different products. From what he is reading if the space is smaller than 25x25 and they are selling more than 1 type of product then they have to go to special events because we see all the time vendors sells 2 or 3 different things.

Shanna responded that she guessed that she was thinking about the loop hole that the Broken Spoke kind of falls into during Motorcycle Week where they fence off this humungous compound and they have got all kinds of vendors in there selling all kinds of stuff and they say oh no this is all broken spoke merchandise whether if its food or motorcycle parts or t-shirts so she thought that with something like that where it's really large, you are starting to talk about other departments and other needs, so she thought that if they are really small like a space smaller than 25x 25 then they aren't probably going to have the needs for propane tanks and water and traffic control. It's small enough that you're not going need to pull all of members of the Special Events Committee together. Whereas if you start with multiple vendors or large scale spaces then we need to talk about traffic orders, water hook ups, dumpsters for solid waste like all of the packaging from boxes.

The License Clerk told Shanna that most food vendors during Bike Week are in spaces smaller than a space 25x25 and need water hook ups and propane permits.

But Shanna responded that that wouldn't need to go in front of Special Events like the BBQ guy that was interested in vending in the Weirs, where he is one single vendor like that she doesn't think that it's going to generate a ton of traffic and they aren't going to need a traffic order from the police department and it's probably only going to be one or two customers at a time so you won't need a large parking plan or a parking movement plan. And there won't be a ton of solid waste so DPW won't need to get involved. So that's what she was thinking and she said that if the License Board has thoughts otherwise that even the small vendors should have everyone on board then we certainly could go that way. Or if larger vendors should just go to Licensing then we can go that way as well. This memo is just completely first stab based on what her experience has been since being on the special events committee and she doesn't have as much insight on the licensing end of it.

The License clerk told Shanna that she issues annual Entertainment Licenses to all restaurants who hold a permanent liquor license and provide entertainment to their patrons and before they can even get their license they have to have an occupancy permit issued from the fire department or place of assembly so would special events take that over too?

Shanna replied that that was Deputy Roffo's Point in his email that loudspeakers and dance floors would qualify as places of assembly which would require fire and possible police review and they don't appear to fall under chapter 161. Shanna thinks that Deputy Roffo should come in and walk us through what his process is so that the License board is familiar with it so that we can figure out how best to get the applicant through there without having to go to multiple boards.

The License Clerk wanted to make Shanna aware that there are reoccurring entertainment licenses as well as other entertainment licenses such as the wrestling, boxing or martial arts shows that all fall under entertainment. So she wasn't sure to avoid confusion if just one department would issue all entertainment or if they thought it would be confusing to customers that one type of entertainment is licensed through the licensing Board and a different type of entertainment goes through Planning.

Shanna responded saying that bar entertainment compared to event entertainment that bar entertainment is already approved for that use whereas event entertainment so as part as the planning board process they have looked at water or sewer hookup and parking and traffic flow so to add onto that entertainment license she doesn't think that it would need any further review because it was already built into the site plan whereas with a special event, for example Tower Hill Tavern is approved as a bar, approved as a music venue but now they are going to have a wrestling match which we are seeing them today about, it's a different type of venue, a different type of crowd that is going to come and we need to think about if their parking lot is going to be enough, is what was approved under their site plan sufficient enough to be able to take on this other event that is something that was not necessarily what the planning board took into account when it was approved as a bar/ restaurant so that's where she sees the distinction, so if the establishment has already been through the planning board and it's just accessory to the primary use then she thinks that coming to licensing is fine. If the entertainment is kind of outside of that primary use then she thinks that it should be reviewed through special events because there are other City Departments that need to be involved on how it's going to be set up and play out.

The License Clerk told Shanna that she was surprised when she saw the Special Events Application come through with that applicant's name on it because he has held a couple different wrestling/boxing events at the Laconia High School and he always got an Entertainment License through the Licensing Department so she was just curious as to why he never came up to Licensing and what made him go to Planning in the first place, because his event is being held inside in an establishment that already has a current entertainment license and a certificate of Occupancy from the Fire Department.

Shanna responded that if he had come to Licensing then Planning, Fire or Public Works or water may never know that he's there. So we need to figure out the way of communicating and to get the process better working.

