

**Special Event Permit  
May 6, 2014  
Consent Agenda**

**SE-14-00157:** A Special Event Permit request for the Kansas Food Truck Festival on vacant property on the west side of the 800 block of Pennsylvania Street on Saturday, May 10, 2014. Submitted by Tom Larkin, Cider Gallery with permission from Tony Krsnich & Ohio Mortgage Investors LLC, property owner of record.

**GENERAL INFORMATION**

Current Zoning and Land Use: IG (General Industrial) District; vacant property adjacent to the Cider Gallery and Seed Co Studios in the Warehouse Arts District

Surrounding Zoning and Land Use: CS (Commercial Strip) District to the north and east; vacant property to the north and commercial uses to the east.

RM24 (Multi-Dwelling Residential) District to the west; single-dwelling residences.

IG to the south; automotive repair.

**STAFF REVIEW**

A Temporary Special Event Permit has been requested to utilize the vacant property located on the west side of Pennsylvania Street in conjunction with an approved Use of the Right-of-Way Permit for the Kansas Food Truck Festival on Saturday, May 10th from 5PM to 10PM. The event is a partial fundraiser for Just Food and a celebration to highlight the Warehouse Arts District. Portions of Pennsylvania Street and the Warehouse District will be closed off along with this vacant property to contain the activity area and create specific entry points at the north and south ends of the area.

Multiple food truck vendors will be participating. A stage for live music, tables & chairs, beverage stands & truck and kids zone activities will all be set up on this portion of the property. Porta-potties will be placed in the open area south of the SeedCo building. This is an outdoor festival, however the Cider Gallery will be open for art viewing. No public assembly in the Seed Co Building is permitted with this event.

The City Commission approved the Use of the Right-of-Way Permit and associated alcohol sales at their meeting on April 8, 2014.

Article 15 of Chapter 6 of the City Code regulates Temporary Special Events. This event is classified as a Type 5 event (Public events intended primarily for entertainment or amusement, such as concerts or festivals). If all of the standards of the section are met, up to 4 administrative permits are available per site, per year. The standards require that the property have an approved site plan on file and is commercially or industrially zoned. The subject property is zoned industrial, but is vacant. Therefore, an approved site plan is not on file. In addition, the event will extend until 10PM (with clean-up activities following). These conditions require the permit to be approved by the City Commission.

The Special Event Permit request was forwarded to various City Departments for review. The Fire/Medical Department has noted that the barricades must be removable and should be set up to maintain alley access to both the Poehler and Cider buildings. A 20' access path must be maintained.

This project requires review under the State Preservation Law (K.S.A. 75-2724) because the property is listed in the National Register of Historic Places. The project will have no adverse effect on any listed property and has been approved administratively by the Historic Resources Administrator.

The applicant intends to staff the event with volunteers and has hired Milspec for overall security and monitoring of event boundaries. Six parking attendants will be available at all times to direct traffic in the area. Parking will be available in the Delaware Street lot as well as on-street along the periphery of the area.

**RECOMMENDATION:** Planning Staff recommends approval of the Temporary Special Event for the Kansas Food Truck Festival on Saturday, May 10, 2014 from 5PM to 10PM (with clean-up to follow) subject to the following conditions:

1. Special Event Permit must be displayed on site during hours of operation.
2. Temporary sign permit must be obtained from Development Services if temporary signage is to be used.
3. Any structures must be removed within 24 hours after the cessation of the event.
4. Vehicles used for storage of merchandise for event may only be on site during the approved hours of operation.
5. Trash receptacles or other sanitation provisions, as needed.
6. Event operator must coordinate street and alley barricade locations with Fire/Medical staff to ensure that access is available in the event of an emergency.
7. Festival activities are not permitted in the Seed Co Building at 820 – 826 Pennsylvania Street.
8. If tents are utilized:
  - a. The tent or other membrane structure must meet the International Fire Code.
  - b. Smoking is not permitted in tents or membrane structures. 'No Smoking' signs shall be conspicuously posted and enforced.
  - c. Open flame or devices emitting flame, fire or heat or any flammable or combustible liquids, gas or other cooking device shall not be permitted inside or located within 20 ft of the tent or membrane structures while open to the public.
  - d. 2A10BC Portable fire extinguishers shall be provided on site.
  - e. Two exits must be provided as well as exit signs and emergency lighting for enclosed tents, tents with walls rather than canopy tents.
9. If KU licensed merchandise is being sold a letter provided from the KU Licensing Director must be displayed at the event.