



**City of Laconia**  
**Special Events Technical Review Committee**  
Wednesday, June 2, 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. May 5, 2021 Special Events Technical Review Committee Minutes (PDF)

Documents:

[MAY 5, 2021 SPECIAL EVENTS TECHNICAL REVIEW COMMITTEE MINUTES.PDF](#)

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.
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. PL2021-0062SE 827 Main St Farmers Market (PDF)

Documents:

[PL2021-0062SE 827 MAIN ST FARMERS MARKET.PDF](#)

8. OTHER BUSINESS
9. 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, May 5, 2021 - 12:00 PM  
City Hall in the Armand A. Bolduc Council Chamber

5/5/2021 - Minutes

1. CALL TO ORDER

R. Mora called the meeting to order at 12:09 PM

2. ROLL CALL

Members present: Amy Lovisek, Parks & Recreation; Nicholas Schwarz, Water Department; Captain Mike Finogle, Laconia Police Department; Hilary Young, Licensing; Deputy Charlie Roffo, Laconia Fire Department; 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. April 7 2021 Special Events Technical Review Committee Minutes (PDF)

The Committee reviewed the minutes from the April 7 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. PL2021-0036MC 54 Lakeside Ave Vendors (PDF)

R. Mora noted he had spoken to the applicant, but they had not yet provided an updated map indicating the 15' separation between vendors. He also noted that City Council will be revisiting the Motorcycle Week requirements at their next meeting and that it is possible the restriction will be lifted.

A. Lovisek made a motion to continue the application to the June 2nd Special Events meeting.

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. PL2021-0038MC Boardwalk Lakeside Ave Vendors (PDF)

The Committee reviewed the application, it is the same as prior years but with a reduced number of vendors to maintain 15' spacing.

N. Swartz noted that there is a temporary backflow preventer that needs to be tested prior to Motorcycle

Week.

At 12:13 R. Mora opened the public hearing.

At 12:13 PM with no one to speak for or against the application, R. Mora closed the public hearing.

H. Young made a motion to approve application PL2021-0038MC Boardwalk Lakeside Ave Vendors with the same conditions as last year.

C. Roffo seconded the motion.

All in favor.

7.2. PL2021-0039MC 918 Weirs Blvd Vendors (PDF)

The Committee reviewed the application, it is the same as prior years but with a reduced number of vendors to maintain 15' spacing.

N. Swartz noted that access to the pump station building must be maintained.

At 12:15 R. Mora opened the public hearing.

At 12:15 PM with no one to speak for or against the application, R. Mora closed the public hearing.

M. Finogle made a motion to approve application PL2021-0039MC 918 Weirs Blvd Vendors with the same conditions as last year.

A. Lovisek seconded the motion.

All in favor.

7.3. PL2021-0040MC 279 Lakeside Ave Vendors (PDF)

The Committee reviewed the application, it is the same as prior years but with a reduced number of vendors to maintain 15' spacing.

N. Swartz noted that there is a backflow preventer that needs to be tested prior to Motorcycle Week.

At 12:17 R. Mora opened the public hearing.

At 12:17 PM with no one to speak for or against the application, R. Mora closed the public hearing.

K. Larsen made a motion to approve application PL2021-0040MC 279 Lakeside Ave Vendors with the same conditions as last year.

M. Finogle seconded the motion.

All in favor.

7.4. PL2021-0041MC 329 Lakeside Ave Vendors (PDF)

The Committee reviewed the application, it is the same as prior years but with a single vendor. N. Swartz noted that there is a backflow preventer that needs to be tested prior to Motorcycle Week.

At 12:18 R. Mora opened the public hearing.

At 12:18 PM with no one to speak for or against the application, R. Mora closed the public hearing.

M. Finogle made a motion to approve application PL2021-0041MC 329 Lakeside Ave Vendors with the same conditions as last year.

C. Roffo seconded the motion.

All in favor.

7.5. PL2021-0048MC 208 Lakeside Ave Vendors (PDF)

The Committee reviewed the application, it is the same as prior years but with a reduced number of vendors to maintain 15' spacing.

At 12:19 R. Mora opened the public hearing.

At 12:19 PM with no one to speak for or against the application, R. Mora closed the public hearing.

R. Mora made a motion to approve application PL2021-0048MC 208 Lakeside Ave Vendors with the same conditions as last year.

N. Schwarz seconded the motion.

All in favor.

7.6. PL2021-0049MC Opechee Park MC Show (PDF)

The Committee reviewed the application, and the applicant, Charlie St. Clair, outlined the event.

At 12:22 R. Mora opened the public hearing.