Chairman Rogato stated that what he's looking at is that the License Board deals with Temporary and anything more than 30 days if they are going to be there, then they need to go through planning. So for example the wrestling application, the only thing that may change is the occupancy, everything else is going to be the same with the site, and it's going to have the same water, fire protection, sewer, trash. If Tower Hill Tavern has a full house for a Jazz night and if he has a full house for a wrestling match, what's the difference?

Shanna responded with an example of what if it was Jell-O Wrestling then we are talking about solid waste issues, that particular thing wrestling maybe it may not be a huge deal but what if it was some other substance, and we should have the other departments aware of this. There are little things that at least other departments should have the opportunity to take a look at, even if their response is no we don't really need to take action on this, there won't be any big issue.

City Manager Scott Myers asked if Licensing sits on the Special Events Committee- the answer is yes

Then he asked if sometimes does that cross over here so planning is just looking to share information, he asked if she was currently being copied on agendas and minutes. - Planning is not.

Scott suggested that maybe just having Shanna as a liaison since she is staff here where if she looked at the Licensing Agenda a day ahead of time and if she was to see something that jumped out at her then she could just attend that meeting the following day or send out a blast email to the Special Events Committee and see if anyone has concerns. And if they do then Shanna could come to the meeting the next day.

Shanna then asked a question about the Temp tattoo vendor that is outside of the Weathervane, do they get a license? – Yes they do, they get one every year, they pay for multiple months at one time and because they aren't open every day consecutively they don't need to go to planning. Shanna said that's what they struggle with, is they don't know when someone is open continuously or not.

Chairman Rogato had another question on number 5 of her memo that any vendor who wishes to vend at a permanent building even if for less than 30 continuous days, how would that work for the Opechee Exhibition Center, The Margate, people like that, would that fall under that too?

Shanna replied with no, so for thoughts venues in the planning department's eyes those are approved to be the conference center and have many vendors who come all the time. So no that is not what that intent was at all.

Chairman Rogato gave an example of when they have the Pow Wow at the Middle School.

Shanna replied that if the Pow Wow was at the Conference Center than the Conference center has been looked at to see if 200 people can go in there at one time, the school wasn't looked at under that point of view, so we would probably want to see the Pow Wow at the school through the Special Events Committee, because the school wasn't approved for that type of use whereas the conference center it would be fine, the infrastructure is there to support special events whereas the school is not. The #5 on the Memo is exactly where she was going with her line of questioning because I think that the other thing that has been happening is when we get these long term temporary vendors/ seasonal temporary vendors like hot dog carts, that then falls under site plan, because it's a new use on the plan that it there for an extended period of time and they are also then kind of caught going to both places so the thought was could we streamline that process as well so they don't have to come to the planning board and get a site plan amendment and to Licensing, we want to do it all as one, one stop shop type of thing.

The License Clerk asked Shanna if that is what the Administrative Approval is.

Shanna replied yes, for the most part

The License Clerk told her because we have the new hot dog cart that is going on Lexington Dr. but he is only open 3 days a week so he was questioning us as to why he needed to go through planning as well since it wasn't 30 continuous days. She called down to planning and got clarification that he wasn't being asked to go to Special Events, he was being told he had to go through Planning Board because it was a change in use on the property and typically it the property owner that completes this process. But there is another fee for an administrative approval.

Shanna replied yes there have been administrative approvals that have been being done for years, she thinks since long before she started here in 2004, she's not sure that Licensing was aware of it, she's not sure that we knew that a lot of your vendors, once they were set up and operating people were then contacting us and saying hey what is this new use on this property, did this get planning board approval. So in return the Planning Department would have to contact the vendors and say to them that this is an amendment to their site plan you now have this new vendor here who is not a part of your approval, you need to come into planning for our process. She feels that there is a way to make this simpler.

The Clerk then asked Shanna about Use of Streets and/or Highway applications, like the Poker Run, WOW Fest and other events where they need a license through Licensing, a traffic order through the City Council and then through the Special Events Committee as well.

