



City of Lawrence Douglas County

PLANNING & DEVELOPMENT SERVICES

2009 ANNUAL REPORT

Planning

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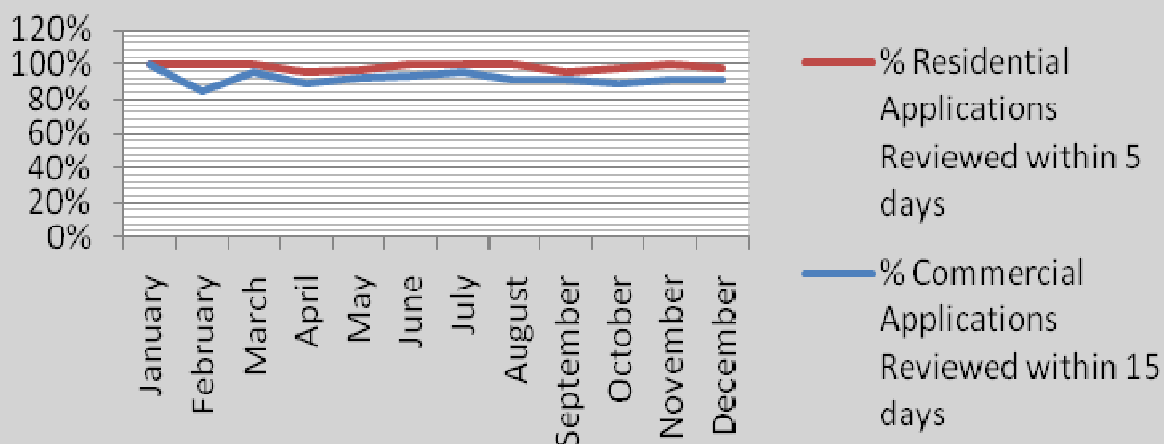
DEVELOPMENT SERVICES DIVISION: BUILDING SAFETY 2009 STATISTICS:

- Inspections performed – **12,629**
- Inspections requested via Inspection Hotline – **4,751**
- Plan review actions completed – **4,116**
- Licenses issued –
 - Building contractor licenses issued – 383
 - Trades contractor licenses issued – 306
 - Trades worker licenses issued – 497
- Hours of contractor continuing education sponsored
 - Spring Johnson County Licensing Education Program – 648 hours
 - Fall Johnson County Licensing Education Program – 606 hours
 - December 11, 2009 City of Lawrence Education Program – 890 hours

Permit Type	2008	2009
Single-Family	102	110
Duplex	12 (24 Units)	16 (32 units)
Multi-Family	27 (557 Units)	15 (172 units)
Commercial	11	9
Remodel	271	200
Mech./Plumb./Elec.	1165	1090
Signs	386	370
Other	204	188
Total	2,179	1,988

- Percent of permit applications reviewed within target timeframes –
 - Residential applications within 5 days – 99%
 - Commercial applications within 15 days – 89%
 - Graph showing percentage of applications reviewed within target timeframes:

Percent of Building Permit Applications Reviewed within Target Timeframe



DEVELOPMENT SERVICES DIVISION: BUILDING SAFETY ACCOMPLISHMENTS:

