



**City of Laconia**  
**Special Events Technical Review Committee**  
Wednesday, October 6, 2021 - 12:00 PM  
City Hall in the Armand A. Bolduc City Council Chamber

1. CALL TO ORDER
2. ROLL CALL
3. RECORDING SECRETARY
4. STAFF IN ATTENDANCE
5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS
- 5.1. September 1 2021 Special Events Technical Review Committee Minutes (PDF)

Documents:

[SEPTEMBER 1 2021 MINUTES.PDF](#)

- 5.2. September 24, 2021 Special Event Technical Review Committee Minutes (PDF)

Documents:

[SEPTEMBER 24, 2021 SPECIAL EVENTS TECHNICAL REVIEW COMMITTEE MINUTES.PDF](#)

6. 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.
- 6.1. PL2021-0125 120 Endicott St N MW Parking (PDF)

Documents:

[PL2021-0125 120 ENDICOTT ST N MW PARKING.PDF](#)

7. OTHER BUSINESS
8. ADJOURNMENT

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.

**City of Laconia**  
**Special Events Technical Review Committee**  
Wednesday, September 1, 2021 - 12:00 PM  
City Hall in the Armand A. Bolduc City Council Chamber

1. CALL TO ORDER

R. Mora called the meeting to order at 12:04 PM

2. ROLL CALL

Members present: Amy Lovisek, Parks & Recreation; Ben Crawford, Water Department; Capt. Michael Finogle, Laconia Police Department; Hilary Young, Licensing; Krista Larsen, Department of Public Works

3. RECORDING SECRETARY

K. Santoro, Zoning Technician

4. STAFF IN ATTENDANCE

Rob Mora, Assistant Planner

5. ACCEPTANCE OF MINUTES FROM PREVIOUS MEETINGS

5.1. August 4 2021 Special Events Technical Review Committee Minutes

The Committee reviewed the minutes from the August 4, 2021 Special Events Technical Review Committee meetings and they were accepted 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. PL2021-0093 Weirstoberfest

Anthony Santagate presented both Weirstoberfest and Wicked Weirs to the Committee as the events are basically the same. He is proposing to use the parking spaces in front of Tower Hill up to The Big House to allow expansion onto the sidewalk and the ability to have alcohol outdoors.

It was noted by R. Mora that due to the fact that there will be active traffic on Lakeside Avenue the City Manager is requiring jersey barriers, or similar solid barrier, not just snow fence.

A. Santagate noted that there will be no vendors for either event. Outside music will be on the existing stage(s) at each establishment. It was again noted by R. Mora that the City is requiring that all activity transition inside at 10PM.

It was noted that both events will run from 5pm Friday to 5pm on Sunday.

K. Larsen asked if there will be outside seating more than what is already approved for Tower Hill during regular business. A. Santagate indicated that

there would be additional tables and chairs in front of the business. K. Larsen informed him that the sidewalk must be kept passable.

Captain Finogle stated that two police details will be required Friday and Saturday nights and one detail during the day on Saturday.

The issue of jersey barriers versus snow fence was discussed. It was asked that if the event were only on the sidewalk, and not utilizing the parking spaces, would fencing be acceptable?

It was noted that the sidewalks must be kept passable to maintain ADA accessibility.

Anthony Santagate proposed modifying the event to use the sidewalk only but he will pay for the parking spaces so that the barricade can be set up right at edge of sidewalk to maintain as wide a sidewalk as possible.

At 12:20 PM R. Mora opened the public hearing for Weirstoberfest  
At 12:20 PM with no one to speak for or against the application, R. Mora closed the public hearing.

R. Mora made a motion to approve with conditions application PL2021-0093 Weirstoberfest.

A. Lovisek seconded the motion.  
All in favor.

6.2. PL2021-0094 Wicked Weirs

It was noted that the event was outlined at the same time as the Weirstoberfest event.

At 12:21 PM R. Mora opened the public hearing for Wicked Weirs  
At 12:21 PM with no one to speak for or against the application, R. Mora closed the public hearing.

A. Lovisek made a motion to approve with conditions application PL2021-0094 Wicked Weirs

Conditions to include, but not limited to: No haunted house; it is the same site plan as Weirstoberfest (no road closure).

M. Finogle seconded the motion.  
All in favor.

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. PL2021-0114 Wellness Expo At Opechee Park

Melissa Morrison outlined the event for the Committee. She stated that she is trying to showcase local vendors and providers of wellness services. On the map provided she indicated thirty vendors. It was noted that there are proposed food trucks in the parking lot. At the time of the meeting she noted that she currently does not have anyone lined up, mainly due to staffing issues the vendors are having. Melissa Morrison also noted that she proposed a small stage in the center that will have exercise demonstrations throughout the day.

