ITEM NO. 1: COMMUNICATIONS
A. Receive communications from other commissions, State Historic Preservation Officer, and the general public.
B. Disclosure of ex-parte communications.
C. Declaration of abstentions for specific agenda items by commissioners.
D. Committee Reports

ITEM NO. 2: CONSENT AGENDA
A. November 15, 2018 and January 17, 2019 Action Summaries
B. Administrative Approvals
   1. DR-18-00631 824 Massachusetts Street; Plumbing Permit; State Law Review
   2. DR-19-00002 1301 New Hampshire Street; Plumbing Permit; State Law Review
   3. DR-19-00003 909 Rhode Island Street; Plumbing Permit; State Law Review
   4. DR-19-00004 945 Massachusetts Street; Sign Permit; State Law Review, Downtown Design Guidelines, Certificate of Appropriateness
   5. DR-19-00006 941 Massachusetts Street; Sign Permit; State Law Review, Downtown Design Guidelines, Certificate of Appropriateness
   6. DR-19-00017 734 Indiana Street; I/I Permit; State Law Review
   7. DR-19-00018 1306 New Hampshire Street; I/I Permit; State Law Review

ITEM NO. 3: PUBLIC COMMENT

ADDRESSING THE COMMISSION: The public is allowed to speak to any items or issues that are not scheduled on the agenda after first being recognized by the Chair. As a general practice, the Commission will not discuss/debate these items, nor will the Commission make decisions on items presented during this time, rather they will refer the items to staff for follow up. Individuals are asked to come to the microphone, sign in, and state their name and address. Speakers should address all comments/questions to the Commission.
AGENDA ITEMS MAY BE TAKEN OUT OF ORDER AT THE COMMISSION’S DISCRETION

ITEM NO. 4: DR-18-00532 830 E 13th Street; Residential Addition; Certificate of Appropriateness. The property is located in the environs of the John and Mina Madson House, 1208 Delaware Street. Submitted by Patrick Watkins, the property owner of record.

ITEM NO. 5: DR-19-00021 904 Rhode Island Street; Residential Remodel; State Law Review, Certificate of Appropriateness. The property is a contributing structure to the North Rhode Island Street Residential Historic District. Submitted by Matt Mozier for Angela Blair, the property owner of record.

ITEM NO. 6: HISTORIC PRESERVATION FUND GRANTS

ITEM NO. 7: MISCELLANEOUS MATTERS

A. Provide comment on Zoning Amendments, Special Use Permits, and Zoning Variances received since January 17, 2019.
   1. SUP-19-00026; 921 Missouri Street, Special Use Permit for a Short Term Rental
   2. SUP-19-00028; 1022 New York Street, Special Use Permit for a Short Term Rental
   3. SUP-19-00043; 843 ½ Massachusetts Street, Special Use Permit for a Short Term Rental
   4. SUP-19-00030; 941 Rhode Island Street, Special Use Permit for a Short Term Rental
   5. SUP-19-00048; 1325 Naismith Drive, Special Use Permit for a Short Term Rental
   6. B-19-00068; 545 Ohio Street, Parking Variance for a Short Term Rental

B. Review of any demolition permits received since January 17, 2019.

C. Miscellaneous matters from City staff and Commission members.
A. SUMMARY

DR-18-00631 824 Massachusetts Street; Plumbing Permit; State Law Review

B. PROJECT DESCRIPTION

A water line repair/replacement for Downtown Barber Shop.

C. STANDARDS FOR REVIEW

Secretary of the Interior's Standards for Rehabilitation (State Preservation Law Review)

D. STAFF DETERMINATION

In accordance with the Secretary of the Interior’s Standards, the standards of evaluation, staff approved the project and made the determination that the project does not damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places (Register of Historic Kansas Places).
LAWRENCE HISTORIC RESOURCES
ADMINISTRATIVE REVIEW
STAFF REPORT

A. SUMMARY

DR-19-00002 1301 New Hampshire Street; Plumbing Permit; State Law Review

B. PROJECT DESCRIPTION

Adding/extending electrical branch circuit and adding/altering sump pit.

C. STANDARDS FOR REVIEW

Secretary of the Interior’s Standards for Rehabilitation (State Preservation Law Review)

D. STAFF DETERMINATION

In accordance with the Secretary of the Interior’s Standards, the standards of evaluation, staff approved the project and made the determination that the project does not damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places (Register of Historic Kansas Places).
A. SUMMARY

DR-19-00003 909 Rhode Island Street; Plumbing Permit; State Law Review

B. PROJECT DESCRIPTION

Adding/extending electrical branch circuit and adding/altering sump pit.

C. STANDARDS FOR REVIEW

Secretary of the Interior's Standards for Rehabilitation (State Preservation Law Review)

D. STAFF DETERMINATION

In accordance with the Secretary of the Interior's Standards, the standards of evaluation, staff approved the project and made the determination that the project does not damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places (Register of Historic Kansas Places).
A. SUMMARY

DR-19-00004 945 Massachusetts Street; Sign Permit; State Law Review, Downtown Design Guidelines, Certificate of Appropriateness

B. PROJECT DESCRIPTION

Three wall signs for Jimmy’s Egg, constructed of Aluminum/Acrylis, LED illumination.

Signs with logo: 22 square feet
Signs without logo: 13 square feet
C. STANDARDS FOR REVIEW

Secretary of the Interior's Standards for Rehabilitation (State Preservation Law Review)

Chapter 22 of the Code of the City of Lawrence (Certificate of Appropriateness)

Downtown Design Guidelines (Downtown Urban Conservation Overlay District)

D. STAFF DETERMINATION

In accordance with the Secretary of the Interior’s Standards, the standards of evaluation, staff approved the project and made the determination that the project does not damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places (Register of Historic Kansas Places).

In accordance with Chapter 22 of the Code of the City of Lawrence, the standards of evaluation, staff determined the proposed project will not significantly encroach on, damage, or destroy the landmarks or their environs and issued the Certificate of Appropriateness for the proposed project.

Based on the information provided by the applicant and in accordance with Chapter 20-308(f)(3) of the City Code, staff reviewed this project using the Downtown Design Guidelines and determined that the project, as proposed, meets these development and design standards.
A. SUMMARY

DR-19-00006 941 Massachusetts Street; Sign Permit; State Law Review, Downtown Design Guidelines, Certificate of Appropriateness

B. PROJECT DESCRIPTION

One wall sign constructed of Aluminum with LED illumination.

Sign size: 17.5 square feet

C. STANDARDS FOR REVIEW

Secretary of the Interior’s Standards for Rehabilitation (State Preservation Law Review)

Chapter 22 of the Code of the City of Lawrence (Certificate of Appropriateness)

Downtown Design Guidelines (Downtown Urban Conservation Overlay District)

D. STAFF DETERMINATION

In accordance with the Secretary of the Interior’s Standards, the standards of evaluation, staff approved the project and made the determination that the project does not damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places (Register of Historic Kansas Places).
In accordance with Chapter 22 of the Code of the City of Lawrence, the standards of evaluation, staff determined the proposed project will not significantly encroach on, damage, or destroy the landmarks or their environs and issued the Certificate of Appropriateness for the proposed project.

Based on the information provided by the applicant and in accordance with Chapter 20-308(f)(3) of the City Code, staff reviewed this project using the Downtown Design Guidelines and determined that the project, as proposed, meets these development and design standards.
LAWRENCE HISTORIC RESOURCES
ADMINISTRATIVE REVIEW
STAFF REPORT

A. SUMMARY

DR-19-00017 734 Indiana Street; I/I Permit; State Law Review

B. PROJECT DESCRIPTION

Adding/extending electrical branch circuit and adding/altering sump pit.

C. STANDARDS FOR REVIEW

Secretary of the Interior’s Standards for Rehabilitation (State Preservation Law Review)

D. STAFF DETERMINATION

In accordance with the Secretary of the Interior’s Standards, the standards of evaluation, staff approved the project and made the determination that the project does not damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places (Register of Historic Kansas Places).
A. SUMMARY

DR-19-00018 1306 New Hampshire; I/I Permit; State Law Review

B. PROJECT DESCRIPTION

Adding/extending electrical branch circuit and adding/altering sump pit.

C. STANDARDS FOR REVIEW

Secretary of the Interior’s Standards for Rehabilitation (State Preservation Law Review)

D. STAFF DETERMINATION

In accordance with the Secretary of the Interior’s Standards, the standards of evaluation, staff approved the project and made the determination that the project does not damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places (Register of Historic Kansas Places).
Memorandum
City of Lawrence
Planning and Development Services

TO: Historic Resources Commission
FROM: Lynne Braddock Zollner, Historic Resources Administrator
DATE: February 12, 2019
RE: DR-18-00532 830 E 13th Street

Background
At the Historic Resources Commission (HRC) meeting, the commission referred the proposed project, DR-18-00532 830 E 13th Street, to the Architectural Review Committee (ARC) to refine the design of the porch, find alternatives for the proposed metal roof for the primary structure and proposed new addition, and the use of vinyl windows.

Architectural Review Committee Meeting
The ARC met with the applicant on February 7, 2019 to review the project. At that meeting the applicant proposed not to use the metal roof for the primary structure. The applicant also explained the window choices for the new addition. The existing windows that are located in the area where the addition will attach to the historic structure will be removed and reused in the new addition. The front door was discussed in relationship to the proposed porch design. The ARC agreed that it was possible the original front door for the structure was located centered in the gable-end of the existing structure. After discussing design options for the front porch, the ARC agreed that the proposed design was the best alternative to provide a porch structure that would cover both the existing front door and the new front door.

Architectural Review Committee Recommendation
The ARC has reviewed the project and recommends that the HRC approve the project as proposed with the amendment of the removal of the metal roof for the primary structure.

Action
In accordance with Chapter 22 of the Code of the City of Lawrence, the standards of evaluation, the Historic Resources Commission finds that the proposed project will not significantly encroach on, damage, or destroy the landmarks or their environs and approves the Certificate of Appropriateness for the proposed project.
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<th>Lawrence Historic Resources Commission</th>
<th>Item No. 4</th>
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<tbody>
<tr>
<td>830 East 13th Street</td>
<td>DR-18-00532</td>
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<tr>
<td>New Addition</td>
<td>12/20/2018</td>
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**Applicant**  
Patrick Watkins, property owner of record

**Standards for Review**

- Chapter 22
- Standard 9
- Environs of 1208 Delaware Street  
  - Area 2

**Request**

The applicant is requesting to construct a 516 square foot addition to the 1½ story, 935 square foot structure located at 830 East 13th Street. The project also includes a new porch and the addition of a metal roof.

**Reason for Request**

The property is located in the environs of the John and Mina Madson House (1208 Delaware Street), Lawrence Register of Historic Places.

**Staff Recommendation**

Staff recommends the Commission refer the project to the Architectural Review Committee to refine the design of the porch, find alternatives for the proposed metal roof for the primary structure and proposed new addition, and the use of vinyl windows.
**Project Description**

The applicant is requesting to construct a new one story, 516 square foot addition to the primary structure located at 830 East 13th Street. The new addition will be located on the east side of the structure and will be 34 feet 5 inches from north to south and will extend 15 feet from the east wall plane. The addition will be placed approximately 2 feet from the existing southern (primary) wall plane and will be in line with the northern wall plane. A basement will be located under the ground level portion of the addition as part of the project. Fiber cement siding with a reveal to match the exiting house will be the exterior material for the addition. The addition, as well as the existing structure and new porch, will have a standing seam metal roof.

A new primary entrance door with sidelights will be placed on the center of original front facing gable end of the structure. Fenestration on the south elevation of the addition will be two pairs of one-over-one double hung vinyl windows.

A door will be located on the east elevation with a 2 feet 6 inches by 30 inches double hung window above. Other fenestration on the east elevation includes two one-over-one double hung windows. All windows have a window surround with an accented top frame and will be vinyl clad.

Fenestration for the north elevation of the addition is a single one-over-one double hung vinyl window.

The existing porch located on the “L” portion of the original structure will be removed. A new porch that extends across the whole north elevation will be constructed. The new porch will have brick or 6 feet by 6 feet cedar posts for piers. The new porch will also have 6 feet by 6 feet cedar posts for the porch columns. A cable railing system is proposed for the new porch.

**Project Review**

Environ’s review for a Certificate of Appropriateness begins with a presumption that a Certificate of Appropriateness will be approved unless the proposed construction or demolition would significantly encroach on, damage, or destroy the landmark or historic district. Interior alterations are not included in this review. The review focuses on the environment of the listed property and how the project interacts with the environment of the listed property, not how the project affects the subject property.

In addition to review by Section 22-505, the proposed alterations and new construction should be reviewed using the design criteria in Section 22-506. These design criteria help to promote the standards set forth in Section 22-505. Specifically, Section 22-506(c)(2) provides review criteria for additions to existing buildings. Identified criteria for new additions includes but is not limited to building scale, height, orientation, site coverage, spatial separation from other buildings, facade and window patterns, entrance and porch size and general design, materials, textures, color, architectural details, roof forms, emphasis on horizontal or vertical elements, walls, fences, landscaping, and other features deemed appropriate by the Commission. Illustrative design criteria are in set forth in Section 22-506.1 and include: height, massing, scale, directional expression, setback, sense of entry, platforms, roof shapes, and rhythm of openings.

The proposed project is located in the environs of the John and Mina Madson House (1208 Delaware Street), Lawrence Register of Historic Places. There is no line of site from the proposed new addition location to the listed property. The environs definition places the subject property
in Area 2 of the environs, which is identified as a commercial/industrial portion of the environs of the Madson House. The majority of Area 2 has non-residential properties to the east of the Area 1 residential structures. Only approximately 427 square feet of the subject property is located in the environs of the listed property. The subject property is 22,500 square feet. The subject property is also 230 feet from the listed property. It is likely that this small area was not considered in the environs definition for the division of review areas. However, while the subject property is located in Area 2 of the environs definition for the listed property and the environs definition addressed this area as non-residential, the environs definition also identifies that this portion of the environs should meet the Secretary of the Interior’s Standards and Guidelines and the Criteria set forth in 22-505.