- Worked with Midwest Code Institute to provide and promote continuing education program for contractors, held on December 11, 2009. The program provided contractors a local opportunity for education, rather than having to attend Johnson County Contractor licensing programs in Overland Park. Education presented included an overview of the 2009 International Residential Code, 2009 International Mechanical Code Update, Venting & Combustion Air in the 2009 Codes, 2009 International Plumbing Code Update, and How to Design With the 2009 International Plumbing Code.
- Implemented use of laptop computers in inspector vehicles to enhance inspection result reporting and allow inspectors direct access to computer systems from job sites.
- Began work with code review boards to review the 2009 International Code Council ensemble of building codes for possible adoption in 2010.
- Worked with code review boards to create and implement code amendments regarding minimum number of drinking fountains, minimum level of basement wall insulation, allowable materials for water supply piping, maximum allowable developed length of dryer vents, and requirements for issuance of Certificates of Occupancy.
- Provided monthly articles for the Lawrence Home Builders Association newsletters.
- Provided Monthly Permit Reports with staff summaries.
- Implemented special inspection program (3rd-party inspection program), including statement of special inspection to be completed by design professionals and included with permit application submittal.
- Worked to improve the permit application and review process, including revising permit application forms to eliminate unneeded duplication of information from applicants, creation of "fillable" forms, revisions to application checklists, and having administrative staff work to provide applicants with immediate feedback regarding incomplete applications.
- Implemented changes to permit tracking systems to track conditions outside the direct purview of the building permit and inspection operations, such as collection of system development fees, and other conditions required to be fulfilled by developers prior to issuance of Certificates of Occupancy.
- Building Inspectors attended the Residential Inspection Institute in Kansas City, Missouri in March. This was a week-long training program providing in depth code training in the building, mechanical, electrical and plumbing systems associated with residential construction.
- Provided continued support to numerous advisory boards, including:
 - Electrical Code Board of Appeals
 - Plumbing Code Board of Appeals
 - Building Code Board of Appeals
 - Contractor Licensing Board
 - Mechanical Code Board of Appeals
- Worked with the Electrical Code Board on review and adoption of the 2008 National Electrical Code, which became effective January 1, 2010.

**WANT TO KNOW WHAT ZONING DISTRICT YOUR PROPERTY IS IN?
WANT TO KNOW IF YOUR PROPERTY IS LOCATED IN THE FLOODPLAIN?
CHECK OUT INTERACTIVE MAPPING ON THE WEB!!**

WWW.LAWRENCEKS.ORG/CITY_MAPS

DEVELOPMENT SERVICES DIVISION: CODE ENFORCEMENT

The Code Enforcement Division enforces the Property Maintenance Code, Environmental Code, Weed Code, Sign Code, Development Code, Fence Code, Sidewalk Dining Ordinance, Rental Inspection Ordinance and the Sidewalk Snow Removal Ordinance. A great deal of the division's time is spent investigating cases involving blighted properties, site plan compliance inspections, sub standard housing inquiries and managing the rental inspection and licensing program.

ACHIEVEMENTS:

- Staff attended the Kansas League of Municipalities seminar on Nuisance Abatement.
- Two staff attended the fall Kansas Association of Code Enforcement (KACE) conference in Manhattan. The CED Manager was guest speaker and presented information on over occupancy investigations.
- Implemented the online PayPal rental license renewal payment option during the summer. There have been 48 properties owners who have utilized the online payment feature.
- Completed the implementation of the new payment schedule for rental property owners.
- Continued to facilitate the rehabilitation of 617 W 4th St.
- Worked with Legal Staff to amend the environmental code to address problematic code language which hindered staff in enforcement of the code.
- Provided information to the City Commission regarding the expansion of the rental inspection ordinance. Additionally, provided stakeholder's meetings and coordinated media releases regarding the proposed expansion.
- Implemented the OnBase imaging system and scanned a large volume of code enforcement documents.
- Successfully coordinated the demolition of 1232 Louisiana.
- Presented the demolition request to the City Commission for 426 Perry St. The property was sold and a new single family residence has been constructed.
- Presented the demolition request to the City Commission for 1207 E. 13th. The structure was removed in its entirety by the owner.
- Implemented the Comcate Rental Inspection software.
- Amended the Weed Code to eliminate the requirement of publishing notices in the paper for out of town property owners. The amendment is projected to save the City approximately \$4,000 per year.

Code Enforcement Division Statistics:

Type	2008	2009
Snow Removal	326	310
Graffiti	171	156
Structural Blight	48	79
Environmental Blight	448	542
Tenant Complaint Housing	54	45
Weed/Grass	1043	1000
Rental Inspections	431	743
Zoning	24	27
Total	2,545	2,875

VISIT US ON THE WEB!!