It was noted by the Committee that if she has food trucks they will have to be inspected by the fire department if they are not already an approved vendor in town. K. Larsen also commented that FOG (Fat/Oil/Grease) restrictions will be added into the standard conditions.

At 12:27 PM R. Mora opened the public hearing for the Wellness Expo  
At 12:27 PM with no one to speak for or against the application, R. Mora closed the public hearing.

A. Lovisek made a motion to approve with conditions application PL2021-0114 Wellness Expo At Opechee Park  
K. Larsen seconded the motion.  
All in favor.

#### 7.2. PL2021-0118 September 11 Anniversary Car And Bike Show

The applicant, Alicia Turner, outlined the event to be held between the High Octane and Funspot properties to commemorate the 20<sup>th</sup> anniversary of September 11<sup>th</sup>.

They noted that motorcycles will be parked at High Octane and cars will primarily be parked at Funspot. They also have permission from the owner of the properties in the middle (Lukatch) to use them as overflow parking and to cross over them with golf carts to shuttle people who park at Funspot to High Octane. They noted that they will have between 8-10 golf carts.

The applicants also noted that they have ten vendors on the High Octane property, they do not think they will need the spots at Funspot but will leave them on the request in case they have more than they currently anticipate.

Portopotties will be located at High Octane, on the Lukatch properties and at Funspot for attendees. High Octane will be responsible for trash removal and may be getting an extra dumpster for that weekend.

Proposed conditions, in addition to standard conditions, include no golf carts on the road and FOG conditions.

At 12:33 PM R. Mora opened the public hearing for the September 11 Anniversary Car And Bike Show

At 12:33 PM with no one to speak for or against the application, R. Mora closed the public hearing.

K. Larsen made a motion to approve with the standard 195 conditions and the golf cart and FOG conditions as outline by the committee.

H. Young seconded the motion.  
All in favor.

#### 8. OTHER BUSINESS

None.

#### 9. ADJOURNMENT

At 12:34 PM M. Finogle made a motion to adjourn the meeting.  
R. Mora seconded the motion.  
All in favor.



**City of Laconia**  
**Special Events Technical Review Committee Special Meeting**  
Friday, September 24, 2021 - 12:00 PM  
City Hall in the Armand A. Bolduc Council Chamber

9/24/2021 - Minutes

1. CALL TO ORDER

R. Mora called the meeting to order at 12:02 PM

2. ROLL CALL

Members present: Amy Lovisek, Parks & Recreation; Capt. Michael Finogle, Laconia Police Department; Hilary Young, Licensing; Krista Larsen, Department of Public Works; Deputy Charles Roffo, Laconia Fire Department

Also present: Chief Kirk Beattie, Laconia Fire Department; Chief Matthew Canfield, Laconia Police Department

3. RECORDING SECRETARY

K. Santoro, Zoning Technician

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. CAKE Opening Event

Applicant Justin Spencer outlined the event to the Committee. He informed the Committee that they are proposing up to ten food trucks, to be located at Opechee Park, and fireworks at 8pm. They will not be performing at the park, all shows will be at their entertainment venue (CAKE).

Captain Finogle asked about expected numbers to help calculate the number of officers needed. Justin Spencer said he did not know, but it could be 10, 000 people.

A. Lovisek outlined the responsibilities for use of the park including setup, truck locaiton and cleanup. They will be provided keys for the gate, bathrooms, etc. Due to soccer being at the field until 4pm, no one can go in to set up before then. There is no electricity, all trucks must be self-contained.

Possibly dispersing the food trucks was briefly discussed. The number of bathrooms was reviewed. In addition to what is available at the park, five additional portopotties was recommended. It was noted that

if there is an agreement with another location, such as O's parking lot, a permission letter from the owner would be needed and additional portopotties may be needed at those locations.

Chief Beattie noted that the fireworks permit submitted by Atlas fireworks will need to be updated. The permit is for three barges; the show is now up to five barges plus possible drone show. Additionally there needs to be clarification about where they are loading and when. The application needs to be updated to reflect the changes.

Chief Canfield asked about the motorcycle ride on Sunday. Justin Spencer indicated that it is a ride from Keene, where they are having an event, to the CAKE where rider will disperse. They do have a show on Sunday but it is sold out.

Deputy Roffo reminded the applicant that if Atlas is proposing a drone show that they need to reach out to the FAA due to the proximity of Laconia Airport.

