

**Special Event Permit
May 27, 2014
Consent Agenda**

SE-14-00209: A Special Event for the Big Brothers Big Sisters of Douglas County located on the outdoor patio of the Alvamar Clubhouse at 1809 Crossgate Drive on May 31, 2014. Submitted by Stacie Savlerson-Schroeder, Big Brothers Big Sisters of Douglas County, with permission from Alvamar Inc., property owner of record.

GENERAL INFORMATION

Current Zoning and Land Use: RM12 (Multi-Dwelling Residential)

Surrounding Zoning and Land Use: RM12 (Multi-Dwelling Residential) to the south

RS7 (Single-Dwelling Residential) to the west, north and east.

STAFF REVIEW

A Temporary Special Event Permit has been requested to allow for a Big Brothers Big Sisters of Douglas County Charity Event on Saturday, May 31st from 10 am to 9 pm on the Alvamar Inc. property at 1809 Crossgate Drive.

Activities associated with this event include:

- Bounce House
- Face Painting
- Balloon Animals
- Put Put Golf
- Local Food/ Beverage Vendors
- Silent Auction
- Golf Tournament
- Live Entertainment
- Dinner Served
- Awards Ceremony

Article 15 of Chapter 6 of the City Code regulates Temporary Special Events. This event is classified as a Type 2 event intended for the following use: Promotional activities or devices intended to attract attention to a specific place, business, organization, event or district, such as outdoor entertainment or display booths. The event will be held outdoors on the patio of the clubhouse. Events located within the clubhouse do not require a Special Event Permit. This Special Event is being held outside the clubhouse building, meaning a Special Event Permit must be acquired. Since the property at 1809 Crossgate Drive in Lawrence is zoned RM12, the Special Event Permit must receive City Commission Approval.

The Special Event Permit request was forwarded to various City Departments for review; no concerns were noted concerning the event.

The event should have no, or very minimal, negative impact on neighboring properties as the Alvamar Clubhouse has adequate parking.

RECOMMENDATION: Planning Staff recommends approval of the Temporary Special Event for Big Brothers Big Sisters of Douglas County at 1809 Crossgate Drive on April 5, 2014 from 10 am to 9 pm 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. Maintain proper access aisles from ADA parking spaces to the building entrance
4. Display area, tent or structure may not be within 25' of public right-of-way.
5. Vehicles used for storage of merchandise for the event may only be used on site during the approved hours of operation
6. Trash receptacles or other sanitation provisions, as needed.
7. All tents used must meet the criteria listed below:
 - 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 feet of the tent or membrane structures while open to the public.
 - d. 2A10BC Portable fire extinguishers shall be provided on the site.
 - e. Two exits must be provided as well as exit signs and emergency lighting for enclosed tents with walls, rather than canopy tents.
 - f. Maintain access for fire department to the building and to the event patio.

Figure 1: Location of Special Event



General
Area

Figure 2: Location of Tent

5/16/2014

1798 Crossgate Dr - Google Maps