Typically additions to historic structures are placed to the rear of the structure. This is the overall pattern in the environs of the listed property and it is recommended by the National Park Service in Preservation Brief 14 New Exterior Additions to Historic Buildings: Preservation Concerns. There are examples in the East Lawrence neighborhood where both historic and contemporary side additions have been constructed. Historic additions tend to be significantly recessed from the front wall plane of the structure. Because side additions do exist in the environs of the listed properties, the side location could be an alternative for an addition to this structure. The challenge is that while the addition is modest in size, it does not allow for a significant setback from the front wall plane of the primary portion of the historic structure. The setback from the front wall plane is only approximately 2 feet. This lack of setback creates a mass for the structure that diminishes the pattern of the long narrow structure with side addition and visually changes the vernacular architectural form of the structure. This architectural form is defined in Dr. Dennis Domer’s Living in East Lawrence context document as an “L” shaped plan. Virginia McAlester in A Field Guide to American Houses also describes this house type as an “L” plan and further classifies this vernacular type of structure as a front gable and wing National Folk form. The
addition should be set back a significant amount from the front wall plane. For this structure, that setback would be behind the first window on the east elevation of the historic structure.

The existing front porch for the structure will be removed. Replacing the existing porch, which is typical for the vernacular form of the existing structure, will be a new porch that wraps around the historic portion of the structure to the front wall plane of the proposed addition. While some wrap around porches exist in the environs, they are not part of the character of the environs for this vernacular form. This new porch will cover the gable front where a new door with sidelights is proposed. This door is also atypical for the vernacular architectural style of the structure.

The fenestration pattern for the addition is compatible with the structure and the environs of the listed property. While the proposed door on the east elevation is not typical, it is in scale with the addition and the structure.

Overall, the new addition is compatible in building scale, height, orientation, site coverage, spatial separation from other buildings, architectural details, roof form, emphasis on horizontal or vertical elements, sense of entry, and platform. The materials for the proposed addition are compatible with the environs of the listed property with the exception of the metal roof for the primary structure and the vinyl windows. Vinyl windows are not a compatible material for the environs of the listed property. While the existing structure currently has vinyl windows, new windows should be a compatible material with the non-compatible windows phased out over time. Staff does not recommend vinyl windows.

Metal roofs for primary structures are not typical for the environs of the listed property. Historically, metal roofs were more common on accessory structures and porches. While some metal roofs existed historically in East Lawrence, they were not the material used for most of the structures of this architectural style in the area. The listed property has a metal roof on the primary porch and on a small addition on the rear of the structure. The primary roof is not metal. There are several examples in Lawrence of metal roofs on Italianate structures which is the architectural style of the listed property. A standing seam metal roof is not appropriate for this style of architecture on the primary structure because it is not the pattern or material that is part of the environs of the listed property. If a metal roof is approved, it should be a roof similar to the metal roof on the listed property with a very low profile for the standing seam.

The project damages the integrity of the subject property. However, the subject property is not listed and this review is not for this house but instead the environs of the listed property. While the project is not a review for the subject property, the project should meet the patterns and materials of the environs of the listed property.

Staff is of the opinion that the proposed side addition placement, metal roof, and vinyl windows do not reflect the overall character of the historic environs of the listed property. Preservation best practices recommend placing additions to the rear of the primary structure. Alternatives exist that could allow for a side addition to be more consistent with the historic patterns of the listed property’s environs. Alternatives also exist for the metal roof for the primary structure and the proposed vinyl windows. There is no line of sight from the proposed project site to the listed property. The proposed project can be compatible with the environs of the listed property with some design and materials refinement to meet the applicable guidelines.
STANDARDS FOR REVIEW

Chapter 22 of the Code of the City of Lawrence (Certificate of Appropriateness)

(A) An application for a certificate of appropriateness shall be evaluated on a sliding scale, depending upon the designation of the building, structure, site or object in question. The certificate shall be evaluated on the following criteria:

1. Most careful scrutiny and consideration shall be given to applications for designated landmarks;
2. Slightly less scrutiny shall be applied to properties designated as key contributory within an historic district;
3. Properties designated contributory or non-contributory within an historic district shall receive a decreasing scale of evaluation upon application;
4. The least stringent evaluation is applied to noncontributory properties and the environs area of a landmark or historic district. There shall be a presumption that a certificate of appropriateness shall be approved in this category unless the proposed construction or demolition would significantly encroach on, damage, or destroy the landmark or historic district. If the Commission denies a certificate of appropriateness in this category, and the owner(s) appeals to the City Commission, the burden to affirm the denial shall be upon the commission, the City or other interested persons.

(B) In considering an application for a certificate of appropriateness, the Commission shall be guided by the following general standards in addition to any design criteria in this Chapter and in the ordinance designating the landmark or historic district:

1. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building, structure, site or object and its environment, or to use a property for its originally intended purpose;
2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural feature should be avoided when possible;
3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and that seek to create an earlier appearance shall be discouraged;
4. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected;
5. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure or site shall be treated with sensitivity;
6. Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new materials should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical, or pictorial evidence, rather than
on conceptual designs or the availability of different architectural elements from other buildings or structures;

7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building material shall not be undertaken;

8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, and project;

9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alteration and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environs.

Environs for the John & Mina Madson House

The Environs for 1208 Delaware Street, the John & Mina Madson, is divided into two areas. The proposed project is located in Area 2 and the following standards apply:

Area 2: Because the area no longer reflects the residential character of the historic environs, the area should reflect the development patterns established for the commercial areas/industrial areas of the neighborhood.

The proposed alteration or construction should meet the intent of the Standards and Guidelines Rehabilitation and the Criteria set forth in 22-505. Design elements that are important are scale, massing, site placement, height, directional expression, percentage of building coverage to site, setback, roof shapes, rhythm of openings and sense of entry. Demolition of properties shall be approved if a compatible structure is proposed on the site. Maintaining views to the listed property and maintaining the rhythm and pattern in the environs are the primary focus of review.
All projects will be approved administratively by the Historic Resources Administrator except demolition, new construction and significant additions (alterations that are greater than 20% of the existing footprint) which will be reviewed by the Historic Resources Commission. The proposed alteration or construction should meet the intent of the Standards and Guidelines for Rehabilitation and the Criteria set forth in 22-505.
DESIGN REVIEW
Application Requirements

All application materials must be submitted in print and electronic format, on disk or via email to planning@lawrenceks.org. If you are unable to provide the application materials in electronic format, please contact the Planning Office at 785-832-3150.

GENERAL REQUIREMENTS

☐ **Application**  Be sure to note if other applications (site plans, variance requests, Tax Credit Application, etc.) have been or will be submitted. Make sure the application is signed and dated. Include a digital copy of the signed application and supporting materials.

☐ **Written Description**  Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.) Attach additional documents and pages as necessary.

☐ **Drawings**  Submitted drawings must be sufficiently clear, detailed and dimensioned in order to adequately communicate the scope of the proposed project. The applicant should include dimensional drawings with a graphic/bar scale of each affected elevation and floor plans of the structure. Staff may require more information based on submission and scope of the project. Applicants should submit one full size copy of the plans in addition to the digital plans.

☐ **Site Plan**  Scaled or dimensioned site plan with a graphic/bar scale. Include location of all existing and proposed structures, and landscape features such as retaining walls, historic limestone curbing, hitching posts, etc.

☐ **Description of Materials and Construction Techniques**  This may be noted on the required drawings or described on page 2 of the Application. Please note window and door specifications if proposing replacement.

☐ **Photographs**  Include photographs of each elevation of the property and any important architectural details. The property owner will allow staff access to the property to photo document the project. Please submit digital photographs only.

ADDITIONAL REQUIREMENTS FOR DEMOLITION PROJECTS

☐ **Statement of Building Condition**  Structural analysis completed by an engineer or licensed building contractor thoroughly documenting the specific structural deficiencies that require the structure to be demolished.

☐ **Repair vs. Replacement Cost Analysis**  Analysis describing the cost to repair the structure to be demolished and the cost to build a new structure of equal size and materials. This information will help to determine the feasibility of rehabilitation.
**DESIGN REVIEW APPLICATION**

**PROPERTY INFORMATION**
Address of Property: 830 E 13th Street
Legal Description (may be attached): Attached

**OWNER INFORMATION**
Name(s): Patrick & Kirsten Watkins
Contact: Patrick Watkins
Address: 830 E 13th
City: Lawrence
State: KS
ZIP: 66044
Phone: (785) 550-8714
Fax: (785) 749-5652
E-mail: petrwatkins@gmail.com
Cell Phone: (785) 550-3794

**APPLICANT/AGENT INFORMATION**
Contact: Patrick Watkins (Same as above)
Company:
Address:
City:
State:
ZIP:
Phone:
Fax:
E-mail:
Cell Phone:

<table>
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<th>Existing Zoning</th>
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<th>Proposed Land Use</th>
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<td>Existing Building Footprint</td>
<td>Proposed Building Footprint</td>
<td>Open Space Area</td>
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<th>Existing Pavement Coverage</th>
<th>Proposed Pavement Coverage</th>
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Are you also submitting any of the following applications?
- Building Permit
- Site Plan
- Special Use Permit
- Zoning Change
- Variance
- State or Federal Tax Credit Application
- Other (specify)
Property Address: 830 E 13th Street

Detailed Description of Proposed Project:
(Attach additional sheets if necessary)

One story addition with basement and porch areas. Site plan and design plans are attached. Materials and construction method will match that of the existing house, except where noted on the plans.

Reason for Request:
(Attach additional sheets if necessary)

Our family would like to add space to our home to accommodate our growing children. We'd like to stay in this historically and culturally significant part of town, but will need to add some space for accommodating the size of our family.
Architect/Engineer/Contractor Information: Please provide name and phone number of any persons associated with the project.
Contact _________________________________
Company ________________
Address 1100 Rhode Island
City ________________ State ________________ ZIP
Phone (785) 749-5800 Fax (____)
E-mail ________________ Cell (____) ___________________

REQUIRED ATTACHMENTS:
☐ Photographs of existing structure and site
☐ Scaled or dimensioned site plan with a graphic/bar scale
☐ Scaled elevation drawings with a graphic/bar scale
☐ Scaled or dimensioned floor plans with a graphic/bar scale
☐ Materials list
☐ Digital copy of application materials

ADDITIONAL INFORMATION MAY BE REQUIRED BASED ON THE SCOPE OF THE PROJECT

SIGNATURE
I/We, the undersigned am/are the (owner(s)), (duly authorized agent), (Circle One) of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for design review approval as indicated above.

Signature(s): _________________________________ Date 11/18

______________________________ Date 11/18

______________________________ Date

Note: If signing by agent submit Owner Authorization Form
LEGAL DESCRIPTION

Beginning at a point 200 feet West of the Southeast corner of Block 5 in EARL'S ADDITION to the City of Lawrence, Douglas County, Kansas; thence North 224.48 feet; thence West 100 feet; thence South 224 feet, more or less, to the South line of said Block 5; thence East 100 feet to the place of beginning.
**Lawrence Historic Resources Commission**

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<tr>
<th>Applicant</th>
<th>904 Rhode Island Street</th>
<th>Item No. 5</th>
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<tbody>
<tr>
<td>Matt Mozier for Angela Blair, the property owner of record.</td>
<td>DR-19-00021</td>
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<tr>
<td><strong>Standards for Review</strong></td>
<td>Rehabilitation and New Addition</td>
<td>2/21/2019</td>
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<td>Secretary of the Interior Standards</td>
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<td><strong>Chapter 22</strong></td>
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<td>• Environ of 900 Rhode Island Street, Turnhalle</td>
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**Request**
The applicant proposes to rehabilitate the structure located at 904 Rhode Island Street and construct a new 128 square foot addition on the southeast corner of the existing structure. The addition will be located in the area of an existing concrete pad that serves as a patio for the existing structure.

**Reason for Request**
The property is a contributing structure to the North Rhode Island Street Historic Residential District listed in the National Register of Historic Places. The property is also located in the environs of the Social Service League building (905 Rhode Island Street), and the environs of the Turnhalle (900 Rhode Island Street).

**Staff Recommendation**

**State Law Review**
In accordance with the Secretary of the Interior’s Standards, the standards of evaluation, staff recommends the commission approve the revised proposed project and make the determination that the revised proposed project does not damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places (Register of Historic Kansas Places).

**Certificate of Appropriateness**
In accordance with Chapter 22 of the Code of the City of Lawrence, the standards of evaluation, staff recommends the Commission find that the revised proposed project will not significantly encroach on, damage, or destroy the landmarks or their environs and issue the Certificate of Appropriateness for the proposed project.

**Project Description**
The applicant proposes to rehabilitate the interior of the structure located at 904 Rhode Island Street. The applicant also proposes to construct a 128 square foot addition to the southeast corner of the existing structure. Interior rehabilitation will include new electrical, plumbing, and heating and cooling systems. Plaster will be retained and repaired where possible, but several areas will be removed and replaced with dry wall to match the plaster for the new mechanicals. Interior trim will be repaired or replaced in-kind where necessary. New insulation will be added.
in the attic space. The brick on the exterior of the structure will be repointed and the trim will be repaired or replaced as needed. The front porch will be repaired to match the existing porch.

The new 16 foot by 8 foot addition will be located in the area that is currently a concrete patio on the southeast corner of the structure. The addition will be accessed from the interior by enlarging an existing window opening on the south elevation of the existing structure. A door on the east elevation of the existing structure will be infilled to separate the new laundry room from the existing center room of the structure. The exterior brick on the south and east elevations of the existing structure will be maintained. The addition will be clad with lap siding. A wrap-around porch will be located around the new addition and a metal shed roof is proposed for the addition and the wrap-around porch. The porch will extend approximately 4 feet to the south of the existing wall plane of the historic structure. The new door to the exterior from the addition will be located on the east elevation.

**Project Review**

904 Rhode Island Street is listed as a contributing structure to the North Rhode Island Street Historic Residential District and is subject to the State Preservation Law. For State Preservation Law review of projects involving listed properties, the Historic Resources Commission uses the Secretary of the Interior’s Standards to evaluate the proposed project. New additions should be compatible in size, scale, massing, and materials. The new addition should also retain as much original historic fabric as possible removing only the necessary historic materials as required for the new addition.