The Committee suggested the following conditions:

1. The event will be held on October 2, 2021 from 4pm to fireworks (approx. 8 PM). No entry or setup prior to 4pm.
2. No overnight camping or parking allowed.
3. Applicant is responsible for all cleanup. Cleanup to be completed no later than Sunday, October 3, 2021 at 10am
4. Emergency contact is Wendy Osborne (317)507-1577
5. Any food vendors shall obtain all of the appropriate permits and comply with Chapter 195 and Appendix A.
6. Copy of portopottie contract (for 5 additional portopotties at Opechee Park) by Wednesday, September 29, 2021
7. List of available parking locations by September 29, 2021
8. Permission from private property owners for use of property for event.
9. Fire Department Detail: 1 at delivery of fireworks to completion of show; 2 EMS personnel during event
10. Police Department: 2 Officers during event
11. Provide Certificate of Liability by September 29, 2021
12. There shall be no introduction of fats, oil and/or grease (FOG) into the sanitary sewer system or stormwater system or spread on the ground. No cooking equipment shall be cleaned without proper disposal of cleaning fluids. No cleaning fluids shall be introduced into the sanitary sewer or stormwater systems. The applicant is responsible for the cost to the City to clean the sanitary sewer and/or stormwater systems if any contaminants are introduced into these systems.
13. Temporary traffic order to be obtained from City Council for "no parking" on southbound side of Main St.
14. Event license to be obtained from Licensing Department

15. Enter into escrow agreement(s) with the City of Laconia for services rendered.

16. If fee waiver is not approved by City Council all fees for Special Events; Licensing and Parks & Recreation due by Wednesday, September 29, 2021

13. Escrow funds for Police and Fire Details to be received by close of business Monday, September 27, 2021

At 12:39 PM R. Mora opened the public hearing.

At 12:39 PM with no one to speak for or against the application, R. Mora closed the public hearing.

Krista Larsen made a motion to approve the CAKE opening event with the conditions outlined above.

Deputy Roffo seconded the motion

All in favor.

## 6. ADJOURNMENT

At 12:41 PM the meeting was adjourned.

DRAFT



Application #:
Fees Paid:
Check #:
Receipt #:

PL2021-0125
125
74611 cash

SPECIAL EVENT APPLICATION

RECEIVED

SEP 20 2021

Changing/Zoning City of Laconia

New Special Event

Special Event Renewal (No Changes)

Name of Event: Laconia Motorcycle Week 2022 / E-Z PARK

Type of Event: Laconia Motorcycle Week / Parking

Date(s) of Event: 6/11/22-6/19/22 Time of Event: 8am - 11pm

Tax Map/ Lot # (s): 23K-252-6 Zoning District (s): CR

Street Address: 120 Endicott St N Weirs Beach NH 03246

Number of Parking Spaces: 30 Number of Venders: Number of Tents and Sizes:

Parks Approval: Loudspeaker Hours: Non-Profit (501C-3) ID #:

Detailed Description of Event: Parking lot - Carry Over

I hereby make application to the City of Laconia for the above-referenced property(s) and the development as described. To the best of my knowledge, the information provided herein is accurate and is in accordance with Chapter 195 of the Laconia City Ordinances. The Special Events Committee and/or City employees are authorized entrance to the property(s) for purposes of reviewing this proposal. I understand that I, or my agent, is responsible for appearing for any and all meetings before the Special Events Committee.

Sign as appropriate (If agent or non-person please attach certification)

APPLICANT Ken Smith
AGENT
PROPERTY OWNER Ken Smith
Printed Name:
Signature:
Date: 8/31/21

DUE AT SUBMISSION:

- ALL FEES
COMPLETED APPLICATION CONTACT WORKSHEET
COMPLETED CHECKLIST FOR EVENT
10 COPIES OF ENTIRE SPECIAL EVENT APPLICATION AND SUPPORTING DOCUMENTATION



