

**Special Event Permit  
May 12, 2009  
Consent Agenda**

**SE-4-12-09: A Special Event** request for a downtown film festival located in the 900 Block of New Hampshire Street, more specifically the southwest corner of E 9<sup>th</sup> Street and New Hampshire Street. Submitted by Jane Pennington of Downtown Lawrence, Inc.

**GENERAL INFORMATION**

Current Zoning and Land Use: CD (Downtown Commercial) District and GPI (General Public Institution) District; existing undeveloped land and access driveway from parking garage.

Surrounding Zoning and Land Use: CD (Downtown Commercial) District to the north, east, and west. Existing buildings to the north, and west and northeast and vacant land to the east.

GPI (General Public Institution) District to the immediate south; existing parking garage structure. North wall of parking garage to be used as "movie screen".

**Recommendation:** Planning Staff recommends approval of the Temporary Special Event for a movie festival on the following dates: June 11, June 25, July 9, July 23, August 13 and August 27, 2008 between the hours of 5:00 P.M. and 11:30 P.M. with the following conditions:

1. The Special Event must be approved by the Historic Resource Commission.
2. The Special Event Permit must be displayed on site during hours of operation.
3. Temporary sign permit must be obtained from Development Services for proposed temporary signage.
4. Any structures must be removed within 24 hours after the cessation of the event.
5. No structures or display areas may be located within 25' of the E 9<sup>th</sup> Street right-of-way.
6. The applicant shall provide trash receptacles or other sanitation provisions as needed
7. Cars, trucks, vans, or trailers may not be used for sale of merchandise.
8. The alley and parking garage shall be barricaded to block thru traffic as shown on the plan.

**STAFF REVIEW**

A Temporary Special Event Permit has been requested to allow for the showing of films on selected dates during the months of June, July and August.

Article 15 of Chapter 6 of the City Code regulates Temporary Special Events. Per Code, a Type 5 Special Event Permit [Public events intended primarily for entertainment or amusement, such as concerts or festivals] requires City Commission approval.

The subject property is an undeveloped lot located on the southwest corner of E. 9<sup>th</sup> Street and New Hampshire Street. The event area includes the access way from E. 9<sup>th</sup> Street to the City parking garage that will be barricaded during the event (see Figure 1).

The proposed request is for a free downtown film festival on Thursday nights each month this summer (June 11<sup>th</sup>, June 25<sup>th</sup>, July 9<sup>th</sup>, July 23<sup>rd</sup>, August 13<sup>th</sup> and August 27<sup>th</sup>). Set-up will begin at 5:00 P.M. Live music will be provided from 8:00 to 9:00 P.M. and films will be shown until 11:15. Clean-up will be completed by 11:30 P.M. each night.

The event will be located on two parcels. The parcel on the east, owned by 9-10 L.C., is undeveloped and does not have an approved site plan on file. The parcel on the west, owned by the City of Lawrence, contains an access drive and was included in the approved site plan for the parking garage. The Special Event Permit is being requested for the privately owned parcel on the east. (Figure 2)

The drawing provided shows a barricade at the entrance to the parking garage from E. 9<sup>th</sup> Street and barricades located at the alley and the garage entrance on the north end. The alley at the south end shall also be barricaded so that traffic does not enter the alley with no way to exit except by backing the length of the alley during the event. The alley shall be barricaded as shown on the revised plan in Figure 3. Portable toilets are shown near the parking garage to provide convenience to the public during the event. Food/Drink vendor tables are located near the alley on 9<sup>th</sup> Street and the event will utilize open air seating.

The applicant included documentation regarding liability insurance.

Any signs associated with the event must be compliant with the sign regulations. Approval of this Special Event does not include sign approval. A separate application for signs should be made to the Development Services as applicable to the event.

There are no tents proposed with this event. The area map provided by the applicant includes a vendor table, projector table, and portable toilets (Figure 1). Per the Temporary Special Events Ordinance, structures or display areas may not be located any closer than 25 feet to public right-of-ways adjacent to the property. As the alley will be blocked, structures may be located within 25' of the alley right-of-way; however, the food vendor table and any other structures may not be located within 25' of the right-of-way along E 9<sup>th</sup> Street. The revised plan in Figure 3 shows the approved location of the vendor table.

The proposed event will occur on Thursday evenings. Thursdays are noted for extended evening hours for many downtown businesses. The proposed activity is consistent with this activity of the downtown area.