904 Rhode Island Street is also located in the environs of the Social Service League building (905 Rhode Island Street), and the environs of the Turnhalle (900 Rhode Island Street) and is subject to review under Chapter 22 of the City Code that requires a Certificate of Appropriateness for projects within 250 feet (environs) of a Lawrence Register listed property. Environs review for a Certificate of Appropriateness begins with a presumption that a Certificate of Appropriateness will be approved unless the proposed construction or demolition would significantly encroach on, damage, or destroy the landmark or historic district. Interior alterations are not included in the review. The review focuses on the environment of the listed property and how the project interacts with the environment of the listed property, not how the project affects the subject property. Projects that require a Certificate of Appropriateness use the standards in Section 22-505 of Chapter 22. In addition to review by Section 22-505, the proposed alterations and new construction should be reviewed using the design criteria in Section 22-506. These design criteria help to promote the standards set forth in Section 22-505. Specifically, Section 22-506(c)(2) provides review criteria for additions to existing buildings. Identified criteria for new additions includes but is not limited to building scale, height, orientation, site coverage, spatial separation from other buildings, facade and window patterns, entrance and porch size and general design, materials, textures, color, architectural details, roof forms, emphasis on horizontal or vertical elements, walls, fences, landscaping, and other features deemed appropriate by the Commission.

National Park Service Preservation Brief 14 gives guidance for new additions to historic structures. A new exterior addition to a historic building should be considered in a rehabilitation project only after determining that requirements for the new or adaptive use cannot be successfully met by altering non-significant interior spaces. A new addition must preserve significant historic materials, features and form, and it must be compatible but differentiated from the historic building. A recommended location for new additions is the rear of the structure.
The existing historic structure is approximately 950 square feet. There is no bathroom on the first floor. Because of the small footprint of the structure, reconfiguring interior space to allow for a bathroom would require loss of character defining historic materials and floor plan. The proposed project will be placed on the rear of the structure as recommended by the National Park Service in Preservation Brief 14. It will also remove a minimal amount of historic fabric by only enlarging a window to a door. The proposed addition is compatible in size, scale, massing, and materials. The proposed materials for the addition are compatible, but will also differentiate the new addition from the historic structure. The exterior of the historic structure will repointed and repaired in accordance with preservation briefs published by the National Park Service.

The proposed project will also have minimum alterations to the interior of the structure. The exiting floor plan will remain. Material removal will only be for repair or for the new mechanical systems. Elements that cannot be repaired will be replaced in-kind. Sheet rock will replace damaged plaster and plaster that is required to be removed for the installation of the mechanical systems.

Three considerations for staff are the lack of a significant setback of the addition from the south wall plane of the historic structure, the extension of the porch roof beyond the south wall plane of the historic structure, and the use of materials that are not compatible with the historic structure. The lack of setback is determined by the appropriate use of space to allow for the small addition. While staff will typically recommend a greater setback from the historic wall plane, this specific project utilizes the appropriate space to minimize the impact of the addition on the historic structure and the loss of rear yard. The small size of the addition is also a factor to consider when reviewing this project.

The proposed wrap-around porch extends 4 feet beyond the south wall plane of the historic structure. This is the current condition of the existing porch over the concrete patio. The porch is setback from the west wall plane approximately 30 feet. This small extension will be minimally visible from the public right-of-way.

The proposed materials of PVC, Borel, and vinyl windows are not appropriate for the historic structure repair. The applicant has agreed to replace any wood that is beyond repair with wood. The applicant has also agreed to repair the existing historic windows if possible and replace in-kind where needed.

Staff is of the opinion that the project, as amended for the materials, meets the Secretary of the Interior's Standards and Guidelines for rehabilitation. Staff is also of the opinion the proposed project meets the intent of Chapter 22 and the environs definitions for the Social Service League building and the Turnhalle.

**STANDARDS FOR REVIEW**

Secretary of the Interior’s Standards for State Law Review (K.S.A. 75-2724)

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

2. The historic character of a property shall be retained and preserved. The removal of
historic material or alteration of features and spaces that characterize a property shall be avoided.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historical property and its environment would be unimpaired.

Chapter 22 of the Code of the City of Lawrence (Certificate of Appropriateness)

(A) An application for a certificate of appropriateness shall be evaluated on a sliding scale, depending upon the designation of the building, structure, site or object in question. The certificate shall be evaluated on the following criteria:

1. Most careful scrutiny and consideration shall be given to applications for designated landmarks;

2. Slightly less scrutiny shall be applied to properties designated as key contributory within an historic district;

3. Properties designated contributory or non-contributory within an historic district shall receive a decreasing scale of evaluation upon application;

4. The least stringent evaluation is applied to noncontributory properties and the environs area of a landmark or historic district. There shall be a presumption that a certificate of appropriateness shall be approved in this category unless the proposed construction or
demolition would significantly encroach on, damage, or destroy the landmark or historic district. If the Commission denies a certificate of appropriateness in this category, and the owner(s) appeals to the City Commission, the burden to affirm the denial shall be upon the commission, the City or other interested persons.

(B) In considering an application for a certificate of appropriateness, the Commission shall be guided by the following general standards in addition to any design criteria in this Chapter and in the ordinance designating the landmark or historic district:

1. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building, structure, site or object and its environment, or to use a property for its originally intended purpose;

2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural feature should be avoided when possible;

3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and that seek to create an earlier appearance shall be discouraged;

4. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected;

5. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure or site shall be treated with sensitivity;

6. Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new materials should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical, or pictorial evidence, rather than on conceptual designs or the availability of different architectural elements from other buildings or structures;

7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building material shall not be undertaken;

8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, and project;

9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alteration and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environs.
The Environs for Social Service League (905 Rhode Island Street)

The Environs for the 905/907 should be reviewed in the following manner. The Environs is divided into two areas (see map on next page). The proposed project is located in Area 1 and the following standards should be applied.

Area 1: Maintaining the existing structures and visual appearance of the environs is the primary focus of review. Main structure demolitions would be approved only if documentation was provided that indicated that the structure was unsound and/or a certificate of economic hardship was approved.

Minor projects (minor additions, porch remodeling, window and door changes, demolition of outbuildings, etc.) that do not involve the front facing facade will be approved administratively by the Historic Resources Administrator. All design elements are important. The proposed alteration or construction should meet the intent of the Secretary of the Interior Standards for Rehabilitation, the Standards and Guidelines for Evaluating the Effect on Project on Environs, and the Criteria set forth in 22-205.

Major projects (major additions, new infill construction, major alterations, roof changes, dormers, etc., to the front facing elevations) would be reviewed by the Historic Resources Commission. All design elements are important. The proposed alteration or construction should meet the intent of the Secretary of the Interior Standards for Rehabilitation, the Standards and Guidelines for Evaluating the Effect on Project on Environs, and the Criteria set forth in 22-205.
Area 1 is shown in red.

Area 2 is shown in yellow.

The property outlined in blue is the Social Services League building.

The Environs for Turnhalle (900 Rhode Island Street)

The Environs for the 900 Rhode Island Street, the Turnhalle, should be reviewed in the following manner. The Environs are divided into three areas (see map below). The proposed project is located in Area 1 and the following standards should be applied this area.

Area 1: Maintaining the existing structures and visual appearance of the environs is the primary focus of review. Main structure demolitions would be approved only if documentation was provided that indicated that the structure was unsound and/or a certificate of economic hardship was approved.

Minor projects (minor additions, porch remodeling, window and door changes, demolition of outbuildings, etc.) will be approved administratively by the Historic Resources Administrator. All design elements are important.
The proposed alteration or construction should meet the intent of the Secretary of the Interior Standards for Rehabilitation, the Standards and Guidelines for Evaluating the Effect on Project on Environs, and the Criteria set forth in 22-205.

Major projects (major additions, new infill construction, major alterations, roof changes, dormers, etc.,) would be reviewed by the Historic Resources Commission. All design elements are important. The proposed alteration or construction should meet the intent of the Secretary of the Interior Standards for Rehabilitation, the Standards and Guidelines for Evaluating the Effect on Project on Environs, and the Criteria set forth in 22-205.
# DESIGN REVIEW APPLICATION

## PROPERTY INFORMATION

Address of Property: 904 Rhode Island, Lawrence, KS 66044  
Legal Description (may be attached): Rhode Island Street Lot 72

## OWNER INFORMATION

Name(s): Blake & Associates, LLC  
Contact: Angie Blake  
Address: 1922 Backer St  
City: Lawrence  
State: KS  
ZIP: 66046  
Phone: (785) 766-7816  
Fax: (____)  
E-mail: Nurse.<name>@sunflower.com  
Cell Phone: (____)  

## APPLICANT/AGENT INFORMATION

Contact: Matt Mozuk  
Company: Higley Ridge Construction  
Address: 527 E. 1530 Rd  
City: Baldwin City  
State: KS  
ZIP: 66046  
Phone: (785) 865-6882  
Fax: (____)  
E-mail: mozuk67@gmail.com  
Cell Phone: (____)  

<table>
<thead>
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<th>Existing Zoning</th>
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<th>Proposed Land Use</th>
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<th>Existing Building Footprint</th>
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<th>Open Space Area</th>
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<td>170 sq ft</td>
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## Are you also submitting any of the following applications?

- Building Permit
- Site Plan
- Special Use Permit
- Zoning Change
- Variance
- State or Federal Tax Credit Application
- Other (specify)
Property Address: 904 Rhode Island

Detailed Description of Proposed Project:
(Attach additional sheets if necessary)

**ADDITIONAL PAGES ATTACHED**

Reason for Request:
(Attach additional sheets if necessary)

**ADDITIONAL PAGES ATTACHED**
Architect/Engineer/Contractor Information: Please provide name and phone number of any persons associated with the project.

Contact: Matt Misier

Company: Hickory Ridge Construction

Address: 527 E. 1530 RD

City: Baldwin City
State: KS
ZIP: 66006

Phone: (785) 865-6852
E-mail: Mmisier@comcast.com

REQUIRED ATTACHMENTS:

☑ Photographs of existing structure and site
☑ Scaled or dimensioned site plan with a graphic/bar scale
☑ Scaled elevation drawings with a graphic/bar scale
☑ Scaled or dimensioned floor plans with a graphic/bar scale
☑ Materials list
☑ Digital copy of application materials

ADDITIONAL INFORMATION MAY BE REQUIRED BASED ON THE SCOPE OF THE PROJECT

SIGNATURE

I/We, the undersigned am/are the (owner(s)), (duly authorized agent), (Circle One) of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for design review approval as indicated above.

Signature(s): Angela Blair
Date 4/14/19

Note: If signing by agent submit Owner Authorization Form
A proposal to remodel and update the residential home at 904 Rhode Island

Building Contractor: 
Matt Mozier  
Hickory Ridge Construction  
527 E. 1550 Rd  
Baldwin City, KS 66006

Property Owner: 
Angie Blair  
Blair & Associates, LLC  
1922 Barker  
Lawrence, KS 66046
Overview

The owner and owner’s agents of 904 Rhode Island propose to repair, remodel, update and remediate the damage of age and neglect of this home located in the North Rhode Island Street Historic Residential District. We propose to retain the basic structural integrity of the house’s construction and foundation as well as keeping the original or existing room layout, interior finishes, exterior brick construction and roof, frieze, eave and porch details intact. We also propose to repair and restore the many damaged and neglected elements of the home as well as completely updating the electric, plumbing and heat and air systems to comply with current building codes and safe practices. We will perform this work with a shared respect and appreciation for the architectural and historical significance of the property and its importance to the overall character and feel of the neighborhoods surrounding downtown Lawrence.

Scope of work

I. Permits

A. Submit and receive approval from the Historic Resources of Lawrence before work begins.
B. Apply for and receive necessary building permits from the Lawrence Department of Planning and Development Services

II. Site Work & Demo

A. Remove existing covered patio shed roof on Southeast corner of residence and remove to on-site trash dumpster or recycle metal roofing
B. Break up and remove poured concrete patio at Southeast corner of residence and remove by trucking
C. Dig up existing cistern under removed poured patio. Assess for removal or for filling in with crushed stone and clean fill.
D. Excavate, compact and add fill as needed for new concrete stem walls and footings for proposed addition.
E. Pour new steel-reinforced frost footings for proposed addition footprint
F. Pour new 4’ steel-reinforced concrete stem walls for addition foundation
G. Dig out existing collapsed cellar window wells and rebuild

III. Bathroom and Laundry addition *See attached plans

A. Build new 16’x8’ addition in location of existing concrete slab
   a. Exterior walls to be 2x6 construction, sheathed with ½” OSB
   b. Structure to be built to conform to City of Lawrence adopted building code
   c. Remove existing East exterior door and plaster over on living room side. Leave exposed masonry jamb in bathroom for recessed shelving and cabinet.
   d. Remove existing South kitchen window to create modified brick open doorway for access to new laundry area and exterior door. Brick jamb to be repaired and mortared to showcase exposed brick
   e. Original South and East walls, now enclosed, to retain original brick surfaces
   f. New shed roof to retain folk architectural style of existing side porch roof, though not dating to the original structure, has likely been there for much of the home’s life
   g. New shed roof to be galvanized steel roof with ice and water membrane underlayment

IV. Exterior Repair

A. Repair rotted fascia, subfascia, sheathing, frieze boards, bed/crown mouldings as needed,
   a. Soffit-replace with 1x4 t&g pine or fir
   b. Fascia-replace with 1x4 cedar, smooth pvc or 1x4 smooth fiber-cement
   c. Sub fascia, framing and rafter tails-replace with commonly available framing lumber
   d. Scrape, remove and collect lead paint if present according to EPA lead paint regulations
   e. Repaint in period appropriate colors
B. Repair front porch framing and roof
   a. Temporarily support front porch roof with bracing
   b. Remove porch decking material
   c. Repair and/or replace rotted porch floor framing
   d. Remove organic and waste debris under porch
   e. Add soil and grade away from foundation for proper drainage
   f. Repair/replace front porch post mouldings and architectural elements
      as needed with cedar or Boral TruExterior trim material
   g. Clean, scrape, repair as necessary existing porch ceiling, soffit and fascia to EPA regulations
   h. Repaint in period appropriate color scheme

C. Remove and install new asphalt shingle roof and gutters
   a. Remove existing shingle roof, flashings and underlayment
   b. Repair/replace any rotted roof framing with commonly available framing materials and ⅝” Plywood or OSB
   c. Install new roof underlayment, flashings and edge flashing
   d. Remove and re-install and seal chimney flashings
   e. Install new Timberline or comparable Architectural asphalt shingles
   f. Repair or replace existing half-round steel gutters and downspouts