WWW.LAWRENCEKS.ORG/PDS

DEVELOPMENT SERVICES DIVISION: COMMUNITY DEVELOPMENT

The Community Development Division (CDD) administers multiple grants provided directly by the US Department of Housing and Urban Development (HUD), Kansas Housing Resources Corporation (KHRC) and the Kansas Department of Commerce. Those include the Community Development Block Grant (CDBG), the HOME Investment Partnership (HOME), and the Emergency Shelter Grant (ESG) programs.

ACCOMPLISHMENTS:

- There were 20 Emergency or Furnace Loan applications approved and completed for \$55,351.82.
- The First Time Homebuyer Lawrence Community Housing and Land Trust (LCHLT) program placed eight first time homebuyers in new homes for a total of \$124,922.33.
- There were 87 Weatherization program applications and 67 properties were approved. This was an increase of 150% over 2008. Attic insulation, weather-stripping of entry doors, and new storm windows were installed for \$89,913.77.
- During 2009, the current Comprehensive Housing Rehabilitation list of applicants from 2008 was completed. The Community Development Division opened up the application once again and will be accepting applications for the new Comprehensive Rehabilitation list in early 2010. During 2009, ten homes were completed for a total of \$228,290.48.
- The First Time Homebuyer Rehabilitation program assisted six properties in the amount of \$162,156.31 in 2009.
- Development Services staff recycled 30 lbs of aluminum cans throughout 2009. The money received from this project benefitted Lawrence Habitat for Humanity.



Before (left) & After (right) photo of a driveway project done through the Comprehensive Housing Rehabilitation Program.

NEW FACES: JESSICA ROBERTS

Jessica Roberts joined the Planning and Development Services Department in June 2009 as a Projects Specialist. Jessica has worked in the construction field for over eight years and was previously employed by the Blue Valley School District in the Design and Construction Department. She is originally from the West Coast and has been a resident of Kansas for the past four years.

**GOT A QUESTION ABOUT THE FIRST TIME
HOMEBUYER PROGRAM?**

**GIVE DEVELOPMENT SERVICES A CALL:
832-7700**

OR

VISIT THEM ON THE WEB:

[HTTP://WWW.LAWRENCEKS.ORG/PDS/](http://www.lawrenceks.org/pds/)

DEVELOPMENT SERVICES DIVISION: COMMUNITY DEVELOPMENT (CON'T)**ACHIEVEMENTS:**

- Tenants to Homeowners, Inc, is the City's certified Community Housing Development Organization (CHDO), a non-profit affordable housing provider. In partnership with the City of Lawrence, they were awarded the 2009 Ad Astra Excellence in Partnership award at the 2009 Kansas Housing Conference.
- The Community Development Division received word of additional funding received from the American Recovery and Reinvestment Act (ARRA) and the Housing and Economic Recovery act of 2008 (HERA) stimulus packages. The City of Lawrence received \$216,798 in additional Community Development Block Grant (CDBG-R) funding, \$648,000 in Homelessness Prevention and Rapid Re-Housing (HPRP) Funds, and \$562,134 in Neighborhood Stabilization Program (NSP) funds. These grants are all administered by the Community Development Division.
- The Community Development Division held a Contractor Recruitment Luncheon in October of 2009 that was an informational session for Lawrence contractors that were interested in learning more about the programs that the division administers.
- Danelle Dresslar, Management Analyst, and Tony Hoch, Projects Specialist, were invited to present a Best Practice at the 2009 HUD Spotlight on Excellence Conference in Kansas City. The project consisted of web-based agendas for citizen advisory boards as well as merge document management.
- The Development Services Division logged 1035 training hours in 2009, bringing the average per employee to 65.5 hours. In the department employees hold more than 95 certifications, which is almost six certifications per employee.
 - Margene Swarts, Assistant Director of Development Services, became a State of Kansas Approved CDBG Administrator.
 - Tony Hoch, Project Specialist, passed the Certified HOME Program Specialist Regulations test.
 - Jessica Roberts, Projects Specialist, became certified in Lead Safe Paint Inspection and Risk Assessment.

