

**Special Event Permit  
March 25, 2014  
City Commission  
Consent Agenda**

**SE-14-00071:** Antique auto show parking May 2-4, 2014, to be located on the west portion of the VenturePark property (2100 Street CC & 2125 Street CC) adjacent to the Douglas County Fairgrounds. Submitted James McKenzie, for the Antique Automobile Club of America.

**GENERAL INFORMATION**

Current Zoning and Land Use:

IM (Medium Industrial) District; undeveloped.

Surrounding Zoning and Land Use:

CS (Commercial Strip) 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.

**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 2-4, 2014. This annual event is known as the "Lawrence Swap Meet," hosted by the Lawrence Region Antique Automobile Club of America. The event activities occur primarily within the Douglas County Fairgrounds with parking for trailers and overflow guest parking provided on the city property 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. This event has occurred for many years and has not created issues with the VenturePark property.

An access was constructed two year by the applicant to the north of the SurePoint Medical leased area. The SurePoint Medical parking area will not be utilized for this event.

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Approximately one week before the event, the applicant 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.



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**Hours of Operation for Event are as follows:**

	<b>Public &amp; Vendor Access</b>
<b>Friday, May 2</b>	11:00 a.m. to 8:00 p.m.
<b>Saturday, May 3</b>	6:00 a.m. to 8:00 p.m.
<b>Sunday, May 4</b>	7:00 a.m. to 5:00 p.m.

**Staff Recommendation:** Planning Staff recommends approval of the Special Event permit for the Antique Auto Show parking, May 2-4, 2014, 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 VenturePark portion of the activity area.
5. The applicant shall provide trash receptacles or other sanitation provisions as needed.
6. No use of the property currently leased to SurePoint Medical may be used for the special event.