

**Special Event Permit
May 18, 2009
Consent Agenda**

SE-5-18-10: A Special Event request for a street party for the Lawrence Arts Center located at 940 New Hampshire Street. Submitted by Susan Tate, Executive Director, Lawrence Arts Center.

GENERAL INFORMATION

Current Zoning and Land Use:	CD (Downtown Commercial) District and GPI (General Public Institution) District; existing undeveloped land north of arts center
Surrounding Zoning and Land Use:	CD (Downtown Commercial) District to the north, northeast and north west. Existing buildings to the north of 9 th Street CS (Commercial Strip) District and RM12 (Multi-Dwelling Residential) District to the east, businesses and residences to the east RM12 (Multi-Dwelling Residential) District to the south; Salvation Army. GPI (General Public Institution) District to the west; existing parking garage structure.

Recommendation: Planning Staff recommends approval of the Temporary Special Event for a "street party" June 12, 2010 between the hours of 9:00 A.M. and 3:00 P.M. with the following conditions:

1. Property shall be restored to pre-event condition immediately following the event.
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. The applicant shall provide trash receptacles or other sanitation provisions as needed
6. Cars, trucks, vans, or trailers may not be used for sale of merchandise.
7. The street and parking garage shall be barricaded to block thru traffic as shown on the plan.
8. Applicant shall contact Fire/Med Department for inspection review during set up to be sure that adequate access to buildings and water connections is maintained.
9. Tent must be certified flame retardant. (Label on tent or paperwork available for inspection).
10. 2A10BC portable fire extinguisher must be provided.
11. "No Smoking" signs must be posted and enforced.
12. No open flame within the tent.
13. Per Fire Code, tents over 200 sq. ft. must be located further than 20' from buildings or structures.

STAFF REVIEW

A Temporary Special Event Permit has been requested to allow for a street party including the use of right-of-way for June 12, 2010. A separate review of the use of right-of-way is related to this item on this same agenda.

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. Additionally, the property to the north of the arts center is undeveloped.

The event area includes a portion of New Hampshire Street. One access to the City parking garage will be barricaded during the event (see Figure 1).

The event will be located on two parcels, the vacant land north of the Arts Center and the Arts Center itself. Right-of-way is also proposed to be used during this event. The parcel on the north, owned by 9-10 L.C., is undeveloped.

Staff has contacted Development Services, Fire, Police, and Parks and Rec staff. It was noted by the City Fire Department that a clear area is required in the northwest portion of the ROW to accommodate fire apparatus service if necessary. Staff recommends the applicant contact the Fire Department during the set up to be sure adequate clear area is provided.

Additionally, barricades are needed at the intersection of 9th & New Hampshire to deter traffic during the event. The access to the garage from 10th Street and the alley from 9th Street will remain open during the event.

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 Development Services as applicable to the event.

The applicant indicated that there will be booths and activities during the event. Any use of tents or canopies is subject to requirements for being fire retardant, no smoking and supplied with an appropriate type of fire extinguisher.

As the property is located within the environs of the Shalor Eldridge Residence and the Downtown Lawrence Historic District, approval from the Historic Resources Administrator will also be required for the Special Event. The property must be restored to its original condition after the event.



Figure 1. Proposed plan showing event location