SPOTLIGHT ON PROCESS:

- In 2009, the Development Code was revised in order to streamline development proposals. This included revisions to the site plan process.
- Revisions were also made to the parking standards to more accurately reflect existing development conditions.
- In 2009, the Planning Division made **online agenda packets** available for Planning Commission, Historic Resources and Board of Zoning Appeals meetings. Throughout all of 2009, that represents approximately **6,000** pages of information. In addition, staff incorporated site plan graphics into the information posted on our website and e-mailed out to recipients of the planning listserve.

PLANNING DIVISION: TRANSPORTATION

The Metropolitan Planning Organization (MPO) regional transportation planning program underwent major changes in 2009.

- January 22nd marked the inaugural meeting of the new MPO Policy Board comprised of mostly local elected officials. This Board replaced the Lawrence-Douglas County Planning Commission that had been serving as the MPO since 1982. The MPO staff spent much of their time in 2009 getting the new MPO Policy Board organized and educated about their new role as a regional transportation planning group. The MPO staff also worked diligently to foster good working relationships between the new MPO, Federal Highway Administration, Federal Transit Administration, Kansas Department of Transportation, Douglas County, and the Cities of Lawrence, Lecompton, Baldwin City and Eudora.
- The MPO adopted a new Public Participation Plan, Title VI Program Manual, and Cooperative Agreement/Memorandum of Understanding. These documents describe the MPO process, how it is organized to implement federal metropolitan planning regulations, and how the MPO program is managed to engage the public and local elected officials in a regionally focused transportation planning effort.
- The Metropolitan Transportation Plan (MTP): T2030 was amended to update the Bikeway System Map and include several changes to the financial plan to address the possible funding of projects through the federal economic stimulus legislation called the American Recovery & Reinvestment Act (ARRA).
- The Transportation Improvement Program (TIP) was amended to include changes necessary to program ARRA funds for roadway, transit, and bikeway projects. TIP amendments were also made to adjust the funding amounts and schedules of various transportation improvements in Douglas County.



SPOTLIGHT ON BICYCLES AND PEDESTRIANS:

MPO staff organized counts of pedestrians and bicyclists at several locations around Lawrence as part of the National Bicycle and Pedestrian Documentation Project. MPO staff also worked with the Bicycle Advisory Committee (BAC) to expand their membership to include greater representation from Douglas County. 47 Volunteers counted **1,126 pedestrians and 737 bicyclists** at 11 locations in Lawrence.

- The Unified Planning Work Program (UPWP), which is the annual document that describes what activities the MPO staff undertakes each year and how it will spend its allocation of federal planning funds, was amended to partially fund the GIS staff and utilize cost sharing activity funds from KDOT as match amounts to the MPO's federal dollars and require less funds from the Planning & Development Services Department. Both of these amendments helped the MPO & the City of Lawrence use their funding more efficiently in 2009.
- MPO staff continued their participation in two large planning studies. The Five-County Regional Transportation Study - Phase 1 examines mobility issues in Douglas, Johnson, Leavenworth, Miami, and Wyandotte Counties. The US-56 Corridor Management Plan studies a 22-mile stretch of highway between Gardner in Johnson County and US 59 in Douglas County. Both of these studies are scheduled to end in the first half of 2010.
- MPO staff also continued to work with officials from the City of Lawrence and the University of Kansas to plan for a consolidated transit system that will serve the general public and KU students.

PLANNING DIVISION: CURRENT PLANNING

Assistance and Applications

A great deal of the department's time is spent handling information requests from the development community, other departments, neighborhood groups, and the general public. The Planning Division handled roughly **25,000** separate phone calls, emails and in-person city/county inquiries during 2009. As a department, this amounts to roughly 13 different requests for information per business hour. The Planning Division reviewed a total of **500 applications** and conducted close to **100 pre-submittal** meetings in 2009. Also in 2009, **487 acres** were annexed into the City of Lawrence.

Spotlight on Top 2009 Applications	2008	2009
Board of Zoning Appeals	20	21
Development Plans	13	11
Floodplain Development Permits	19	24
Plats	40	21
Rezoning	26	30
Site Plans	112	56
Special Event Permits	36	37
Special Use Permit	10	11
Text Amendments	25	23

Spotlight on 2009 Site Plans

The Planning Department processed **56 site plan** applications in 2009. 45 site plans were approved, 4 were withdrawn and 7 are still pending as of this date. Of the 45 site plans that were approved, close to **60% were approved in less than 30 business days**.

