

**Special Event Permit
November 15, 2016
City Commission
Consent Agenda**

SE-16-00462: A Special Event request for the Lawrence Parks and Recreation Department's Annual Holiday Extravaganza Arts and Craft Show. The event will be located at Rock Chalk Park, 100 Rock Chalk Lane, on December 3 & 4, 2016. Submitted by Lawrence Parks and Recreation Department.

GENERAL INFORMATION

Current Zoning and Land Use: GPI (General Public and Institutional) District; Sports Pavilion Lawrence.

Surrounding Zoning and Land Use: GPI (General Public and Institutional) District to the south and west; Rock Chalk Park.

OS-FP (Open Space-Floodplain) District to the north and west.

A (Agricultural—County) District to the east; Undeveloped wooded land.

RM12-PD (Multi-Dwelling Residential- Planned Development) District to the east; undeveloped land.

STAFF REVIEW

A Special Event Permit has been requested to allow for the interior portion of the Rock Chalk Park property at 100 Rock Chalk Lane to be used for Lawrence Parks and Recreation Department's Annual Holiday Extravaganza Arts and Crafts show. The event will be held inside the Sports Pavilion and will use courts 1, 2 and 3. There will be approximately 138 exhibitors, each with a 10'X10' space to exhibit and sell their arts and crafts items.

The proposed event will occur on Saturday, December 3, and Sunday December 4, 2016 between 9:00 am – 4:00 pm both days. There will not be a cost associated with attending the event and approximately 6,000 people are anticipated to participate.

Chapter 6 of Article 15 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. All non-athletic events at Rock Chalk Park are also subject to City Commission Approval through the Special Event Permit process, according to the Special Use Permit: SUP-12-00225.

The event should have no, or minimal, negative impact on the neighboring properties as Rock Chalk Park has adequate parking. The event is located inside of the Sports Pavilion, therefore none of the parking area will be used for exhibitor space.

The Lawrence Parks and Recreation Department and exhibitors participating in the event will be responsible for maintenance, setup of the event, and clean-up at the conclusion of the event.

There are adequate restroom facilities within the Sports Pavilion for the event.

Staff Recommendation: Planning Staff recommends approval of the Special Event Permit for the Lawrence Parks and Recreation Department's Annual Holiday Extravaganza Arts and Craft Show at 100 Rock Chalk Lane on the following dates and times: Saturday, December 3 and Sunday December 4, 2016 from 9:00 am – 4:00 pm, subject to the following conditions:

1. Special Event Permit must be displayed on site during hours of operation.
2. Property shall be restored to pre-event condition immediately following the event.
3. Cars, trucks, vans, trailers may not be used for sale of merchandise.
4. Trash receptacles or other sanitation provisions, as needed.

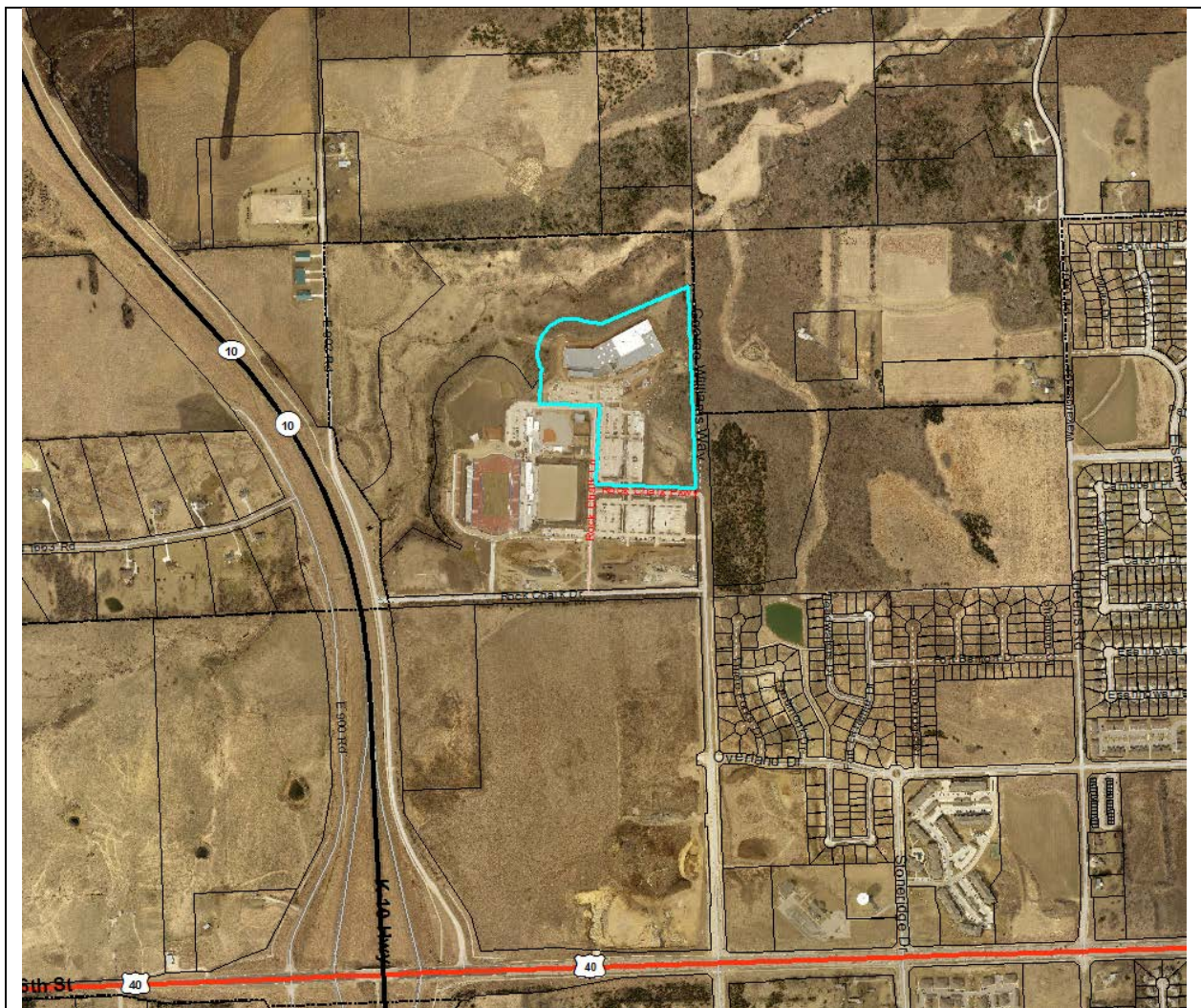


Figure 1: Land use surrounding 100 Rock Chalk Lane, Lawrence, KS