



Mayor Mike Amyx and City Commissioners  
City of Lawrence  
6 East 6<sup>th</sup> Street  
Lawrence, KS 66044

July 22, 2010

Dear Mayor and City Commissioners,

We are writing you today on behalf of Downtown Lawrence Inc., the Lawrence Chamber of Commerce and Kansas Athletics Inc, to request city permission to close the 1000 block of Massachusetts Street on Thursday, September 2, 2010 and Thursday October 21, 2010 from 3 p.m. to 9 p.m. to accommodate a pep rally celebrating the opening of the University of Kansas football season and KU's Homecoming game.

We are planning for these events to include several activities, including the appearance of the KU Pep Band, KU Cheerleaders, and members of the KU football team and coaching staff. The event will include Coach Turner Gill's radio show, which will be broadcast from a tent placed in the street in front of Buffalo Wild Wings. Arrangements are also being made to set up a kid's fun zone in the closed street so that there will be activities for children. We would like to make this a family event.

We anticipate these events beginning at 5 p.m. and ending at approximately 7:30 p.m. Our request for the street closure from 3 p.m. to 9 p.m. is to allow us sufficient time to set up and tear down.

We are all very excited about these events and for the benefits they will provide our downtown businesses as well as our residents. We envision that if these events are successful they would become annual events.

If you have any questions regarding our request please feel free to contact Tom Kern at the Lawrence Chamber of Commerce.

Thank you for consideration of our request.

A handwritten signature in black ink, appearing to read "Jane Pennington".

Jane Pennington  
Executive Director  
Downtown Lawrence Inc.

A handwritten signature in black ink, appearing to read "Tom Kern".

Tom Kern  
President/CEO  
Lawrence Chamber of Commerce

A handwritten signature in black ink, appearing to read "Debbie VanSaun".

Debbie VanSaun  
Associate Athletic Director  
Kansas Athletics Inc.



# City of Lawrence

## Temporary Use of Public Right-of-Way Application and Permit

Please allow up to 14 days for the processing of this application.

### APPLICANT INFORMATION

Contact Person: <b>TOM KERN</b>	E-Mail Address: <b>TKERN@Lawrencechamber.com</b>	Business Name: <b>785-865-4422</b>	24-Hour Phone: <b>231-590-2520</b>
Mailing Address: <b>734 Vermont St</b>	City: <b>Lawrence</b>	State: <b>KS</b>	Zip: <b>66044</b>
			Alternate Phone: <b>185-764-1650</b>

### LIST DATE(S) OF REQUESTED USE OF RIGHT-OF-WAY BELOW

Date: <b>9/2/10</b>	From Time: <b>3:00 pm</b>	To Time: <b>9:00 pm</b>	Location of Use: <b>1000 BLOCK OF MASS. ST</b>
Date: <b>10/21/10</b>	From Time: <b>3pm</b>	To Time: <b>9:00 pm</b>	Location of Use: <b>1000 block of MASS ST.</b>
Date:	From Time:	To Time:	Location of Use:
Date:	From Time:	To Time:	Location of Use:
Date:	From Time:	To Time:	Location of Use:
Date:	From Time:	To Time:	Location of Use:
Date:	From Time:	To Time:	Location of Use:
Or From Date to Date:	From Time:	To Time:	Location of Use:

Is applicant the owner of the adjoining property? ☐ Yes ☒ No (If no, attach the owner's written permission)

Describe the use of this right-of-way (attach/include a sketch or site plan of the utilized right-of-way):

**CLOSE 1000 Block of MASS St on 9/2/10  
& 10/21/10 FOR KU FOOTBALL Pep Rally &  
Radio Show.**

### METER BAGS AND NO PARKING SIGNS

Do you need meter bags or no parking signs? ☒ Yes ☐ No If yes, how many (1 sign per 30 feet)?  
Note: The police department will contact you when meter bags and/or no parking signs are ready to be picked up. A \$3.00 deposit per bag/sign must be paid to the police department at that time.

Is this project being undertaken on behalf of the City of Lawrence? ☒ Yes ☐ No

If yes to above, who is your main contact person with the City on this project? **Morgan Gellman**

I hereby agree to comply with the rules and regulations of the City of Lawrence concerning this permit. I have read a copy of Chapter 16, Articles 8 & 9, of the City Code of Lawrence, Kansas, and understand the regulations therein. All documents required by the City Code have been submitted with this application, along with a sketch or site plan of the utilized right-of-way. All fees paid for the processing of this application are not prorated or refundable in the event the permit is not issued for any reason.

- PLEASE INCLUDE:**
- ☐ \$10.00 Fee
  - ☐ Certificate of general liability insurance in the amount of \$500,000 with the City of Lawrence listed as a certificate holder
  - ☐ Sketch or site plan of the utilized right-of-way
  - ☐ MUTCD compliant traffic control plan if the activity will impact pedestrian or vehicular traffic in any way
  - ☐ Written permission of adjacent property owner(s) if applicant is not owner
  - ☐ Copy of KDOT permit if applicable

THOMAS J. KERN  
PERSON COMPLETING APPLICATION

[Signature]  
APPLICANT'S SIGNATURE

7/22/10  
TODAY'S DATE

OFFICE USE ONLY		
Application Received Date:	Insurance Certificate Submitted or on File? <input type="checkbox"/> Yes <input type="checkbox"/> No	Payment Received? <input type="checkbox"/> Yes <input type="checkbox"/> No

## USE OF THE PUBLIC RIGHT-OF-WAY PERMIT

(To be completed by the City)

Applicant:

### DATE(S) APPROVED FOR THE USE OF THE RIGHT-OF-WAY

Date:	From Time:	To Time:	Location of Use:
Date:	From Time:	To Time:	Location of Use:
Date:	From Time:	To Time:	Location of Use:
Date:	From Time:	To Time:	Location of Use:
Date:	From Time:	To Time:	Location of Use:
Date:	From Time:	To Time:	Location of Use:
Date:	From Time:	To Time:	Location of Use:
Or From Date to Date:		From Time:	To Time:      Location of Use:

Special Conditions:

1. Applicant will notify the City when any use of the right-of-way is complete.
2. Applicant will restore the right-of-way to City specifications.
3. Applicant will maintain all necessary MUTCD compliant traffic control devices throughout the project.
4. Applicant will meet conditions of KDOT permit, if applicable.

\_\_\_\_\_  
City Manager or Designee

\_\_\_\_\_  
Date

**THIS PERMIT SHOULD BE PROMINENTLY DISPLAYED WHERE THE PUBLIC RIGHT-OF-WAY IS BEING USED OR BE AVAILABLE FOR REVIEW BY ANY OFFICER OR EMPLOYEE OF THE CITY OF LAWRENCE UPON DEMAND.**

**THIS PERMIT MAY BE REVOKED OR SUSPENDED AS PROVIDED BY LAW.**