PLANNING DIVISION: SPECIAL PROGRAMS

Floodplain:

The City of Lawrence participates in the National Flood Insurance Program (NFIP) administered by FEMA, making flood insurance available to all community property owners. In addition, the city participates in the **Community Rating System** (CRS) which enables property owners to receive a discount on flood insurance. As part of our participation in the CRS program, the Planning Division conducts numerous outreach activities throughout the year, including placing a flood information brochure in all water bills & mailing a brochure to the owners of all properties located in the floodplain. The brochure provides information on obtaining flood insurance, flood safety, obtaining a floodplain development permit, and historical information on floods in Lawrence. In 2009, the Planning Division processed **24 floodplain permits**.

Historic Resources:

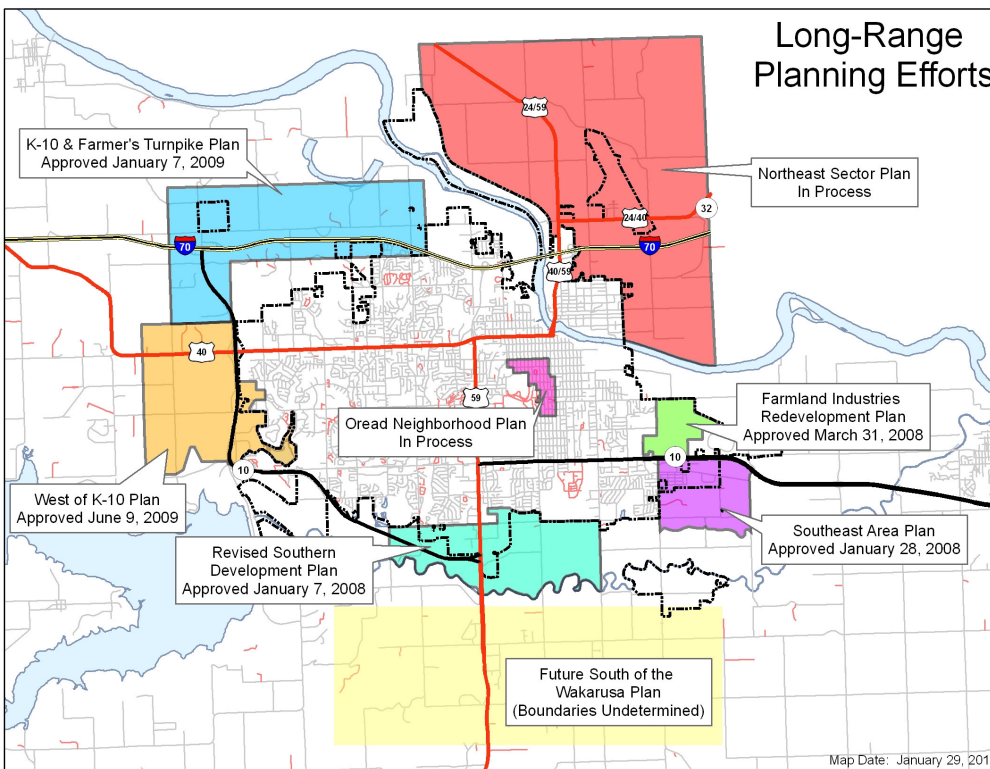
In 2009 the City of Lawrence continued its participation in the **Certified Local Government Program**. The Certified Local Government Program (CLG) is a preservation partnership between local, state and national governments focused on promoting historic preservation at the grass roots level. As a CLG, the City of Lawrence is an active partner in the Federal Historic Preservation Program and the opportunities it provides. Participation in this program also allows the City of Lawrence to apply for CLG designated funding. In 2009, the City of Lawrence was awarded **two CLG grants**: one to fund a historic preservation planning intern; and one to survey the area north of KU's Memorial Stadium to identify historic resources. Being a CLG also shows the community's commitment to keeping what is significant from the past for future generations.