D. Re-point brick and masonry mortar
   a. Scrub and clean brick and mortar joints
   b. Repair/replace any missing bricks, lintel or sill elements
   c. Re-point mortar joints, brush and clean

E. Repair or replace exterior window trims, as needed
   a. Use Boral TruExterior trim material to replicate existing finishes if needed
   b. Scrape paint, remove rot, epoxy as needed to repair if possible to EPA lead paint removal and disposal regulations
   c. Prime, caulk and paint in period appropriate color scheme

F. Repair and paint exterior front door trims, as needed
G. Use Boral TruExterior trim material to replicate existing finishes if needed
a. Scrape paint, remove rot, epoxy as needed to repair if possible to EPA lead paint removal and disposal regulations
b. Prime, caulk and paint in period appropriate color scheme
H. Repair/replace exterior cellar access doors, secure, prep and paint

V. Interior Repair

A. Main Staircase
   a. Front entry staircase will be repaired and restored using original stair newel, handrail, balusters, treads and skirts.
   b. Additional missing elements will be milled and replaced in the existing wood species and dimension as needed to complete all missing details if possible
   c. Newel, handrail and spindles will be tightened and secured to remediate current unsafe conditions
   d. Plaster will need to be removed and repaired around the stairs to allow access to re-attach places where it is pulling away from the wall
   e. Stairs to be cleaned and repainted
B. Tile ceiling and plaster ceiling in Great Room and Living Room to be removed to allow for removal and replacement of existing plumbing and addition of heat and air ductwork for 2nd floor.
C. Portions of lath and plaster on interior walls to be removed to allow for electrical wiring and plumbing.
D. A mechanical chase will be constructed to service 2nd floor mechanicals in the location of the existing shelving cabinet in Great Room
E. Kitchen plaster ceiling not salvageable and to be removed and replaced with smooth finished drywall.
F. Clean up, repair existing baseboards and shoe moldings, prep for paint, paint
G. Repair and patch existing and salvageable plaster walls and ceilings except where noted.
H. Prep and paint all plaster and drywall walls and ceilings

VI. Doors and Interior Door Trims

A. Interior Doors and Cased openings
   a. Interior doors and door trims will be repaired as necessary
b. Missing trim and mouldings will be replaced with like materials and profiles

c. Missing outside beaded trim on doors and window casing to be replaced with material based on extant examples upstairs.

d. Front door and transom will be repaired, reglazed and new weatherstripping installed

e. Doors and door trim will be scraped and sanded to EPA Lead Paint regulations if necessary

f. All doors and trim will be repainted.

VII. Windows and Interior Window Trims

A. We propose to replace the existing windows due to the poor condition of the existing sashes, glazing, and deteriorated and missing muntins and broken panes. The exterior wall construction of plaster applied directly to masonry prohibits modern insulation techniques so we feel the additional energy loss in retaining even repaired original windows would contribute to the energy inefficiency inherent in a home of this age and construction. We also feel the hazard to safety that these nearly floor to ceiling, single pane windows pose warrants replacement with modern insulated glazing and tempered glass. There are several good modern windows which can unobtrusively replace historical windows and not detract from the overall character of the house. We would use Marvin Ultimate Insert Double Hung windows or something comparable which could be inserted into the existing window jambs. We could replicate the distinctive 6 over 6 divided light pattern of the originals. This would allow us to insulate the jambs through the existing window weight and pulley access panels, retain the original wide cased jambs and trims and give us the benefits of far superior energy efficiency. We believe they would look very similar to the original windows without the need for decidedly non-original aluminum storm windows.

a. Missing window trim and mouldings will be replaced with like materials and profiles

b. Missing outside beaded trim on doors and window casing to be replaced with material based on extant examples upstairs.

c. Window trim will be scraped and sanded to EPA Lead Paint regulations if necessary

d. All windows and trim will be repainted.
B. Alternately, we would repair the existing windows, if possible. We feel this is the inferior choice as explained above regarding energy inefficiency.
   a. Remove sashes to repair, replace missing glass panes, reglaze, replace or repair broken stiles.
   b. Repair or replace broken or out of square window jambs
   c. Repair or replace broken weights, cords and pulleys
   d. Build new poplar sashes to replace missing or irreparable sashes
   e. Install new copper weatherstripping
   f. Scrape, sand, prime and epoxy repaired or replaced sashes
   g. Scrape, sand, prime and epoxy jambs
   h. Re-install repaired sashes
   i. Paint all window parts as necessary
   j. Replace windows that are too damaged to salvage with Marvin Ultimate Insert Double Hung wood windows with true divided lites.

VIII. Floors

A. Repair, sand and refinish existing hardwood floors in all rooms but kitchen, baths and laundry.
B. Install new engineered plank flooring in kitchen, baths and laundry areas

IX. Cellar

A. Clean out debris, trash and unusable mechanical equipment and remove to on-site trash dumpster
B. Clean floors and stone foundation
C. Pour raised concrete bases for mechanical system locations
D. Repair, secure and rebuild, if necessary, cellar windows
E. Seal all exterior air gaps with fire rated foam and caulking
F. Install new insulation in exterior rim joist and joist bays

X. Electric

A. Install temporary power mast for construction purposes
B. Remove existing meter and electrical panel
C. Install new permanent mast and electrical meter  
D. Upgrade electrical service to 200 amps  
E. Install new breaker box panel  
F. Remove existing wiring, switches, receptacles and lighting fixtures  
G. Install new wiring, switches, receptacles and lighting fixtures in compliance with Electrical code

XI. Plumbing

A. Remove existing plumbing lines, drains, water heater, gas appliances and plumbing fixtures. Remove to on-site dumpster  
B. Install new water lines, drains, valves, gas lines and plumbing fixtures  
C. Install new water heater  
D. Scope existing sewer drain and assess for damage  
E. Replace or repair existing sewer line if necessary

XII. Heating and Cooling

A. Install new heating and cooling systems, supply and return air ducts, registers and thermostats

XIII. Attic

A. Reframe existing attic access to code  
B. Remove trash, debris and deteriorated insulation  
C. Seal all air gaps and ceiling/wall penetrations with fire-rated foam insulation  
D. Install new loose fill blown-in insulation to R-49

XIV. Kitchen

A. Install new kitchen cabinets, counters and appliances
XV. Job Site

A. Keep job site tidy, clean and reasonably free of debris
B. Barricade and cordon off construction areas that pose a risk to the public.
C. Perform lead paint remediation or other hazardous material remediation in accordance with EPA regulations.
D. Post all permits and project documentation prominently

Intent

Owner and owner's representatives and agents have, in good faith, purchased the property at 904 Rhode Island in order to rehabilitate, repair and occupy the residence which has sat vacant and unmaintained for an extended period. We intend to repair and remodel the residence in a way that respects the historical and architectural significance of the home to the city of Lawrence yet is not economically prohibitive. We feel that our design and our requested changes enhance the features of the original home as well as making the residence more adaptive to our contemporary lifestyle.
A proposal to remodel and update the residential home at 904 Rhode Island

Building Contractor:
Matt Mozier
Hickory Ridge Construction
527 E. 1550 Rd
Baldwin City, KS 66006

Property Owner:
Angie Blair
Blair & Associates, LLC
1922 Barker
Lawrence, KS 66046
Overview

The owner and owner’s agents of 904 Rhode Island propose to repair, remodel, update and remediate the damage of age and neglect of this home located in the North Rhode Island Street Historic Residential District. We propose to retain the basic structural integrity of the house’s construction and foundation as well as keeping the original or existing room layout, interior finishes, exterior brick construction and roof, frieze, eave and porch details intact. We also propose to repair and restore the many damaged and neglected elements of the home as well as completely updating the electric, plumbing and heat and air systems to comply with current building codes and safe practices. We will perform this work with a shared respect and appreciation for the architectural and historical significance of the property and its importance to the overall character and feel of the neighborhoods surrounding downtown Lawrence.

Scope of work

I. Permits

A. Submit and receive approval from the Historic Resources of Lawrence before work begins.
B. Apply for and receive necessary building permits from the Lawrence Department of Planning and Development Services

II. Site Work & Demo

A. Remove existing covered patio shed roof on Southeast corner of residence and remove to on-site trash dumpster or recycle metal roofing
B. Break up and remove poured concrete patio at Southeast corner of residence and remove by trucking
C. Dig up existing cistern under removed poured patio. Assess for removal or for filling in with crushed stone and clean fill.
D. Excavate, compact and add fill as needed for new concrete stem walls and footings for proposed addition.
E. Pour new steel-reinforced frost footings for proposed addition footprint  
F. Pour new 4’ steel-reinforced concrete stem walls for addition foundation  
G. Dig out existing collapsed cellar window wells and rebuild  

III. Bathroom and Laundry addition  
*See attached plans*

A. Build new 16’x8’ addition in location of existing concrete slab  
   a. Exterior walls to be 2x6 construction, sheathed with ½” OSB  
   b. Structure to be built to conform to City of Lawrence adopted building code  
   c. Remove existing East exterior door and plaster over on living room side. Leave exposed masonry jamb in bathroom for recessed shelving and cabinet.  
   d. Remove existing South kitchen window to create modified brick open doorway for access to new laundry area and exterior door. Brick jamb to be repaired and mortared to showcase exposed brick  
   e. Original South and East walls, now enclosed, to retain original brick surfaces  
   f. New shed roof to retain folk architectural style of existing side porch roof, though not dating to the original structure, has likely been there for much of the home’s life  
   g. New shed roof to be Central States Manufacturing Horizon-Loc steel roof in brown with ice and water membrane underlayment. Seams 1’ tall. [Horizon-Loc - Central States Mfg, Inc.](#)  

IV. Exterior Repair  

A. Repair rotted fascia, subfascia, sheathing, frieze boards, bed/crown mouldings as needed,  
   a. Soffit-replace with 1x4 t&g pine or fir  
   b. Fascia-replace with 1x4 cedar. Sub fascia, framing and rafter tails-replace with commonly available framing lumber  
   c. Scrape, remove and collect lead paint if present according to EPA lead paint regulations  
   d. Repaint in period appropriate colors  

B. Repair front porch framing and roof
a. Temporarily support front porch roof with bracing  
b. Remove porch decking material  
c. Repair and/or replace rotted porch floor framing with treated lumber  
d. Remove organic and waste debris under porch  
e. Add soil and grade away from foundation for proper drainage  
f. Repair/replace front porch post mouldings and architectural elements as needed with cedar. Clean, scrape, repair as necessary existing porch ceiling, soffit and fascia to EPA regulations  
g. Repaint in period appropriate color scheme

C. Remove and install new asphalt shingle roof and gutters  
a. Remove existing shingle roof, flashings and underlayment  
b. Repair/replace any rotted roof framing with commonly available framing materials and ⅝” Plywood or OSB  
c. Install new roof underlayment, flashings and edge flashing  
d. Remove and re-install and seal chimney flashings  
e. Install new Timberline or comparable Architectural asphalt shingles  
f. Repair or replace existing half-round steel gutters and downspouts

D. Clean and Re-point brick and masonry mortar in accordance with National Park Service Preservation Briefs  
a. Scrub and clean brick and mortar joints in accordance with National Park Service Preservation Brief 1  
b. Repair/replace any missing bricks, lintel or sill elements  
c. Re-point mortar joints, brush and clean in accordance with National Park Service Preservation Brief 2

E. Repair or replace exterior window trims, as needed  
a. Use western red cedar wood to replicate existing finishes if needed  
b. Scrape paint, remove rot, epoxy as needed to repair if possible to EPA lead paint removal and disposal regulations  
c. Prime, caulk and paint in period appropriate color scheme

F. Repair and paint exterior front door trims, as needed, with cedar

G. Use cedar material to replicate existing finishes if needed
a. Scrape paint, remove rot, epoxy as needed to repair if possible to EPA lead paint removal and disposal regulations
b. Prime, caulk and paint in period appropriate color scheme

H. Repair/replace exterior cellar access doors, secure, prep and paint

V. Interior Repair

A. Main Staircase
   a. Front entry staircase will be repaired and restored using original stair newel, handrail, balusters, treads and skirts.
   b. Additional missing elements will be milled and replaced in the existing wood species and dimension as needed to complete all missing details if possible
   c. Newel, handrail and spindles will be tightened and secured to remediate current unsafe conditions
d. Plaster will need to be removed and repaired around the stairs to allow access to re-attach places where it is pulling away from the wall
e. Stairs to be cleaned and repainted

B. Tile ceiling and plaster ceiling in Great Room and Living Room to be removed to allow for removal and replacement of existing plumbing and addition of heat and air ductwork for 2nd floor.

C. Portions of lath and plaster on interior walls to be removed to allow for electrical wiring and plumbing.

D. A mechanical chase will be constructed to service 2nd floor mechanicals in the location of the existing shelving cabinet in Great Room

E. Kitchen plaster ceiling not salvageable and to be removed and replaced with smooth finished drywall.

F. Clean up, repair existing baseboards and shoe moldings, prep for paint, paint

G. Repair and patch existing and salvageable plaster walls and ceilings except where noted.

H. Prep and paint all plaster and drywall walls and ceilings

VI. Doors and Interior Door Trims
A. Interior Doors and Cased openings
   a. Interior doors and door trims will be repaired as necessary
   b. Missing trim and mouldings will be replaced with like materials and profiles
   c. Missing outside beaded trim on doors and window casing to be replaced with material based on extant examples upstairs.
   d. Front door and transom will be repaired, reglazed and new weatherstripping installed
   e. Doors and door trim will be scraped and sanded to EPA Lead Paint regulations if necessary
   f. All doors and trim will be repainted.

