

Memorandum

City of Lawrence

Public Work Department

TO: Charles F. Soules, P.E., Public Works Director
 FROM: Mark Thiel, Assistant Public Works Director
 DATE: February 3, 2015
 RE: 2014 Annual Street Event Report and Direction from the Commission of what type of events they want on agendas.

In 2014 the Public Works Department took over the overall management of the street event permits process. During this year the department implemented many positive changes to the process.

- Simplification of the permit application form
- Centralized permit issuing process "one stop shop"
- Creation of an event coordination and review team
- Updated the web site
- Simplified the no parking signage and meter bag process

This also included coordination, planning and notification to affected residents and businesses.

2014 proved to be a very busy year for street event permit applications. In total the Public Works Department issued 56 permits. The chart(s) below summarizes the events.

Commission Approval	39
Downtown	46
Alcohol Ordinance	18
Community Event (i.e. parade, 4 th of July)	24



Event	Type	Downtown	Commission Approval	Alcohol Ordinance
Downtown sidewalk sale	Sale	Yes	Yes	No
KU Relays	Sporting	Partially	Yes	Yes
360 Cup	Sporting	No	No	No
July 4th fire works	Public Block/	Yes	Yes	Yes

	Cultural			
Arts Center Final Friday / Art Tougeau	Public Block/ Cultural	Yes	Yes	Yes
Arts Center Fund Raiser	Cultural/Fundraiser	Yes	Yes	Yes
Art in the Park	Cultural	Yes	Yes	No
Better Block Lawrence	Cultural	Partially	Yes	No
Boys and Girls Club 5K	Sporting	No	No	No
Bras across the KAW	Cultural	Yes	No	No
Busker Fest	Cultural	Yes	Yes	Yes
Circle of Sisterhood 5K	Sporting	Partially	Yes	No
Color Run	Sporting	Partially	Yes	No
Community Bike Ride	Sporting	No	No	No
Community Mercantile 5K	Sporting	No	No	No
Dads Days Party in the Park	Public Block	Yes	No	No
Downtown Film Festival	Public Block/ Cultural	Yes	Yes	Yes
Earth Day Parade	Parade	Yes	Yes	No
Fall Arts and Craft Festival	Cultural	Yes	Yes	No
Free State Festival	Public Block/ Cultural	Yes	Yes	Yes
Hannah and Jayhawk Friends 5K	Sporting	No	No	No
Healing Lyme Disease Walk	Cultural	Yes	No	No
Hearts of Gold	Fundraiser	Yes	Yes	Yes
Home Run 5K	Sporting	Yes	Yes	No
Hot Rod Hullabaloo	Cultural	Yes	Yes	No
Hunger Run	Sporting	Yes	Yes	No
Jefferson's Boys and Girls Club Block Party	Public Block	Yes	Yes	Yes
Kansas Half Marathon	Sporting	Partially	Yes	No
Kansas State Fiddling and Picking Championship	Cultural	Yes	Yes	Yes
Kappa Delta Shamrock Run	Sporting	Partially	Yes	No
KU Band Day	Cultural	Yes	Yes	No
KU Homecoming	Public Block	Yes	Yes	Yes
Library Grand Opening	Public Block	Yes	Yes	Yes
Library Sneak Peek Party	Public Block	Yes	Yes	Yes
Library Summer Party	Public Block	Yes	No	No
Light the Night	Sporting	Yes	Yes	No
March of Dimes Walk	Sporting	Yes	Yes	No
MS 150	Sporting	Yes	Yes	Yes
MS 5K	Sporting	No	No	No
Octoginta	Sporting	Yes	Yes	No
Poehler / Just for Foods	Cultural	Yes	Yes	Yes
Run to Free 5K	Sporting	Partially	Yes	No
Sandbar Birthday Party	Public Block	Yes	Yes	Yes
SeedCo Harvest	Public Block	No	Yes	Yes

Sir McLemore Summer Slam	Sporting	Yes	Yes	No
St. John's 5K	Sporting	No	No	No
St. Patrick's Day Parade	Parade/ Cultural	Yes	Yes	No
Summer Fest P&R	Cultural	Yes	Yes	No
Thanksgiving Day Run 5K	Sporting	No	No	No
Tour of Lawrence	Sporting	Yes	Yes	Yes
Veterans Day 5K	Sporting	No	No	No
Old Fashion Christmas Parade	Parade	Partially	Yes	No
Santa Rescue	Cultural	Yes	No	No
Sandbar Subs Horse Carriage Rides	Cultural	Yes	No	No
Old Fashion Christmas Parade Horse Carriage Rides	Parade/Cultural	Yes	Yes	No
Sandbar Subs Horse Carriage Rides	Cultural	Yes	No	No

In an effort to better streamline this process we are continuing to work on various aspects of the process. We held the first annual street event stakeholders meeting on January 14, 2015. Each event applicant was invited to an open discussion about the event permit process. We had a great turn out and the discussion will help us to better manage the street event application process. In addition, many of the attendees agreed to be on process committees to help us define the process.

As part of that discussion we would also like direction from the Commission on what type of events they wish to see on commission agendas for their consideration. Currently almost all downtown events are placed on the commission agenda for review and commission action. Many of these events include street closures for one to multiple days, other only have temporary or rolling closures of streets (mostly associated with walks and 5K runs and usually last less than 30 minutes). There are events that do not impact streets at all.

ACTION

Receive the 2014 street event permit summary report; and direct staff as appropriate for future street event permits that the Commission would like placed on agenda's for their action.