At 12:22 PM with no one to speak for or against the application, R. Mora closed the public hearing.

K. Larsen made a motion to approve application PL2021-0049MC Opechee Park MC Show with the same conditions as last year.

M. Finogle seconded the motion.

All in favor.

7.7. PL2021-0050MC Tower Hill Climb (PDF)

The Committee reviewed the application, and the applicant, Charlie St. Clair, outlined the event.

At 12:24 R. Mora opened the public hearing.

At 12:24 PM with no one to speak for or against the application, R. Mora closed the public hearing.

N. Schwarz made a motion to approve application PL2021-0050MC Tower Hill Climb with the same conditions as last year.

A. Lovisek seconded the motion.

All in favor.

7.8. PL2021-0051MC 211 Lakeside Ave Vendors (PDF)

The Committee reviewed the application, it is the same as prior years but with a reduced number of vendors to maintain 15' spacing.

At 12:26 R. Mora opened the public hearing.

At 12:26 PM with no one to speak for or against the application, R. Mora closed the public hearing.

M. Finogle made a motion to approve application PL2021-0051MC 211 Lakeside Ave Vendors with the same conditions as last year.

K. Larsen seconded the motion.

All in favor.

7.9. PL2021-0053MC 1065 Watson Rd Vendor And Parking (PDF)

The Committee reviewed the application.

At 12:26 R. Mora opened the public hearing.

C. St. Claire commented that they wanted to extend their liquor license so that people could purchase a beer inside and then walk around outside in the vendor area. The plans do not reflect that as they indicate "no alcohol area".

At 12:39 R. Mora closed the public hearing.

Without a representative to clarify and the upcoming Council meeting where restrictions may be modified or lifted, the Committee opted to continue the application to the June meeting.

R. Mora made a motion to continue application PL2021-0053MC 1065 Watson Rd Vendor And Parking to the June 2nd meeting.

A. Lovisek seconded the motion.

All in favor.

7.10. PL2021-0054MC 1207 Weirs Blvd Parking And Vendors (PDF)

The Committee reviewed the application, it is the same as prior years but with a reduced number of vendors to maintain 15' spacing.

At 12:44 R. Mora opened the public hearing.

At 12:44 PM with no one to speak for or against the application, R. Mora closed the public hearing.

R. Mora made a motion to approve application PL2021-0054MC 1207 Weirs Blvd Parking And Vendors with the same conditions as last year.

C. Roffo seconded the motion.

All in favor.

7.11. PL2021-0055MC 70 Endicott St. N Vendor And Parking (PDF)

The Committee reviewed the application. The applicant submitted two plans for his applications for 70 Endicott St N and 45 Endicott St N, one showing spacing between the vendors; and a second 'original' plan with no extra spacing. It was discussed and agreed that, due to the upcoming meeting of City Council that both plans would be approved, the original being contingent upon Council lifting the restrictions.

N. Swartz noted that there are two backflow preventers that need to be tested prior to Motorcycle Week.

At 12:48 R. Mora opened the public hearing.

At 12:48 PM with no one to speak for or against the application, R. Mora closed the public hearing.

R. Mora made a motion to approve application PL2021-0055MC 70 Endicott St. N Vendor And Parking with the same conditions as last year; both plans are approved, the original plan approval being contingent upon Council lifting current restrictions (if restrictions remain, plan showing spacing must be utilized).

M. Finogle seconded the motion.

All in favor.

7.12. PL2021-0056MC 45 Endicott St N Vendors (PDF)

At 12:50 R. Mora opened the public hearing.

At 12:50 PM with no one to speak for or against the application, R. Mora closed the public hearing.

R. Mora made a motion to approve application PL2021-0056MC 45 Endicott St N Vendors with the same conditions as last year; both plans are approved, the original plan approval being contingent upon Council lifting current restrictions (if restrictions remain, plan showing spacing must be utilized).

K. Larsen seconded the motion.

All in favor.

8. OTHER BUSINESS

9. ADJOURNMENT

At 12:51 PM R. Mora made a motion to adjourn the meeting.

A. Lovisek seconded the motion.

All in favor.