VII. Windows and Interior Window Trims

A. We propose to replace the existing windows due to the poor condition of the existing sashes, glazing, and deteriorated and missing muntins and broken panes. The exterior wall construction of plaster applied directly to masonry prohibits modern insulation techniques so we feel the additional energy loss in retaining even repaired original windows would contribute to the energy inefficiency inherent in a home of this age and construction. We also feel the hazard to safety that these nearly floor to ceiling, single pane windows pose warrants replacement with modern insulated glazing and tempered glass. There are several good modern windows which can unobtrusively replace historical windows and not detract from the overall character of the house. We would use Marvin Ultimate Insert Double Hung windows or something comparable which could be inserted into the existing window jambs. We could replicate the distinctive 6 over 6 divided light pattern of the originals. This would allow us to insulate the jambs through the existing window weight and pulley access panels, retain the original wide cased jambs and trims and give us the benefits of far superior energy efficiency. We believe they would look very similar to the original windows without the need for decidedly non-original aluminum storm windows.
   a. Missing window trim and mouldings will be replaced with like materials and profiles
   b. Missing outside beaded interior trim on doors and window casing to be replaced with material based on extant examples upstairs.
   c. Window trim will be scraped and sanded to EPA Lead Paint regulations if necessary
d. All windows and trim will be repainted.

B. Alternately, we would repair the existing windows, if possible. We feel this is the inferior choice as explained above regarding energy inefficiency.
   a. Remove sashes to repair, replace missing glass panes, reglaze, replace or repair broken stiles.
   b. Repair or replace broken or out of square window jambs
   c. Repair or replace broken weights, cords and pulleys
   d. Build new poplar sashes to replace missing or irreparable sashes
   e. Install new copper weatherstripping
   f. Scrape, sand, prime and epoxy repaired or replaced sashes
   g. Scrape, sand, prime and epoxy jambs
   h. Re-install repaired sashes
   i. Paint all window parts as necessary
   j. Replace windows that are too damaged to salvage with Marvin Ultimate Insert Double Hung wood windows with true divided lites.

VIII. Floors

   A. Repair, sand and refinish existing hardwood floors in all rooms but kitchen, baths and laundry.
   B. Install new engineered plank flooring in kitchen, baths and laundry areas

IX. Cellar

   A. Clean out debris, trash and unusable mechanical equipment and remove to on-site trash dumpster
   B. Clean floors and stone foundation
   C. Pour raised concrete bases for mechanical system locations
   D. Repair, secure and rebuild, if necessary, cellar windows
   E. Seal all exterior air gaps with fire rated foam and caulking
   F. Install new insulation in exterior rim joist and joist bays

X. Electric
A. Install temporary power mast for construction purposes  
B. Remove existing meter and electrical panel  
C. Install new permanent mast and electrical meter  
D. Upgrade electrical service to 200 amps  
E. Install new breaker box panel  
F. Remove existing wiring, switches, receptacles and lighting fixtures  
G. Install new wiring, switches, receptacles and lighting fixtures in compliance with Electrical code  

XI. Plumbing  

A. Remove existing plumbing lines, drains, water heater, gas appliances and plumbing fixtures. Remove to on-site dumpster  
B. Install new water lines, drains, valves, gas lines and plumbing fixtures  
C. Install new water heater  
D. Scope existing sewer drain and assess for damage  
E. Replace or repair existing sewer line if necessary  

XII. Heating and Cooling  

A. Install new heating and cooling systems, supply and return air ducts, registers and thermostats  

XIII. Attic  

A. Reframe existing attic access to code  
B. Remove trash, debris and deteriorated insulation  
C. Seal all air gaps and ceiling/wall penetrations with fire-rated foam insulation  
D. Install new loose fill blown-in insulation to R-49  

XIV. Kitchen
A. Install new kitchen cabinets, counters and appliances

XV. Job Site

A. Keep job site tidy, clean and reasonably free of debris
B. Barricade and cordon off construction areas that pose a risk to the public.
C. Perform lead paint remediation or other hazardous material remediation in accordance with EPA regulations.
D. Post all permits and project documentation prominently

Intent

Owner and owner’s representatives and agents have, in good faith, purchased the property at 904 Rhode Island in order to rehabilitate, repair and occupy the residence which has sat vacant and unmaintained for an extended period. We intend to repair and remodel the residence in a way that respects the historical and architectural significance of the home to the city of Lawrence yet is not economically prohibitive. We feel that our design and our requested changes enhance the features of the original home as well as making the residence more adaptive to our contemporary lifestyle.
EXISTING HOUSE

APPROX. 14' 48'

APPROX. 57'

117'

16'

8'-1 1/2"

NORTH

APPROX. 2'

APPROX. 26'

APPROX. 22'-3"

APPROX. 57'

9TH STREET

RHODE ISLAND STREET

SCALE: 1/16" = 1'-0"
SPECIAL USE PERMIT APPLICATION CHECKLIST

Application Requirements

Application materials must be submitted in both print and electronic format (on disc).

If you are not able to provide the application materials in electronic format, please contact the Planning Office at 785-832-3150.

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application will delay the review process.

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of submission. Incomplete applications will be returned to the applicant.

Pre-Application Meeting

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Pre-submittal Date ________________, 20__.
Planner’s Name ________________________
Target Submission Date ________________, 20__.
Fee $500 +$50 Legal Ad Fee +$175 Ordinance Publication Fee

During the meeting Planning Staff will assist the applicant to determine if the following items are Required (R) or Not Applicable (NA):

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General Special Use Permit Submittal Requirements

- **Application Form, in both print and electronic format (on disc).**
  - A complete Application Form, in both print and electronic format.
    - Page 1 – Owner, Applicant, and Property information
    - Page 2 – Description and details of proposal
    - Page 3 – Description and details/signature page

- **Attachments Required, in both print and electronic format.**
  - Owner Authorization Form if applicant is not the legal owner of the property.
  - Legal description of property in print (see Page 10 of this packet) and electronic format (MS Word).
  - Site Plan meeting the requirements of 20-1305(f) 2 paper copy, and 1 electronic (TIF format preferred).
  - Property Owner List certified by the County Clerk of all property owners within the notification area of the subject property.
  - Property Ownership List Certification
  - Sign Posting Affidavit submitted at least 7 days before the public hearing, sign must be posted at least 20 days before public hearing
  - Copy of letter of notification

- **Other**
  - Payment of review fee. (Make check payable to the City of Lawrence.)
  - Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.
SPECIAL USE PERMIT APPLICATION

OWNER INFORMATION

Name(s)  William L. Fuerst and Lisa L. Ottinger
Contact  same
Address  703 Highway 40
City Lawrence  State KS  ZIP 66049
Phone (785) 691-7844  Fax (n/a)
E-mail bfuerst@ku.edu  Mobile/Pager (same)

APPLICANT/AGENT INFORMATION

Contact  same
Company  
Address  
City  State  ZIP
Phone (n/a)  Fax (n/a)
E-mail  Mobile/Pager (n/a)
Pre-Application Meeting Date  Planner

PROPERTY INFORMATION

Present Zoning District  Proposed Zoning District
Present Land Use  Proposed Land Use
Legal Description (may be attached)  Lot 2, Block 21, in Sinclair’s Addition to the city of Lawrence
Address of Property  921 Missouri Street, Lawrence KS  66044
Total Site Area
Number and Description of Existing Improvements or Structures  One existing house

Pre-Application Meeting required minimum 7 days before submission
Planner _________
Date ___________
Fee $500 (+$50 Legal Ad & $175 Ordinance)
Are you also submitting any of the following applications?

- ☐ Building Permit
- ☐ Subdivision Plat
- ☑ Special Use Permit
- ☐ Zoning Change
- ☐ Variance
- ☐ Other (specify)

Please indicate the reason for your request. (Attach additional sheets if needed.)

Use of property as a short-term rental property with listing agency like AirBnB. No new construction is required. The quality features and location of this property near Mass Street and KU will provide visitors a positive lodging experience in our city.

In reviewing and making decisions on proposed Special Use Permits, the Planning Commission and the City Commission are required to consider the following criteria. The Development Code places the burden on the applicant to show that an application complies with such criteria. Please respond to the following criteria to the best of your knowledge. (Attach additional sheets if needed.)

1. Does the proposed use comply with the applicable provisions of the Development Code?

   It is an existing residency.

2. Is the proposed use compatible with adjacent uses in terms of scale, site design, operating characteristics, including hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts?

   It is an existing residency.
3. Will the proposed use cause a substantial diminution in value of other property in the neighborhood in which it is located?
No

4. Will the proposed use cause significant adverse impacts on the natural environment?
No

SIGNATURE
I/We, the undersigned am/are the (owner(s)), (duly authorized agent), (Circle One) of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for rezoning as indicated above.

Signature(s): William L Fuerst________________________________ Date 01/11/2019

Lisa L Ottinger________________________________________ Date 01/11/2019

____________________________________________ Date

STAFF USE ONLY
Application No. ________________________________
Date Received ________________________________
Planning Commission Date __________________________
Fee $______________________________
| Date Fee Paid | __________________________ |
OWNER AUTHORIZATION

I/WE______________________________________________________________, hereby referred to as the "Undersigned", being of lawful age, do hereby on this ________ day of ___ ______, __, make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

   See “Exhibit A, Legal Description” attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize ___________________________________________________________ (Herein referred to as “Applicant”), to act on my/our behalf for the purpose of making application with the Planning Office of Lawrence/Douglas County, Kansas, regarding ___________________________________________________________ (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

___________________________________   ___________________________________
Owner                                                            Owner

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this ________ day of __________, 20 __, by _________________________________________________________________.

My Commission Expires: _______________________________________
Notary Public
“Exhibit A, Legal Description”

921 Missouri Street, Lawrence KS  66044

Lot 2, Block 21, in Sinclair’s Addition to the city of Lawrence
PROPERTY OWNERSHIP LIST CERTIFICATION

As required by Article 13, Section 20-1301(q) of the Development Code, the applicant is responsible for providing certified Ownership information (including names and mailing addresses) of all real property owners within a defined radius from the subject property. The Planning Department is required by the Development Code to use the submitted Ownership list to mail notice of the public hearing to surrounding property owners regarding this Application.

Ownership Information
The applicant is responsible for providing certified Ownership information. Current Ownership information shall be obtained from the Douglas County Clerk. Ownership information will be considered current if it is no more than 30 days old at the time an application is submitted to the Planning Department.

Radius of Notification
The Ownership list shall include the record Owner of the subject property and all Owners of property located within 400 feet of the subject property. If the subject property is adjacent to the City limits the area of notification shall be extended to at least 1,000 feet into the unincorporated area.

A map of the “Radius of Notification” can be obtained at the Applicant’s request at the Planning Office. The map indicates ownership of each property and can be used to check the accuracy and completeness of the Ownership List. The map will be supplied at the Applicant’s expense. Allow 10 business days to receive the map.

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

I certify that I have read and understood the above information and that the submitted Ownership list:

1. was a) obtained from and b) certified by the Douglas County Clerk,
2. is current (no more than 30 days old), and
3. includes all property owners within the required notification radius of the subject property.

______________________________________________ 01/11/2019
Signature                                                  Date

William L Fuerst and Lisa L Ottinger
Printed Name
SIGN POSTING
PROCEDURES AND AFFIDAVIT

Sign Posting Procedures

The applicant is required to post one or more notification sign(s) on the property. The applicant is responsible for obtaining the sign(s) from the Planning Office of Lawrence/Douglas County, Kansas and for posting and maintaining the sign(s) as prescribed below:

1. When the provisions of the Development Code require that “Posted Notice” be provided, the applicant shall ensure that notice is posted on the subject property.

2. Posted notice shall be in the form of official signs provided by the Planning Office.

3. Posted notice shall be clearly visible to neighboring residents and passers-by from each public street bordering the subject property. At least one sign shall be posted on each street frontage. The Planning Director is authorized to require the posting of additional signs when deemed necessary for effective public notice, but not more than one sign per 300 feet of Street Frontage may be required.

4. Posted notice shall remain in place for at least 20 days before the public hearing, meeting, or date of action that is the subject of the notice.

5. During the required notice period, the applicant shall periodically check the condition of the sign and shall replace it if it is no longer legible for any reason, whether through act of God, vandalism, defect in installation or vegetative growth.

6. For any application requiring posted notice, the applicant shall supplement the application with an affidavit of posting and notice at least seven days before the scheduled hearing. Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the agenda on the hearing date, at the discretion of the Planning Commission.

7. The applicant shall remove notice signs required by this section within 10 days of the date that the decision-making body takes action or the date that the application is withdrawn.

8. Failure to properly post or maintain such signs is grounds for deferral or denial of the application.

9. For applications that do not abut public streets, the Planning Director is authorized to approve an alternative form of posted notice that will be visible to passers-by.
Sign Posting Affidavit

THE FOLLOWING AFFIDAVIT SHALL BE COMPLETED AT LEAST SEVEN DAYS BEFORE THE SCHEDULED HEARING. Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the agenda on the hearing date, at the discretion of the Planning Commission.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

I, ________________________________ (printed name), hereby state that I have received a copy of the Sign Posting Procedures and that the required sign(s) have been posted and maintained as prescribed in the Sign Posting Procedures.

_________________________________________             ________________
Signature                                                                    Date

Application No. _____________________________

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this ________ day of _________, 20___,

by ____________________________________________________________

My Commission Expires:                                   ________________________________

Notary Public
**SPECIAL USE PERMIT**

**DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY**  
*(Completed by Staff)*

The following items apply to Special Use Permit applications. Submission of less information than necessary to adequately review and process your application may delay the review process. The following submittal requirements will be deemed either fully completed and Provided (P) or Not Provided (NP) or by the applicant or Not Applicable (NA) based on the pre-application meeting.

**Pre-Application Meeting**

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<td>1. Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) business days prior to submittal of the application. During the meeting Planning Staff will assist the applicant to determine if the following items are required:</td>
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<td>Traffic Impact Study, in print (3 copies) and electronic format.</td>
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<td>Drainage Study, in print (2 copies) and electronic format.</td>
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<td>Stormwater Pollution Prevention Plan (SWP3), in print and electronic format.</td>
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<td>Market Study, in print (3 copies) and electronic format.</td>
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<td>Downstream Sanitary Sewer Analysis (DSSA), in print (3 copies) and electronic format.</td>
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<td>Plan: Area, Corridor, Nodal, other in print and electronic format.</td>
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**General Submittal Requirements**

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<td>1. A complete application form.</td>
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<td>3. Owner Authorization form if applicant is not the legal owner of the property.</td>
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<td>4. Site Plan, 2 copies, folded to a size of 8.5” by 11” in size, image side out, and one copy in electronic format (PDF or TIF preferred).</td>
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<td>5. Legal description of the property in print and electronic (Microsoft Word) formats.</td>
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<td>6. A list certified by the County Clerk of all property owners within the notification area of the subject property.</td>
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<td>7. Ownership List Certification form.</td>
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Requirements for Public Notification of the Public Hearing

☐ ☐ 1. Post a sign (supplied by the Planning Office) at least twenty days before the public hearing.