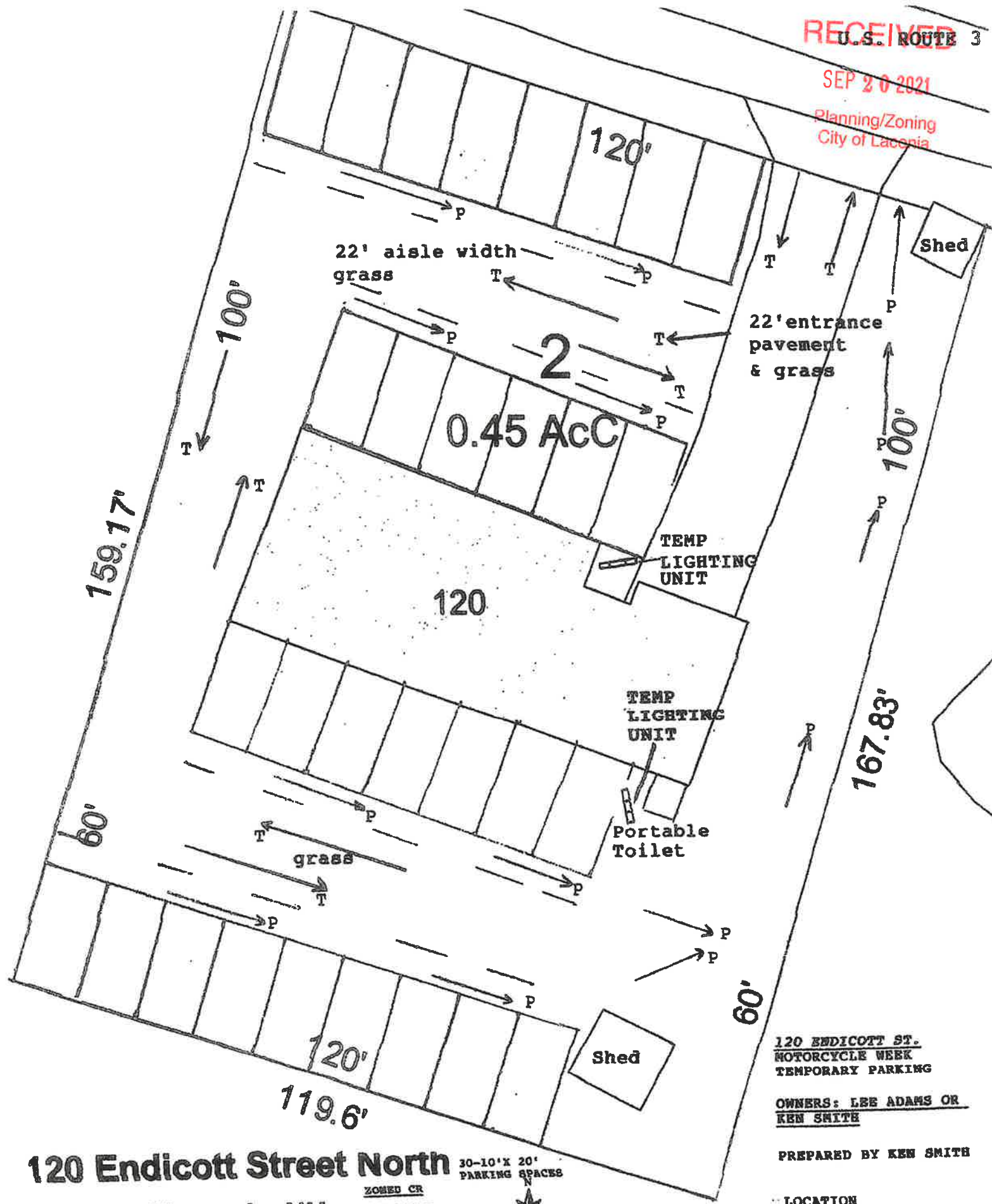


## City of Laconia Special Event Checklist

- Site plan must be to scale, using: 1" = 10', 1" = 20', 1" = 30', 1" = 40', or 1" = 50' scale.
- Title block with the following information: plan purpose, property address (must include street number, & property owner)
- North arrow
- Plan scale, including a bar scale as indicated above
- Existing property lines
- Existing streets & street names abutting the property
- Size, location, & use of existing permanent structures
- Size, location, & use of proposed temporary structures, with the structure setbacks shown on the plan
- Size, location, & number of proposed vending sites, including those within any structures NOTE: All sites must be numbered, and all sq. footage is to be indicated.
- Size, location, & use of existing access, driveways & parking areas
- Size, width, surface material & location of any proposed temporary access, driveways, & parking areas, including number of parking spaces
- ATM's (all locations must be indicated on the plan)
- Location & number of existing & proposed trash disposal facilities, along with contracts  To be submitted on:
- Copies of solid waste & sanitary facility maintenance contracts  To be submitted on:
- Location, type & number of existing & proposed restroom facilities
- Location & type of existing & proposed water supply
- Certificate of Insurance  To be submitted on:
- Method & number of private security guards or police on the property  To be submitted on:
- Location & type of any entertainment areas planned on the site; number of persons to be accommodated
- Location, type & number of any portable or permanent fuel supply on site (MUST be shown on plan)  To be submitted on:
- Location & type of existing & proposed electrical supply  To be submitted on:
- Size & location of parking areas for visitors & employees
- Location & width of any existing or proposed driveways or fire lanes to be used for emergency access