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

PL2021-00625E
100-
#73

RECEIVED

SPECIAL EVENT APPLICATION

APR 30 2021

Planning/Zoning City of Laconia

New Special Event

Special Event Renewal (No Changes)

Name of Event: Summer Festival
Type of Event: Farmer's Market + Craft fair
Date(s) of Event: June 26th + Aug 7th
Time of Event: 9a-2p
Tax Map/ Lot # (s): 413-142-32
Zoning District (s): UC/RG
Street Address: 827 MAIN STREET
Number of Parking Spaces:
Number of Vendors:
Number of Tents and Sizes: N/A
Parks Approval: N/A
Loudspeaker Hours: N/A
Non-Profit (501C-3) ID #:
Detailed Description of Event: outside event with both crafters, food vendors and local farmers

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: Elizabeth Colburn
AGENT: MICHAEL LOWRY G.M.
PROPERTY OWNER: CHARLES ANABARDY
827 NORTH MAIN ST LLC
4-23-2021
928-479-6654

- 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. 10x10 spaces
- 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 N/A
- ATM's (all locations must be indicated on the plan) N/A
- 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 inside the wellness complex
- Location & type of existing & proposed water supply N/A
- 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

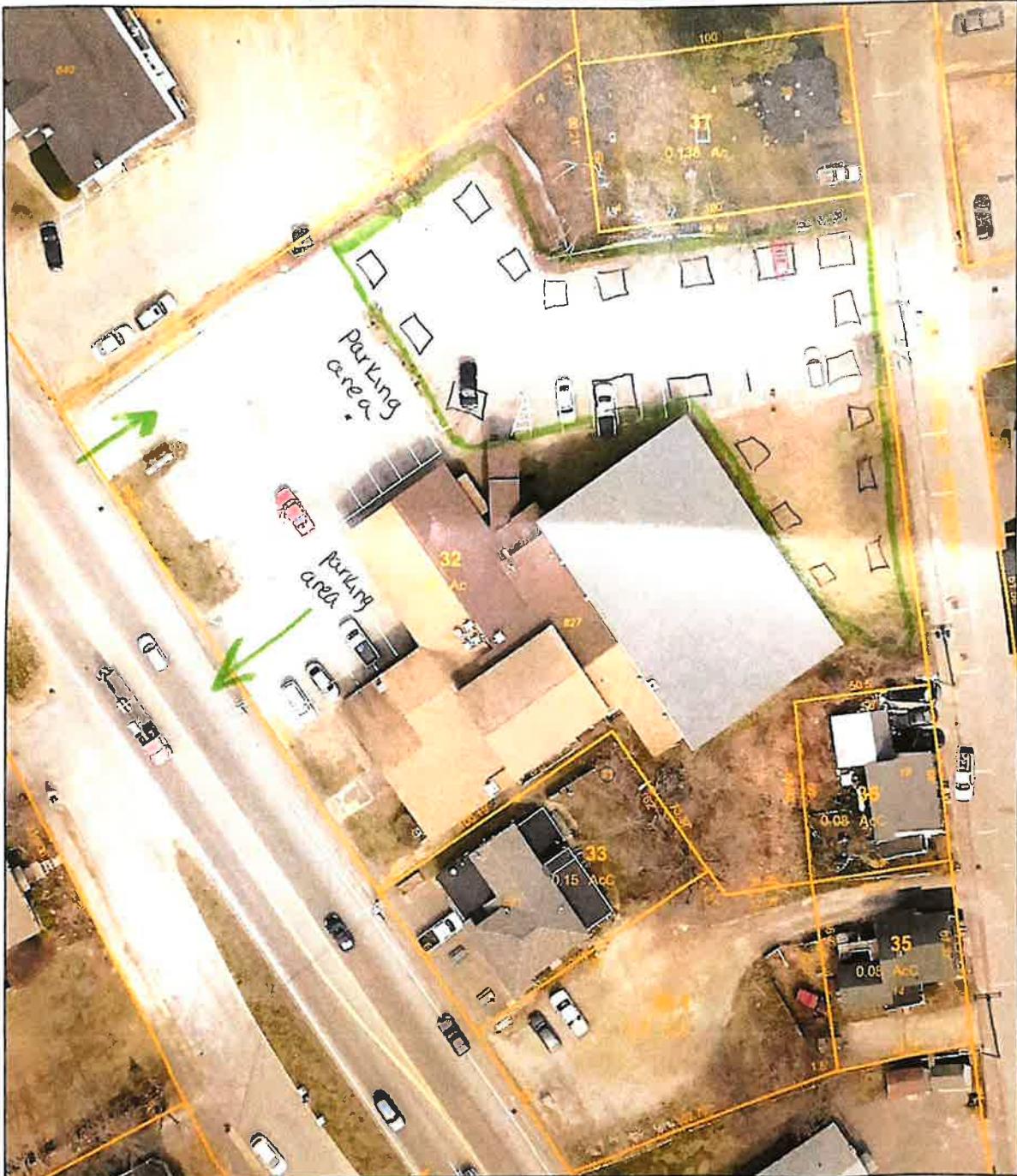




Laconia, NH  
1 inch = 50 Feet



April 28, 2021



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