☐ ☐ 2. Submit Sign Posting Procedures and Affidavit form at least seven days before the public hearing.

Other Requirements

☐ ☐ 1. Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.

☐ ☐ 2. Verify the existence of and notify all registered Neighborhood Associations whose boundaries include or are contiguous to the subject property. (To be completed by Staff).

☐ ☐ 3. The site plan must be submitted in both print and electronic format (TIF Preferred).
Determination Of Completeness, Accuracy, and Sufficiency

I have reviewed the rezoning application submitted by:

Name: ____________________________ Date: ____________

Application No. ______________________

Based upon the submitted information, I find the application to be:

□ Complete (based upon the items reviewed)

□ Incomplete, inaccurate, or insufficient (circle) for the following reasons:
  □ The application or plan contains one or more significant inaccuracies or omissions that hinder
timely or competent evaluation of the plan’s/application’s compliance with Development Code
standards.
  □ The application contains multiple minor inaccuracies or omissions that hinder timely or competent
evaluation of the plan’s/application’s compliance with Development Code standards.
  □ The application or plan cannot be approved without a variance or some other change or
modification that the decision-making body for that application or plan does not have the authority
to make.
  □ Other

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Planer ____________________________ Date ____________

Resubmit by _______________________ to be placed on the agenda for the Planning Commission meeting
on _________________________. (All resubmitted materials must be deemed to be complete, accurate, and
sufficient.)
Consult the chart below for additional site plan drawing requirements.

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- Be prepared by an architect, engineer, landscape architect, or other qualified professional and show the name, business address and licensing information for that professional in the information block on each sheet.

- Be prepared at a scale of one inch equals 30 feet or larger for sites of five or fewer acres and be prepared at a scale of one inch equals 40 feet for sites over five acres.

- Be arranged so that the top of the plan represents north or, if otherwise oriented, is clearly and distinctly marked.

- Show boundaries and dimensions graphically, and contain a written legal description of the property; identification of a known vertical & horizontal reference mark approved by the city engineer; and, show a written and graphic scale.

- Show existing public and private Street system, platted or unplatted Ownership, type and location of Structures, curb cuts on adjacent properties and along the opposite side of the Street.

- Show topography extending 50 feet beyond the outside boundaries of the proposed site plan for infill development sites.

- Show present and proposed topo. Present and proposed topography (contour interval not greater than 2 feet) shall be consistent with City of Lawrence aerial topography. Where land disturbance, grading or development has occurred on a site or within 100 feet of the subject site since the date the City of Lawrence obtained aerial topography, an actual field survey shall be required.

- Show the location of existing utilities and Easements on and adjacent to the site including power lines, telephone lines, & gas lines. Show the vertical elevation (if available) and horizontal location of existing sanitary sewers, water mains, storm sewers and culverts within and adjacent to the site. The location of ground mounted transformers and air conditioning units shall be shown on the site plan and such units shall be Screened if visible from the Street or when adjacent to a Structure on an adjoining Lot(s). In any instance, the location of such units shall occur behind the Front and Side Setback lines as set forth in Sec. 20-601, in the Density and Dimensional Standards Tables.

- Show, by use of directional arrow, the proposed flow of storm drainage from the site. Provide the supplemental stormwater information required by City Regulations, and provide on the site plan a site summary table which indicates: the area (in sq. ft.) and percentage of the site proposed for development as a Building(s); development as a paved surface; undeveloped and planted with grass, Ground Cover, or similar vegetative surface.

- Show the location of existing and proposed Structures and indicate the number of stories, Floor Area, and entrances to all Structures.
**Site Plan Drawing Requirements**

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<td>Show the location and dimensions of existing and proposed curb cuts, Access aisles, off-Street Parking, loading zones and walkways</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Indicate location, Height, and material for Screening walls and fences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List the type of surfacing and base course proposed for all Parking, loading and walkway areas</td>
<td></td>
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</tr>
<tr>
<td>Show the location and size, and provide a landscape schedule for all perimeter and interior Landscaping including grass, Ground Cover, trees and Shrubs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show both Gross and Net public areas for proposed offices and commercial establishments. The proposed use, the required number of off-Street Parking Spaces, and the number of off-Street Parking Spaces shown shall be listed on the site plan. If the exact use is not known at the time a site plan is submitted for review, the off-Street Parking requirements shall be calculated by the general use group using the greatest off-Street Parking requirement of that use group</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show the proposed location, direction and amount of illumination of proposed lighting. Provide information on Screening proposed for the lighting and steps taken to prevent glare</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designate a trash storage site on each site plan or a note explaining how refuse removal will be handled. The size of the trash storage receptacle, its location and an elevation of the enclosure shall be approved by the Director of Public Works prior to approval of the site plan. If a modification to the location of the trash storage area is required during the construction phase, both the Planning and Public Works Directors must approve the modification before it occurs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For CN2, CC and CR Districts, be prepared for all of the contiguous area in that Zoning District under the same Ownership. If the entire site is not proposed for development in the immediate future, then the initial Site Plan application shall contain a proposed phasing schedule, showing which sections of the property shall be developed in which order and showing in which phases the Easements, Driveways, Parking Areas and Landscaping will be included. The review body may require adjustments in the provision of Easements, Driveways, Parking Areas and Landscaping among the various phases as a condition of approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide at least one north-south and one east-west elevation of the property from the Street right-of-way (property line) at a reasonable scale to illustrate Building shape, Height, and Screening proposed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A note shall be provided on the site plan for a public or governmental Building(s) and facility(ies) indicating that it has been designed to comply with the provisions of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for Buildings and facilities, appendix A to 28 CFR Part 36</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Site Plan Drawing Requirements

<table>
<thead>
<tr>
<th>✓</th>
<th>NA</th>
<th>Section 20-1305(f)(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>If the site plan is for a multiple-Family residential Structure containing at least four Dwelling Units, a note shall appear on the site plan indicating it has been designed to comply with the minimum provisions of the Final Fair Housing Accessibility Guidelines, 24 CFR, Chapter 1, Subchapter A, Appendix II, of the Fair Housing Act of 1968, as amended.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Provide a photometric plan pursuant to Section 20-1103(c). Show the proposed location, direction and amount of illumination of proposed lighting. Provide information on Screening proposed for the lighting and steps taken to prevent glare.</strong></td>
</tr>
</tbody>
</table>
SITE PLAN PERFORMANCE AGREEMENT

The undersigned owners of the property located at ________________________________ , and legally described as _______________________________________________________________________________________, and project known as ___________________________________________ have requested approval of a site plan for certain improvements to be made thereon, do hereby agree and covenant that said improvements will be made in complete compliance and in accordance with the requirements of the laws of the City of Lawrence, Kansas, and the duly enacted regulations of said City covering and controlling construction and improvements of real property within the City jurisdiction of said City.

Therefore, in consideration of the granting of this site plan approval, the undersigned owner agrees to, both for himself/or itself and his/or its heirs, executors, administrators and assigns to complete said improvements in accordance with the approved site plan. The owner affirmatively acknowledges that he/or it is fully knowledgeable of the content and meaning of this agreement and being so informed agrees that no permanent utility hook-ups will be approved by the Building Inspector until full compliance with the site plan has been accomplished. The parties to this agreement covenant and agree that the seasons of the year and adverse weather conditions shall be given reasonable consideration in determining the period of time for landscaping, provided that the owners post an appropriate cash bond, surety bond, or letter of credit to cover such landscaping.

Dated at Lawrence, Kansas, this _______ day of ________________________, _______.

__________________________________________________________________________
Owner

__________________________________________________________________________
Please print name

____________________________________________  Notary Public
STATE OF _____ )  :SS
COUNTY OF_____ )

My Commission Expires

Site plan approved on ________________________________, 20____.

Performance agreement accepted/signed on ________________________________, 20____.

City of Lawrence, Kansas - a Municipal Corporation

ATTEST:

__________________________________________  By ________________________________
City Clerk                          Mayor

__________________________________________
Notary Public

My Commission Expires
SITE PLANS:
[Section 20-1305(o)(1)]

Approval time period -- Building permit must be obtained within 24 months of final approval of the site plan or the approval shall expire.

Extension -- Extension of up to 24 months may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

SPECIAL USE PERMITS:
[Section 20-1306(k)]

Approval time period -- Building permit must be obtained within 24 months of the effective date of the decision on the Special Use or the approval shall expire.

Extension -- Extension of up to 24 months may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

PRELIMINARY DEVELOPMENT PLAN:
[Section 20-1304(d)(12)]

Approval time period -- Application for a Final Development Plan must be submitted within 24 months after final approval of the preliminary development plan or within 6 months after the date shown on an approved development schedule or the approval shall expire.

Extension -- Extension of up to 24 months, or the proposed phasing schedule may be modified to extend all dates by a period up to one-half the original period allowed for development of that phase, may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

FINAL DEVELOPMENT PLAN
[Section 20-1304(e)(2)(vii)]

Approval time period -- A building permit must be obtained within 24 months after the final approval of the Final Development Plan or the approval shall expire.

Extension -- Extension of up to 24 months, or the proposed phasing schedule may be modified to extend all dates by a period up to one-half the original period allowed for development of that phase may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.
INSTITUTIONAL DEVELOPMENT PLAN
[Section 20-1307(g)]
Approval time period -- A building permit must be obtained within **24 months** after the final approval of the Institutional Development Plan or the approval shall expire.

Extension -- Extension of **up to 24 months** may be approved by the City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

ZONING VARIANCES
[Section20-1309(k)]
Approval time period -- A building permit must be obtained within **24 months** after the variance has been granted or the variance will expire. The variance will also expire upon expiration of a building permit.

Extension -- Extension of up to **24 months** may be approved by the Board of Zoning Appeals for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

APPROVAL AND EXTENSION TIME PERIOD

SUBDIVISION REGULATIONS

PRELIMINARY PLAT*
[Section 20-809(j)]
Approval time period -- A final plat must be submitted within **24 months** of the date approval of the preliminary plat was granted by the Planning Commission or the approval of the preliminary plat shall expire.

* Per Section 20-1304(d)(10) of the Development Code, approval of a Preliminary Development Plan constitutes approval of a preliminary plat. The approval and extension timeframe for Preliminary Development Plans that served as Preliminary Plats are provided in the Development Code section on the previous page.

Extension -- An extension of **up to 24 months** may be granted by the Planning Commission for a Preliminary Plat if the cause of failure to submit a final plat is beyond the subdivider’s control. A written request must be provided to the Planning Director prior to the expiration date. Additional extensions may be requested, if necessary.

FINAL PLAT
[Section 20-809(n)(5)]
Approval time period -- Approval of a Final Plat shall be effective for no more than **24 months** from the date of approval unless all conditions of approval have been completed.

Extension -- An extension may be granted by the Planning Director for good cause. A written request for extension must be provided to the Planning Director prior to the expiration of the original 24 month approval period.
MINOR SUBDIVISION/ REPLAT

(Section 11-108(k))

Approval of a Minor Subdivision/Replat by the Planning director and acceptance of dedications by the Governing Body shall be effective for no more than 24 months from the date of acceptance unless all conditions of approval have been completed or an extension has been granted by the Planning Director for good cause.

Extension – The extension request must be submitted to the Planning Director prior to the expiration of the original 24 month approval period.
SPECIAL USE PERMIT APPLICATION

OWNER INFORMATION
Name(s) Carrie Mulligan
Contact
Address 817 Renaissance Drive
City Lawrence State KS ZIP 66049
Phone (785) 917-9099 Fax
E-mail carriemulligan76@gmail.com Mobile/Pager (785) 917-9099

APPLICANT/AGENT INFORMATION
Contact
Company
Address
City State ZIP
Phone ( ) Fax ( )
E-mail Mobile/Pager ( )
Pre-Application Meeting Date Planner

PROPERTY INFORMATION
Present Zoning District RS5 Proposed Zoning District RS5
Present Land Use Residential Proposed Land Use Same
Legal Description (may be attached) Lot 104 New York Street
Address of Property 1022 New York Street Lawrence, KS 66044
Total Site Area 5,850 square feet
Number and Description of Existing Improvements or Structures Primary Accessory
Are you also submitting any of the following applications?

- Building Permit
- Subdivision Plat
- Special Use Permit
- Zoning Change
- Variance
- Other (specify)

Please indicate the reason for your request. (Attach additional sheets if needed.)

Short term rental

In reviewing and making decisions on proposed Special Use Permits, the Planning Commission and the City Commission are required consider the following criteria. The Development Code places the burden on the applicant to show that an application complies with such criteria. Please respond to the following criteria to the best of your knowledge. (Attach additional sheets if needed.)

1. Does the proposed use comply with the applicable provisions of the Development Code?
   Yes

2. Is the proposed use compatible with adjacent uses in terms of scale, site design, operating characteristics, including hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts?
   Yes
3. Will the proposed use cause a substantial diminution in value of other property in the neighborhood in which it is located?

No

4. Will the proposed use cause significant adverse impacts on the natural environment?

No

SIGNATURE

I/We, the undersigned am/are the (owner(s)), (duly authorized agent), (Circle One) of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for rezoning as indicated above.

Signature(s): Carrie Mulligan Date 1-9-19

Date

Date

STAFF USE ONLY

Application No. 
Date Received 
Planning Commission Date 
Fee $
Date Fee Paid
Note to Applicant:

Replace this page with "Exhibit A, Legal Description".
PROPERTY OWNERSHIP LIST CERTIFICATION

As required by Article 13, Section 20-1301(q) of the Development Code, the applicant is responsible for providing certified Ownership information (including names and mailing addresses) of all real property owners within a defined radius from the subject property. The Planning Department is required by the Development Code to use the submitted Ownership list to mail notice of the public hearing to surrounding property owners regarding this Application.

Ownership Information
The applicant is responsible for providing certified Ownership information. Current Ownership information shall be obtained from the Douglas County Clerk. Ownership information will be considered current if it is no more than 30 days old at the time an application is submitted to the Planning Department.