SEP 20 2021

Planning/Zoning  
City of Laconia



# 120 Endicott Street North

City of Laconia, NH  
Scale: 1 inch = 20 feet

30-10' x 20'  
PARKING SPACES  
ZONED CR  
23K-252-6  
P-PEDESTRIAN CIRCULATION  
T-TRAFFIC FLOW



120 ENDICOTT ST.  
MOTORCYCLE WEEK  
TEMPORARY PARKING

OWNERS: LEE ADAMS OR  
KEN SMITH

PREPARED BY KEN SMITH

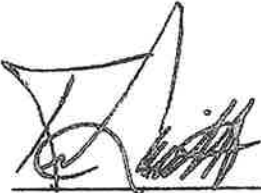
LOCATION  
120 ENDICOTT ST  
WEIRS BEACH NH

LOT MANAGERS  
LEE ADAMS OR KEN SMITH

603-724-4197

I, KEN SMITH, OWNER OF 120 ENDICOTT ST N WEIRS BEACH NH  
AGREE TO REMOVE ALL GARBAGE FROM MOTOR-CYCLE WEEK  
AND DISPOSE OF AT HIS OWN COST.

SECURITY FOR THE PARKING WILL BE PROVIDED BY KEN SMITH .

A handwritten signature in black ink, appearing to read 'Ken Smith', is written over a horizontal line.

KEN SMITH

**BEST SEPTIC SERVICE**

**BEST SEPTIC, INC.**

109 FLAGG ROAD

LOUDON, NH 03307

www.bestseptic.com

(603) 225-9057



DATE	8/25/21
RECORD #	1325

Call Ken Smith email.com

Portable Toilet Rentals

Septic Tanks Cleaned

Baffle Repair

Smith, Ken

Ken Smith

120 Endicott St

Weirs Beach, NH 03248

addr: Endicott St, 120

Weirs Beach

724-4197

special instructions: 1PT every M,W,F,Sat

**RENTAL AGREEMENT**

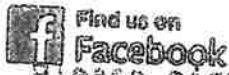
Delivery Date: 6/10/22

Pick-Up Date: 6/20/22

Regular portable toilet(s)	Unit(s) rented	1	x rate of	100	per unit = \$	100
Handicapped portable toilet(s)	Unit(s) rented		x rate of		per unit = \$	
Portable wash station(s)	Unit(s) rented		x rate of		per unit = \$	
Customer requested extra cleaning(s)		4	x rate of	30	each = \$	120
Payable:		<input type="checkbox"/> Monthly	<input checked="" type="checkbox"/> Upon Delivery			\$ 220

This is a contract of rental only and not of sale. The undersigned renter agrees that he has rented the item(s) herein described, upon the express condition that it will at all times remain on the property of the rental agent named above; that he has examined the said item(s) and found it to be in good condition and will return it in as good condition as when he received it, ordinary wear and tear excepted. The signed agrees to contact the rental agent at once when any item is not functioning properly. The renter will agree to pay promptly all due charges which accrue because of this rental agreement, including damages to said item(s). All charges are based on the time the item(s) is in the renter's possession, whether in use or not. The rental agent is not responsible for accidents or injuries caused directly or indirectly in the use of this rented item(s).

Renter's Signature: X Paul Johnson



Find us on

Facebook

Thank You,

Paul Johnson

Please sign and return one copy with payment. Thanks

North Country Golf Car llc  
 840 Route 3A  
 Bow, NH 03304

# Invoice

Date	Invoice #
9/1/2021	21-21911

Phone #	603-219-0051
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**PAID**  
 09/02/2021

<b>Bill To</b>
Capital Improvement Services 120 Endicott Street North Laconia, NH 03246

<b>Ship To</b>
Capital Improvement Services 120 Endicott Street North Laconia, NH 03246

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Due on receipt	JD	9/1/2021	Cust P/U		

Quantity	Item Code	Description	U/M	Price Each	Amount
1	SEAT-761S	Install Seat & Lights		500.00	500.00T
1	LGT-310LC	E-Z-GO RXV SEAT KIT STONE BEIGE		200.00	200.00T
3	Labor \$95.00	E-Z-GO LED LIGHT KIT			
		Labor Charge		0.00	0.00T
		Sales Tax		0.00%	0.00
				<b>Total</b>	<b>\$700.00</b>

<a href="http://northcountrygolfcar.com">VISIT US @ northcountrygolfcar.com</a>	PLEASE LIKE US ON FACEBOOK @ NORTH COUNTRY GOLF CAR	<b>Payments/Credits</b>	\$-700.00
		<b>Balance Due</b>	\$0.00