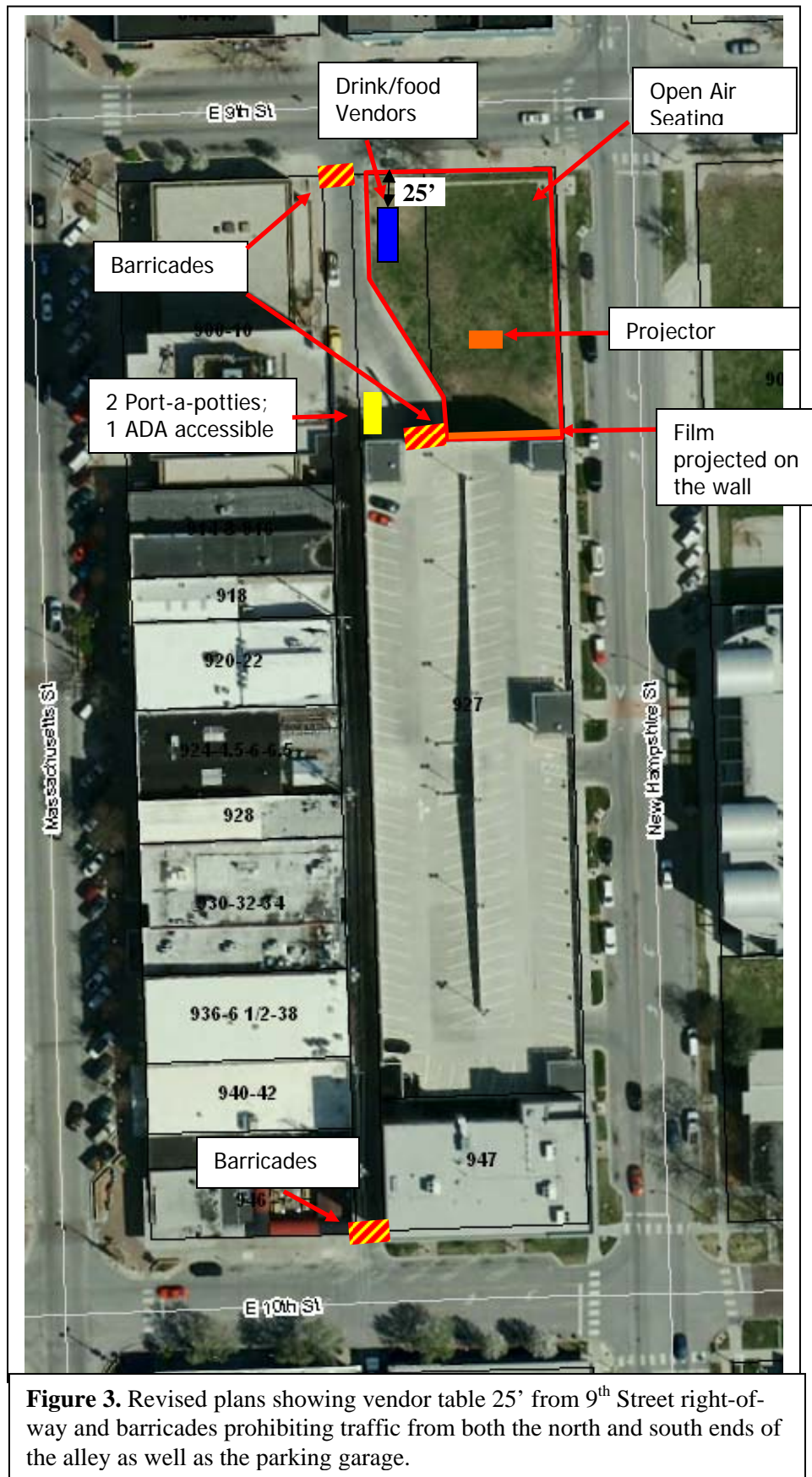
As the property is located within the environs of the Shalor Eldridge Residence and the Downtown Lawrence Historic District, approval from the Historic Resources Commission will also be required for the Special Event.



**Figure 1.** Proposed plan showing event layout and location of barricades. Staff recommends revised plan, Figure 3, showing the food vendor located 25' from the 9<sup>th</sup> Street Barricade and including the barricade on the south side of the alley (on 10<sup>th</sup> Street).



**Figure 2:** Event Area to occupy the green space north of the parking garage. The alley shall be blocked from vehicular use.



**Figure 3.** Revised plans showing vendor table 25' from 9<sup>th</sup> Street right-of-way and barricades prohibiting traffic from both the north and south ends of the alley as well as the parking garage.