Radius of Notification
The Ownership list shall include the record Owner of the subject property and all Owners of property located within 400 feet of the subject property. If the subject property is adjacent to the City limits the area of notification shall be extended to at least 1,000 feet into the unincorporated area.

A map of the “Radius of Notification” can be obtained at the Applicant’s request at the Planning Office. The map indicates ownership of each property and can be used to check the accuracy and completeness of the Ownership List. The map will be supplied at the Applicant’s expense. Allow 10 business days to receive the map.

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

I certify that I have read and understood the above information and that the submitted Ownership list:

1. was a) obtained from and b) certified by the Douglas County Clerk,
2. is current (no more than 30 days old), and
3. includes all property owners within the required notification radius of the subject property.

Signature

Date

Printed Name

Rev 11/09/18

Page 8 of 20

SUP Application
SIGN POSTING
PROCEDURES AND AFFIDAVIT

Sign Posting Procedures

The applicant is required to post one or more notification sign(s) on the property. The applicant is responsible for obtaining the sign(s) from the Planning Office of Lawrence/Douglas County, Kansas and for posting and maintaining the sign(s) as prescribed below:

1. When the provisions of the Development Code require that “Posted Notice” be provided, the applicant shall ensure that notice is posted on the subject property.

2. Posted notice shall be in the form of official signs provided by the Planning Office.

3. Posted notice shall be clearly visible to neighboring residents and passers-by from each public street bordering the subject property. At least one sign shall be posted on each street frontage. The Planning Director is authorized to require the posting of additional signs when deemed necessary for effective public notice, but not more than one sign per 300 feet of Street Frontage may be required.

4. Posted notice shall remain in place for **at least 20 days** before the public hearing, meeting, or date of action that is the subject of the notice.

5. During the required notice period, the applicant shall periodically check the condition of the sign and shall replace it if it is no longer legible for any reason, whether through act of God, vandalism, defect in installation or vegetative growth.

6. For any application requiring posted notice, the applicant shall supplement the application with an affidavit of posting and notice **at least seven days** before the scheduled hearing. **Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the agenda on the hearing date, at the discretion of the Planning Commission.**

7. The applicant shall remove notice signs required by this section within 10 days of the date that the decision-making body takes action or the date that the application is withdrawn.

8. Failure to properly post or maintain such signs is grounds for deferral or denial of the application.

9. For applications that do not abut public streets, the Planning Director is authorized to approve an alternative form of posted notice that will be visible to passers-by.
OWNER AUTHORIZATION

I/WE __________________________, hereby referred to as the “Undersigned”, being of lawful age, do hereby on this ___day of January, 20___ make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

See “Exhibit A, Legal Description” attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize __________________________ (Herein referred to as “Applicant”), to act on my/our behalf for the purpose of making application with the Planning Office of Lawrence/Douglas County, Kansas, regarding 1022 New York St, Lawrence, KS 66044 (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

______________________________  ______________________________
Owner  Owner

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this ___day of January, 20___

______________________________
My Commission Expires:

Caitlyn Dolar  Notary Public

Rev 11/9/2018  Page 6 of 20  SUP Application
January 16, 2019

A CERTIFIED PROPERTY OWNERSHIP LIST WITHIN 400 FT OF 1022 NEW YORK ST (U00459). 01/16/2019. REQUESTED BY CARRIE MULLIGAN.

JOHN R. NICHOLS
DOUGLAS COUNTY CLERK’S OFFICE
1100 MASSACHUSETTS ST
LAWRENCE, KS 66044

785-832-5147

jnichols@douglasscountyks.org

Douglas County Real Estate Division
County Clerk’s Office. I do hereby certify the Property Ownership listed hereto, to be true and accurate.
SPECIAL USE PERMIT APPLICATION

OWNER INFORMATION

Name(s) Furset LC.

Contact Jeremy P Furset

Address 12800 Grand Avenue

City Leawood

State KS

ZIP 66209

Phone (913) 897-0832

Fax (913) 897-0832

E-mail jfurset@sbeglobal.net

Mobile/Pager (913) 485-0594

APPLICANT/AGENT INFORMATION

Contact Same as above.

Company 

Address 

City Leawood

State KS

ZIP 66209

Phone (913) 897-0832

Fax (913) 897-0832

E-mail jfurset@sbeglobal.net

Mobile/Pager (913) 485-0594

Pre-Application Meeting Date 

Planner 

PROPERTY INFORMATION

Present Zoning District A

Proposed Zoning District 

Present Land Use Retail/Residential

Proposed Land Use Same

Legal Description (may be attached) Massachusetts St S. 1/2 L+65

Address of Property 8435 Massachusetts St

Total Site Area 29200 sq ft

Number and Description of Existing Improvements or Structures 1 Structure

Pre-Application Meeting required minimum 7 days before submission

Planner 

Date 

Fee 

Fee: $50


Page 3 of 20

SUP Application

Sup-19-00043
Are you also submitting any of the following applications?

☐ Building Permit  ☐ Subdivision Plat  ☐ Special Use Permit  ☐ Zoning Change

☐ Variance  ☐ Other (specify)

Please indicate the reason for your request. (Attach additional sheets if needed.)

Want to be short term rental.

Request more Golf Downtown Parking

In reviewing and making decisions on proposed Special Use Permits, the Planning Commission and the City Commission are required consider the following criteria. The Development Code places the burden on the applicant to show that an application complies with such criteria. Please respond to the following criteria to the best of your knowledge. (Attach additional sheets if needed.)

1. Does the proposed use comply with the applicable provisions of the Development Code?

Yes.

2. Is the proposed use compatible with adjacent uses in terms of scale, site design, operating characteristics, including hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts?

Yes.
3. Will the proposed use cause a substantial diminution in value of other property in the neighborhood in which it is located?

No.

4. Will the proposed use cause significant adverse impacts on the natural environment?

No.

SIGNATURE

I/We, the undersigned am/are the (owner(s)), (duly authorized agent), (Circle One) of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for rezoning as indicated above.

Signature(s): _____________________________ Date 1/23/19.

________________________________________ Date __________________

________________________________________ Date __________________

STAFF USE ONLY

Application No. _____________________________

Date Received _____________________________

Planning Commission Date ____________________

Fee $ _____________________________

Date Fee Paid _____________________________
PROPERTY OWNERSHIP LIST CERTIFICATION

As required by Article 13, Section 20-1301(q) of the Development Code, the applicant is responsible for providing certified Ownership information (including names and mailing addresses) of all real property owners within a defined radius from the subject property. The Planning Department is required by the Development Code to use the submitted Ownership list to mail notice of the public hearing to surrounding property owners regarding this Application.

Ownership Information
The applicant is responsible for providing certified Ownership information. Current Ownership information shall be obtained from the Douglas County Clerk. Ownership information will be considered current if it is no more than 30 days old at the time an application is submitted to the Planning Department.

Radius of Notification
The Ownership list shall include the record Owner of the subject property and all Owners of property located within 400 feet of the subject property. If the subject property is adjacent to the City limits the area of notification shall be extended to at least 1,000 feet into the unincorporated area.

A map of the "Radius of Notification" can be obtained at the Applicant's request at the Planning Office. The map indicates ownership of each property and can be used to check the accuracy and completeness of the Ownership List. The map will be supplied at the Applicant's expense. Allow 10 business days to receive the map.

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

I certify that I have read and understood the above information and that the submitted Ownership list:

1. was a) obtained from and b) certified by the Douglas County Clerk,
2. is current (no more than 30 days old), and
3. includes all property owners within the required notification radius of the subject property.

[Signature]
[Date]

[Printed Name]
SPECIAL USE PERMIT APPLICATION

OWNER INFORMATION
Name(s) Sandra Oliveira & Monica A. Oliveira
Contact Sandra Oliveira
Address 1311 W. 100th St.
City Lenexa State KS ZIP 66214
Phone (785) 776-7032 Fax (___)
E-mail Sandra.Sosa@gmail.com Mobile/Pager (___)

APPLICANT/AGENT INFORMATION
Contact Sandra Oliveira
Company Same as above
Address
City __________________ State ______ ZIP ______
Phone (___) __________________ Fax (___)
E-mail __________________ Mobile/Pager (___)
Pre-Application Meeting Date __________________ Planner __________________

PROPERTY INFORMATION
Present Zoning District RH12 Proposed Zoning District
Present Land Use __________________ Proposed Land Use __________________
Legal Description (may be attached) __________________
Address of Property 941 Prairie Island
Total Site Area __________________
Number and Description of Existing Improvements or Structures __________________
Please indicate the reason for your request. (Attach additional sheets if needed.)

To use the apartment as my primary residence.

This unit has 2 bedrooms and parking spaces are provided in the garage.

In reviewing and making decisions on proposed Special Use Permits, the Planning Commission and the City Commission are required consider the following criteria. The Development Code places the burden on the applicant to show that an application complies with such criteria. Please respond to the following criteria to the best of your knowledge. (Attach additional sheets if needed.)

1. Does the proposed use comply with the applicable provisions of the Development Code?
   Yes

2. Is the proposed use compatible with adjacent uses in terms of scale, site design, operating characteristics, including hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts?
   Yes

3. Will the proposed use cause a substantial diminution in value of other property in the neighborhood in which it is located?
   No
4. Will the proposed use cause significant adverse impacts on the natural environment?

N


SIGNATURE

I/We, the undersigned am/are the **owner(s)**, **duly authorized agent**, **(Circle One)** of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for rezoning as indicated above.

Signature(s):  

Date 1/18/19

____________________ Date 1/18/19

____________________ Date __________________

STAFF USE ONLY

Application No. ________________________________

Date Received ________________________________

Planning Commission Date ____________________

Fee $__________________________

Date Fee Paid ________________________________
EXHIBIT A FOR SPECIAL USE PERMIT

941 RHODE ISLAND, LAWRENCE

LEGAL DESCRIPTION:

RHODE ISLAND STREET S 6 FT LT 87 & N 38 FT LT 89 (U00825 & 827 COMBINED 1988)
PROPERTY OWNERSHIP LIST CERTIFICATION

As required by Article 13, Section 20-1301(q) of the Development Code, the applicant is responsible for providing certified Ownership information (including names and mailing addresses) of all real property owners within a defined radius from the subject property. The Planning Department is required by the Development Code to use the submitted Ownership list to mail notice of the public hearing to surrounding property owners regarding this Application.

Ownership Information
The applicant is responsible for providing certified Ownership information. Current Ownership information shall be obtained from the Douglas County Clerk. Ownership information will be considered current if it is no more than 30 days old at the time an application is submitted to the Planning Department.

Radius of Notification
The Ownership list shall include the record Owner of the subject property and all Owners of property located within 400 feet of the subject property. If the subject property is adjacent to the City limits the area of notification shall be extended to at least 1,000 feet into the unincorporated area.

A map of the “Radius of Notification” can be obtained at the Applicant’s request at the Planning Office. The map indicates ownership of each property and can be used to check the accuracy and completeness of the Ownership List. The map will be supplied at the Applicant’s expense. Allow 10 business days to receive the map.

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

I certify that I have read and understood the above information and that the submitted Ownership list:

1. was a) obtained from and b) certified by the Douglas County Clerk,
2. is current (no more than 30 days old), and
3. includes all property owners within the required notification radius of the subject property.

______________________________  ________________
Signature                                      Date

______________________________
Printed Name

Rev 1/3/2019    Page 9 of 20
SUP Application
MASTER RENTAL LICENSE

License #: RLMA-16-00098
Licensee Name: OLIVERA, SOFIANA
Rental Complex Name:
Rental Property Address: 941 RHODE ISLAND ST
Number of Units on License: 2
Issue Date: 07/23/2018
Expires: 08/31/2019

If ownership changes occur to the rental property during the license period, or if you have any questions, please notify the City of Lawrence Code Enforcement Division at (785) 832-3345.

The issuance of an RLSF, RLMF or RLMA (Master License) rental license for dwelling units and structures containing multiple dwelling units only establishes compliance with the licensing requirements of Chapter 6, Article 13, Section 6-1303(a) of the City Code, 2015 Edition, and amendments thereto, governing the renting, leasing, or letting of Residential Rental Property. The issuance of an RLSF, RLMF or RLMA rental license does not establish or authenticate that such dwelling units and structures are otherwise in compliance with the City’s Land Development Code found at Chapter 20 of the City Code, 2015 Edition, and amendments thereto.

A & S RENTAL SOLUTIONS
13 1/2 E 8TH ST
LAWRENCE, KS 66044
SPECIAL USE PERMIT APPLICATION

OWNER INFORMATION
Name(s): ARON E OLIVERA TRUST
Contact
Address: 2337 Templeton Dr
City: Arlington
Phone: (____) ____________ Fax: (____) ____________
E-mail: ____________ Mobile/Pager: (____) ____________

APPLICANT/AGENT INFORMATION
Contact: MONICA OLIVERA
Company: ____________
Address: 602 West 25th
City: Lawrence
Phone: (785) 765-1874
E-mail: monicarvina590@gmail.com
Pre-Application Meeting Date ____________ Planner

PROPERTY INFORMATION
Present Zoning District: RS7 Proposed Zoning District: ____________
Present Land Use: ____________ Proposed Land Use: ____________
Legal Description (may be attached): 1325 Naismith Dr
Address of Property: ____________
Total Site Area: ____________
Number and Description of Existing Improvements or Structures: ____________
Are you also submitting any of the following applications?

<table>
<thead>
<tr>
<th>Building Permit</th>
<th>Subdivision Plat</th>
<th>Special Use Permit</th>
<th>Zoning Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variance</td>
<td>Other (specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please indicate the reason for your request. (Attach additional sheets if needed.)

To use the property as an Airbnb.

In reviewing and making decisions on proposed Special Use Permits, the Planning Commission and the City Commission are required consider the following criteria. The Development Code places the burden on the applicant to show that an application complies with such criteria. Please respond to the following criteria to the best of your knowledge. (Attach additional sheets if needed.)

1. Does the proposed use comply with the applicable provisions of the Development Code?
   
   Yes

2. Is the proposed use compatible with adjacent uses in terms of scale, site design, operating characteristics, including hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts?
   
   Yes

3. Will the proposed use cause a substantial dimunition in value of other property in the neighborhood in which it is located?
   
