

**Special Event Permit  
March 8, 2011  
Consent Agenda**

**SE-1-1-11:** A Special Event request for an antique auto show parking to be located on the west portion of the Farmland property adjacent to the Douglas County Fairgrounds. Submitted by Ralph Reschke, for the Antique Automobile Club of American.

**GENERAL INFORMATION**

Current Zoning and Land Use:

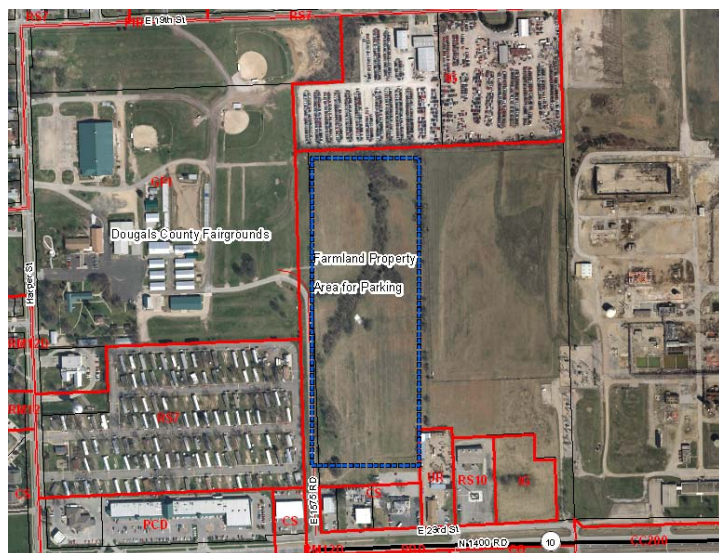
GPI (General Pubic and Institutional) existing Douglas County Fairgrounds and unzoned Farmland property along the east side of E 1575 Road.

Surrounding Zoning and Land Use:

CS (Commercial Strip) District and UR (Urban Reserve) District to the south (along the east side of E 1575 Road and the north side of E. 23<sup>rd</sup> Street. Existing businesses.

RS7 (Single-Dwelling Residential) District to the south (on the west side of E 1757 Road. Existing manufactured housing park.

IG (General Industrial) District to the north; existing auto salvage businesses.



**Recommendation:** Planning Staff recommends approval of the Special Event for an “Antique Auto Show” May 6 – 8 for the event and April 29- May 13 for preparations and clean up subject to 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. No structures shall be allowed in the Farmland portion of the activity area.
5. The applicant shall provide trash receptacles or other sanitation provisions as needed.
6. Provision of appropriate documents demonstrating liability insurance for the event.

**STAFF REVIEW**

A Special Event Permit has been requested to allow parking on City property associated with an annual event to take place on the Douglas County Fairgrounds May 6, 2011 to May 8, 2011.

This annual event is known as the “Lawrence Swap Meet” hosted by the Lawrence Region Antique Automobile Club of America. This is the 48<sup>th</sup> annual event. The event activities occur primarily within the Douglas County Fairgrounds with parking for trailers and guest parking provided on the Farmland ground on the east side of E 1575 Road.

Article 15 of Chapter 6 of the City Code regulates 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. Events that occur at the Fairgrounds are exempt from this requirement. However, the property being requested for the parking portion of the event is owned by the City. In past years this event has taken place in the same location and with a private agreement for parking between the Antique Automobile Club of America and the previous owners of Farmland.

The west side of the Farmland property is accessible from E 1575 Road. Two gates located along the road allow restricted access to the field. Approximately one week before the event the host will seek access to the field and mow the field to establish access aisles and parking areas. At the end of the event the property is re-graded and reseeded, as necessary, to restore the field damaged by vehicles or ruts.



Staff has contacted Development Services, Public Works, Fire, Police, and Parks and Recreation staff regarding this request. There were no comments. The City Stormwater Engineer has reviewed the request to determine if the proposed parking will interfere or conflict with plans to demolish equipment on the Farmland property. A natural tree line provides a boundary for the parking area. This is sufficient to separate the parking area from the construction zone of the main facility located on the eastern portion of the Farmland property.

Hours of operation for the public portions of the event are as follows:		
	Public Access	Vendor Access
<b>Friday, May 6</b>	1:00 P.M. to dark	12:00 P.M. to 8:00 P.M.
<b>Saturday, May 7</b>	6:30 AM to dark	06:00 A.M. to 2:00 P.M.
<b>Sunday, May 8</b>	7:00 AM to 12:00 P.M.	Closed at 12:00 P.M. to vendors