Shanna said yeah, she guesses because her thought on that, well her job with the Circus was to represent the different departments, but if there is going to be a big event going on and the Fire Department gets a call they are going to want to know where it is, and most of those with a temporary traffic order there is definitely a coordination between Police and DPW because there needs to be signage, there needs to be probably the concrete barriers and barrels. And again in order to have the applicant come in and have to go to the Police Department for the traffic order and then the police department then says well go check with fire because there might be an issue with trying to get a fire vehicle in there and then have the fire department tell them they need to go speak with DPW about what kind of signage needs to go up, have all those people in one room, which they are at the Special Events Committee, it just made sense for her to have an event like that go through Special Events Committee.

The Clerk then asked the question of whether the Licensing Applications would go downstairs and how that would work, but that needs to be thought out and discussed at a later time.

Chairman Rogato stated that the only person who appears to be missing from the License Board meeting is a representative from DPW and all the other answers the applicant could get from us. So as he looks around Shanna says that they are all in one room together but we do the Fire, we do the Police, we do the traffic and we look at the layout of the vendors, so if we see something on an application that may need attention from DPW we will tell the applicant to ask them. But we will certainly go over this more and look at it and its opening up conversation, and we will go from there.

Review:

IV- Brad's Concessions is selling ice cream, shakes, sundaes, root beer floats, slush and cold drinks at the waterslide from 7/3/13-8/3/13 per City Manager he was okayed to vend until 12am on 7/3/13 and per City Council on nights of fireworks he was okayed to vend until 10pm all other days normal hours of operation is 10am- 8pm

IV- The Kettle Korn King is selling gourmet kettle corn, pulled pork sandwiches, chips, cheese, lemonade & iced tea at the Laconia Muskrats home games from July 16, 2013-August 16, 2013

IV- Haywire Action Sports has there giant air bag at the Lobster Pound from July 1st- September 10th where participants can pay to do a free fall jump into the giant airbag.

IV- Sherri Roehrig is selling clothing at 19 Rollercoaster Rd from 8/1/13-9/1/13 hours of operation are 8am-7pm

Fireworks- Patricia McLeod of 1420 Old North Main St on 7/4/13 at 7pm regular fireworks were displayed nothing needing a State license or Approval

OLS- Laconia Police Department is holding their annual night out at Opechee Park on 8/6/13 from 4-8pm

OLS- Kimberly Bean had a party at 98 Province St on 8/3/13 from 7-10 pm with a live band.

USH- Laconia Multicultural Festival is having a parade on 8/3/13 from 11:00 am – 11:30am
Route: 62 Pleasant St (Bank of NH) to Canal St to Beacon St East end at Rotary Park

Motion to approve all of the Review items by Deputy Riley, seconded by Captain Canfield, Approved.

Regular:

RAF- Laconia Kiwanis draw date 8/25/13 prize: 2 night stay at the lodge at Mill Falls

To benefit the Kiwanis K.A.R.E.S. school reading program

Motion to approve the Kiwanis Raffle license by Captain Canfield, seconded by Deputy Riley, approved.

Event- The NH Lakes Assoc. is having a canoe and kayak raft and educational event with 3-10 Vendors with live music and use of an outdoor loudspeaker on 9/7/13 from 7am-4pm at Endicott Rock Park

Motion to approve by Captain Canfield, seconded by Deputy Riley, Motion to Discuss: this license is contingent upon approval of the traffic plan from the City Council, Approved

OLS- WOW Trail is having an outdoor loudspeaker for music and announcements at their annual WOW Fest on 9/14/13 at the Laconia Athletic & Swim Club

Motion to approve by Captain Canfield, seconded by Deputy Riley, Approved.

ENT & OLS- Akwa Marina Beach Bar located at 95 Centenary Ave will be having general entertainment and live music on the grass picnic area, gazebo or in the pavilion from approval date thru Columbus Day Weekend

Motion to approve by Deputy Riley, seconded by Captain Canfield, Motion to discuss: Because this license is being issued in a residential area, make sure that the applicant is aware of the hours for the Outdoor Loudspeaker. The Clerk told them that the License has the Hours on it and it is highlighted, Approved.

Minutes-

July 3, 2013- Rogato, Erickson & Clary

Old Business- None

New Business-

IV- Ray's Diggity Dogs 17 Lexington Dr open 3 days per week selling Hot Dogs, Chips, Pretzels, and drinks

Motion to approve by Captain Canfield, seconded by Deputy Riley, Approved

Adjournment- Motion to Adjourn by Captain Canfield, seconded by Deputy Riley, Adjourned.