In addition to participation in the CLG program, the Historic Resources program continued to provide **technical support about preservation issues** to over 200 property owners. During National Preservation Month in May, the program sponsored the Preservation Month proclamation issued by the Mayor and presented special programming about preservation issues in the City and Douglas County.

In 2009, over **150 projects** were reviewed under state and local preservation law.

PLANNING DIVISION: LONG-RANGE PLANNING

- Planning and Development Services, with the assistance of property owners and other stakeholders, began the process of planning for the future of an area north of Lawrence that is part of Grant Township. **The Northeast Sector Plan** will outline goals and policies to address identified topics and guide the future land use of the planning area. As part of the planning process, various public meetings were held in 2009. The plan is scheduled to be presented to the Planning Commission and governing bodies in 2010.



Spotlight on The Oread Neighborhood Plan

The Planning and Development Services Department substantially completed work to update the current Oread Neighborhood Plan which was originally adopted in 1979. The plan includes the area generally located north and east of the University of Kansas main campus, south of W. 9th Street, north of W. 17th Street and west of Massachusetts Street. This plan outlines goals and policies that address identified topics and guide the future development and redevelopment of the neighborhood. As part of the planning process, various public meetings were held. The new plan is expected to be presented to the governing body in early 2010.



- Staff made use of the City's email subscription service in order to better inform members of the public about certain items, such as long range plans and comprehensive plan amendments, as they move through the process.

PLANNING DIVISION: PROFESSIONAL DEVELOPMENT & TRAINING:

A new year brought continued work by staff on professional development and training:

- **8 staff** members are certified by the American Institute of Certified Planners [AICP]. **AICP** is the American Planning Association's [APA] professional institute, providing recognized leadership nationwide in the certification of professional planners, ethics, planning education, & the standards of planning practice. That includes 7 staff members who continued their certification and 1 who obtained the certification in 2009.
- Two planners attended the **2009 Kansas APA Conference** held in Wichita, Kansas.
- One planner attended to **2009 Kansas Association of Floodplain Managers Conference** in Emporia, Kansas and successfully passed the **Certified Floodplain Manager** examination.
- Staff took part in **web seminars** offered throughout the year by the APA that focused on various topics ranging from ethics in planning to visualizing density.
- **2 Planning Commissioners and 2 Staff** attended the National APA Conference held in Minneapolis, MN in April 2009.
- 2 Staff members attended the **2009 Kansas Built Environment and the Outdoors Conference** in Topeka, KS.
- Staff attended the Mid-America Regional Council's **Visualizing Density Seminar** on April 2, 2009. The seminar conducted a few exercises that helped participants visual different residential densities. Staff then developed similar visualizing density exercises and conducted a workshop with the Planning Commission.
- Planning and Development Services staff attended a training session regarding **Effective Conflict Resolution**.

Spotlight on the Comprehensive Plan: Horizon 2020

- Planning staff, in conjunction with the Comprehensive Plans Committee (a sub-committee of the Planning Commission) substantially completed work on a new chapter to Horizon 2020 concerning environmental issues. This new chapter, **Chapter 16: Environment**, is expected to be presented to the Planning Commission and governing bodies in 2010 for consideration.
- A comprehensive plan amendment to Horizon 2020 updating and revising **Chapter 7: Industrial and Employment Related Land Use** was completed in 2009.

Spotlight on Historic Resources

Three properties were listed on the National Register of Historic Places and one property was listed on the Register of Historic Kansas Places in 2009:

- **The John Robert Greenlees House**, 714 Mississippi Street, (Register of Historic Kansas Places)
- **The George K. Mackie House**, 1941 Massachusetts Street, (National Register of Historic Places)
- **Plymouth Congregational Church**, 925 Vermont Street (National Register of Historic Places)
- **The United Presbyterian Center/Ecumenical Christian Ministries Building** (National Register of Historic Places)



The George K. Mackie House, constructed in 1917, was designed in the Neoclassical Revival style by architect Alexander Drake.