

**Staff Report for Special Event Permit
June 18, 2013
City Commission**

SE-13-00211: Special Event, SE-13-00211, for a Night at the Movies by the Lawrence Arts Center located on Salvation Army property at 946 New Hampshire Street on July 12, 2013. Submitted by Ric Averill, Lawrence Arts Center with permission of the Salvation Army, property owner of record.

GENERAL INFORMATION

Current Zoning and Land Use	CD (Downtown Commercial) District; Social Service Agency
Surrounding Zoning and Land Use	CD and GPI (General Public and Intuitional) Districts to the west; parking garage, office, restaurant uses RM12 (Multi-Dwelling Residential) District to the east; single-family homes GPI District to the north; art center CD District to the south; retail

STAFF REVIEW

A Special Event Permit has been requested to allow the Lawrence Arts Center to hold a twist-a-thon and film screening on the Salvation Army property between the Arts Center building and Salvation Army building. The anticipated attendance is approximately 50 people and the event is to be on Friday, July 12th from 6 pm to midnight.

This event meets the definition of a Type 1 event (fundraising or non-commercial event for nonprofit religious, educational or community service organization) as defined in the City Code. A Type 1 event would potentially not require a permit if the standards of the Code are met. The standards limit the event from 8 am to 9 pm. This event is to occur between 6 pm and midnight, requiring City Commission approval. Additionally the event must occur on the privately owned property of the sponsoring organization. This property is owned by the Salvation Army, adjacent to the Arts Center.

The Salvation Army site has an approved site plan [SP-3-14-82] and the Downtown Commercial District does not require parking. Parking is provided on the east side of the property, along the alley and in the public parking garage across New Hampshire Street.

There is a concern regarding the potential event noise until midnight since the property abuts residential homes to the east. Conditions have been placed on the approval that the entire east side of the block shall be notified of the event and speakers are aimed away from the residences.

SE Permit 13-00211
946 New Hampshire St.

RECOMMENDATION: Planning Staff recommends approval of the Special Event Permit SE-13-00211, Night at the Movies by the Lawrence Arts Center located on Salvation Army property at 946 New Hampshire Street on July 12, 2013 from 6 pm to midnight, subject to the following conditions:

1. The Special Event Permit must be displayed on site during hours of operation.
2. A temporary sign permit must be obtained from Development Services for any signage.
3. Any speakers shall be aimed away from the residential structures across the alley to the east.
4. Public street, sidewalks and alley shall remain clear at all times.
5. The applicant shall provide trash receptacles or other sanitation provisions as needed.
6. The applicant shall provide written notice of the event to all property owners on the east side of the alley within the block. Notice shall be provided at least 10 days prior to the event.

Event Location

