

**Special Event Permit
July 19, 2011
Consent Agenda**

SE-7-15-11: A Special Event Permit requested for two free events including food, music, fellowship, and a sermon, located in the 800 block of Lynn Street on July 27 and August 24, 2011.

GENERAL INFORMATION

Current Zoning and Land Use	RMO (Residential Multi-family Office) District; vacant lot.
Surrounding Zoning and Land Use	RSO (Residential Single-family Office) District to the south; existing single-family uses.
	IG (Industrial General) District to the south, north and west; existing industrial uses.
	IL (Industrial Limited) District to the north; existing industrial uses.
	RS7 (Residential Single-family) District to the east; existing single-family uses.

STAFF REVIEW

Article 15 of Chapter 6 of the City Code regulates Temporary Special Events. Per Code, a Type 1 Special Event Permit includes, "Fundraising or non-commercial events for nonprofit religious, educational or community service organizations; including any structures in conjunction with the event." A Type 1 Special Event is allowed without a permit provided that it meets all of the criteria set forth in Section 6-1501.3 of the Code of the City of Lawrence. One requirement is that the event be located at the sponsoring organizations permanent facility. While this special event is conducted on private property owned by the sponsoring organization, it is not used as their permanent facility and therefore this Special Event Permit has been referred to the City Commission.

The applicant is proposing to hold two free events for food, music, fellowship and a sermon from 6:30 to 8:30pm (3:00 to 9:00pm including set-up and take-down) on the vacant lot in the 800 Block of Lynn Street. Parking will be located on the grass surface on the east side of the lot. There will be 30' X 30' open-sided canopy tent located on the west side of the lot, along with a designated area for food and two portable toilets. The proposal also includes a dumpster. The applicant anticipates 100-200 people for each event and plans on providing four private security guards to help with security, parking and traffic control.

In addition, the applicant has been referred to the Fire Inspector to verify that the tent is compliant with the Fire Code. Any conditions required by the Fire Inspector shall be included on the Special Event Permit.

Recommendation: Planning Staff recommends approval of a Special Event Permit for two free events including food, music, fellowship, and a sermon, located in the 800 block of Lynn Street on July 27 and August 24, 2011 from 3pm to 9pm, subject to the following

conditions:

- a. The Special Event Permit must be displayed on site during hours of operation.
- b. A Temporary sign permit must be obtained from Development Services if temporary signage is to be used.
- c. The tent may not be within 25' of public right-of-way.
- d. Any structures must be removed within 24 hours after the cessation of the event.
- e. The applicant shall provide trash receptacles or other sanitation provisions.
- f. The tent must be certified flame retardant. (label on tent or paperwork available for inspection). Applicant shall meet with the fire inspector to verify that the tent complies with the Fire Code.
- g. A 2A10BC portable fire extinguisher must be provided.
- h. "No Smoking" signs must be posted and enforced.
- i. There shall be no open flame within the tent.
- j. Any cooking must be at least 20' from tent.
- k. No parking shall take place on Homewood Street.



Figure 1. Proposed Site (blue outline) showing location for parking area and tent.