   No
OWNER AUTHORIZATION

I/WE ____________________________, hereby referred to as the "Undersigned", being of lawful age, do hereby on this __________ day of __________, 2019, make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

See “Exhibit A, Legal Description” attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize ____________________________ (Herein referred to as “Applicant”), to act on my/our behalf for the purpose of making application with the Planning Office of Lawrence/Douglas County, Kansas, regarding 1325 NAISMITH, LAWRENCE (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

__________________________  __________________________
Owner  Owner

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this __________ day of __________, 2019 by ____________________________

My Commission Expires:

__________________________
Notary Public

BARRY KIM
Notary Public
STATE OF TEXAS
My Comm. Exp. 10-30-22
Notary ID # 12951906-8

Rev 1/19/2019  Page 6 of 20  SUP Application
4. Will the proposed use cause significant adverse impacts on the natural environment?

N O

SIGNATURE

I/We, the undersigned am/are the (owner(s)), (duly authorized agent), (Circle One) of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for rezoning as indicated above.

Signature(s): ___________________________ Date 1/17/18

______________________________ Date

______________________________ Date

STAFF USE ONLY

Application No. __________________________

Date Received __________________________

Planning Commission Date __________________________

Fee $__________________________

Date Fee Paid __________________________
EXHIBIT A  FOR SPECIAL USE PERMIT

1325 Naismith, LAWRENCE

LEGAL DESCRIPTION:

UNIVERSITY HEIGHTS PART 2 LT 2LESS W 15 FT
PROPERTY OWNERSHIP LIST CERTIFICATION

As required by Article 13, Section 20-1301(q) of the Development Code, the applicant is responsible for providing certified Ownership information (including names and mailing addresses) of all real property owners within a defined radius from the subject property. The Planning Department is required by the Development Code to use the submitted Ownership list to mail notice of the public hearing to surrounding property owners regarding this Application.

Ownership Information
The applicant is responsible for providing certified Ownership information. Current Ownership information shall be obtained from the Douglas County Clerk. Ownership information will be considered current if it is no more than 30 days old at the time an application is submitted to the Planning Department.

Radius of Notification
The Ownership list shall include the record Owner of the subject property and all Owners of property located within 400 feet of the subject property. If the subject property is adjacent to the City limits the area of notification shall be extended to at least 1,000 feet into the unincorporated area.

A map of the “Radius of Notification” can be obtained at the Applicant’s request at the Planning Office. The map indicates ownership of each property and can be used to check the accuracy and completeness of the Ownership List. The map will be supplied at the Applicant’s expense. Allow 10 business days to receive the map.

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

I certify that I have read and understood the above information and that the submitted Ownership list:

1. was a) obtained from and b) certified by the Douglas County Clerk,
2. is current (no more than 30 days old), and
3. includes all property owners within the required notification radius of the subject property.

[Signature]

Date

MONICA OLIVERA

Printed Name
SIGN POSTING
PROCEDURES AND AFFIDAVIT

Sign Posting Procedures

The applicant is required to post one or more notification sign(s) on the property. The applicant is responsible for obtaining the sign(s) from the Planning Office of Lawrence/Douglas County, Kansas and for posting and maintaining the sign(s) as prescribed below:

1. When the provisions of the Development Code require that “Posted Notice” be provided, the applicant shall ensure that notice is posted on the subject property.

2. Posted notice shall be in the form of official signs provided by the Planning Office.

3. Posted notice shall be clearly visible to neighboring residents and passers-by from each public street bordering the subject property. At least one sign shall be posted on each street frontage. The Planning Director is authorized to require the posting of additional signs when deemed necessary for effective public notice, but not more than one sign per 300 feet of Street Frontage may be required.

4. Posted notice shall remain in place for at least 20 days before the public hearing, meeting, or date of action that is the subject of the notice.

5. During the required notice period, the applicant shall periodically check the condition of the sign and shall replace it if it is no longer legible for any reason, whether through act of God, vandalism, defect in installation or vegetative growth.

6. For any application requiring posted notice, the applicant shall supplement the application with an affidavit of posting and notice at least seven days before the scheduled hearing. Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the agenda on the hearing date, at the discretion of the Planning Commission.

7. The applicant shall remove notice signs required by this section within 10 days of the date that the decision-making body takes action or the date that the application is withdrawn.

8. Failure to properly post or maintain such signs is grounds for deferral or denial of the application

9. For applications that do not abut public streets, the Planning Director is authorized to approve an alternative form of posted notice that will be visible to passers-by.
SPECIAL USE PERMIT

DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY
(Completed by Staff)

The following items apply to Special Use Permit applications. Submission of less information than necessary to adequately review and process your application may delay the review process. The following submittal requirements will be deemed either fully completed and Provided (P) or Not Provided (NP) or by the applicant or Not Applicable (NA) based on the pre-application meeting.

Pre-Application Meeting

P    NP    NA

☐ ☐ ☐ 1. Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) business days prior to submittal of the application. During the meeting Planning Staff will assist the applicant to determine if the following items are required:

☐ ☐ ☐ Traffic Impact Study, in print (3 copies) and electronic format.
☐ ☐ ☐ Drainage Study, in print (2 copies) and electronic format.
☐ ☐ ☐ Stormwater Pollution Prevention Plan (SWP3), in print and electronic format.
☐ ☐ ☐ Market Study, in print (3 copies) and electronic format
☐ ☐ ☐ Downstream Sanitary Sewer Analysis (DSSA), in print (3 copies) and electronic format.
☐ ☐ ☐ Plan: Area, Corridor, Nodal, other in print and electronic format.

General Submittal Requirements

P    NP

☐ ☐ 1. A complete application form.
☐ ☐ 2. Payment of review fee.
☐ ☐ 3. Owner Authorization form if applicant is not the legal owner of the property.
☐ ☐ 4. Site Plan, 2 copies, folded to a size of 8.5” by 11” in size, image side out, and one copy in electronic format (PDF or TIF preferred).
☐ ☐ 5. Legal description of the property in print and electronic (Microsoft Word) formats.
☐ ☐ 6. A list certified by the County Clerk of all property owners within the notification area of the subject property.
☐ ☐ 7. Ownership List Certification form.
Requirements for Public Notification of the Public Hearing

☐ ☐ 1. Post a sign (supplied by the Planning Office) at least twenty days before the public hearing.

☐ ☐ 2. Submit Sign Posting Procedures and Affidavit form at least seven days before the public hearing.

Other Requirements

☐ ☐ 1. Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.

☐ ☐ 2. Verify the existence of and notify all registered Neighborhood Associations whose boundaries include or are contiguous to the subject property. (To be completed by Staff).

☐ ☐ 3. The site plan must be submitted in both print and electronic format (TIF Preferred).
Determination Of Completeness, Accuracy, and Sufficiency

I have reviewed the rezoning application submitted by:

Name: ___________________________ Date: __________
Application No. ___________________________

Based upon the submitted information, I find the application to be:

☐ Complete (based upon the items reviewed)

☐ Incomplete, inaccurate, or insufficient (circle) for the following reasons:

☐ The application or plan contains one or more significant inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.

☐ The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.

☐ The application or plan cannot be approved without a variance or some other change or modification that the decision-making body for that application or plan does not have the authority to make.

☐ Other

______________________________

______________________________

______________________________

Planner ___________________________ Date ______________

Resubmit by _____________________ to be placed on the agenda for the Planning Commission meeting on _______________. (All resubmitted materials must be deemed to be complete, accurate, and sufficient.)
Consult the chart below for additional site plan drawing requirements.

<table>
<thead>
<tr>
<th>Site Plan Drawing Requirements</th>
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<td><strong>Show the location and dimensions of existing and proposed curb cuts, Access aisles, off-Street Parking, loading zones and walkways</strong></td>
</tr>
</tbody>
</table>

| **Indicate location, Height, and material for Screening walls and fences** |

| **List the type of surfacing and base course proposed for all Parking, loading and walkway areas** |

| **Show the location and size, and provide a landscape schedule for all perimeter and interior Landscaping including grass, Ground Cover, trees and Shrubs** |

| **Show both Gross and Net public areas for proposed offices and commercial establishments. The proposed use, the required number of off-Street Parking Spaces, and the number of off-Street Parking Spaces shown shall be listed on the site plan. If the exact use is not known at the time a site plan is submitted for review, the off-Street Parking requirements shall be calculated by the general use group using the greatest off-Street Parking requirement of that use group** |

| **Show the proposed location, direction and amount of illumination of proposed lighting. Provide information on Screening proposed for the lighting and steps taken to prevent glare** |

| **Designate a trash storage site on each site plan or a note explaining how refuse removal will be handled. The size of the trash storage receptacle, its location and an elevation of the enclosure shall be approved by the Director of Public Works prior to approval of the site plan. If a modification to the location of the trash storage area is required during the construction phase, both the Planning and Public Works Directors must approve the modification before it occurs** |

| **For CN2, CC and CR Districts, be prepared for all of the contiguous area in that Zoning District under the same Ownership. If the entire site is not proposed for development in the immediate future, then the initial Site Plan application shall contain a proposed phasing schedule, showing which sections of the property shall be developed in which order and showing in which phases the Easements, Driveways, Parking Areas and Landscaping will be included. The review body may require adjustments in the provision of Easements, Driveways, Parking Areas and Landscaping among the various phases as a condition of approval** |

| **Provide at least one north-south and one east-west elevation of the property from the Street right-of-way (property line) at a reasonable scale to illustrate Building shape, Height, and Screening proposed** |

| **A note shall be provided on the site plan for a public or governmental Building(s) and facility(ies) indicating that it has been designed to comply with the provisions of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for Buildings and facilities, appendix A to 28 CFR Part 36** |

| **If the site plan is for a multiple-Family residential Structure containing at least four Dwelling Units, a note shall appear on the site plan indicating it has been designed to comply with the minimum provisions of the Final Fair Housing Accessibility Guidelines, 24 CFR, Chapter 1, Subchapter A, Appendix II, of the Fair Housing Act of 1968, as amended.** |
Provide a photometric plan pursuant to Section 20-1103(c). Show the proposed location, direction and amount of illumination of proposed lighting. Provide information on Screening proposed for the lighting and steps taken to prevent glare.
SITE PLAN PERFORMANCE AGREEMENT

The undersigned owners of the property located at ____________________________, and legally described as ____________________________, have requested approval of a site plan for certain improvements to be made thereon, do hereby agree and covenant that said improvements will be made in complete compliance and in accordance with the requirements of the laws of the City of Lawrence, Kansas, and the duly enacted regulations of said City covering and controlling construction and improvements of real property within the City jurisdiction of said City.

Therefore, in consideration of the granting of this site plan approval, the undersigned owner agrees to, both for himself/or itself and his/or its heirs, executors, administrators and assigns to complete said improvements in accordance with the approved site plan. The owner affirmatively acknowledges that he/or it is fully knowledgeable of the content and meaning of this agreement and being so informed agrees that no permanent utility hook-ups will be approved by the Building Inspector until full compliance with the site plan has been accomplished. The parties to this agreement covenant and agree that the seasons of the year and adverse weather conditions shall be given reasonable consideration in determining the period of time for landscaping, provided that the owners post an appropriate cash bond, surety bond, or letter of credit to cover such landscaping.

Dated at Lawrence, Kansas, this ______ day of _________________________, 20__.

________________________________________
Owner

________________________________________
Please print name

STATE OF _____ )
SS
COUNTY OF _____ )
My Commission Expires

Notary Public

Site plan approved on ____________________________, 20__.
Performance agreement accepted/signed on ____________________________, 20__.

City of Lawrence, Kansas - a Municipal Corporation

ATTEST:

________________________________________
City Clerk

________________________________________
Notary Public

My Commission Expires

By

Mayor

STATE OF _____ )
SS
COUNTY OF _____ )

1/3/2019
No action by the City shall be necessary to cause the approval to expire. Its expiration shall be considered a condition of the original approval.

**SITE PLANS:**
[Section 20-1305(o)(1)]
- **Approval time period** -- Building permit must be obtained within 24 months of final approval of the site plan or the approval shall expire.

- **Extension** -- Extension of up to 24 months may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

**SPECIAL USE PERMITS:**
[Section 20-1306(k)]
- **Approval time period** -- Building permit must be obtained within 24 months of the effective date of the decision on the Special Use or the approval shall expire.

- **Extension** -- Extension of up to 24 months may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

**PRELIMINARY DEVELOPMENT PLAN:**
[Section 20-1304(d)(12)]
- **Approval time period** -- Application for a Final Development Plan must be submitted within 24 months after final approval of the preliminary development plan or within 6 months after the date shown on an approved development schedule or the approval shall expire.

- **Extension** -- Extension of up to 24 months, or the proposed phasing schedule may be modified to extend all dates by a period up to one-half the original period allowed for development of that phase, may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

**FINAL DEVELOPMENT PLAN**
[Section 20-1304(e)(2)(viii)]
- **Approval time period** -- A building permit must be obtained within 24 months after the final approval of the Final Development Plan or the approval shall expire.

- **Extension** -- Extension of up to 24 months, or the proposed phasing schedule may be modified to extend all dates by a period up to one-half the original period allowed for development of that phase may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.
INSTITUTIONAL DEVELOPMENT PLAN
[Section 20-1307(g)]

Approval time period -- A building permit must be obtained within 24 months after the final approval of the Institutional Development Plan or the approval shall expire.

Extension -- Extension of up to 24 months may be approved by the City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

ZONING VARIANCES
[Section 20-1309(k)]

Approval time period -- A building permit must be obtained within 24 months after the variance has been granted or the variance will expire. The variance will also expire upon expiration of a building permit.

Extension -- Extension of up to 24 months may be approved by the Board of Zoning Appeals for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

APPROVAL AND EXTENSION TIME PERIOD
SUBDIVISION REGULATIONS

PRELIMINARY PLAT*
[Section 20-809(j)]

Approval time period -- A final plat must be submitted within 24 months of the date approval of the preliminary plat was granted by the Planning Commission or the approval of the preliminary plat shall expire.

* Per Section 20-1304(d)(10) of the Development Code, approval of a Preliminary Development Plan constitutes approval of a preliminary plat. The approval and extension timeframe for Preliminary Development Plans that served as Preliminary Plats are provided in the Development Code section on the previous page.

Extension -- An extension of up to 24 months may be granted by the Planning Commission for a Preliminary Plat if the cause of failure to submit a final plat is beyond the subdivider’s control. A written request must be provided to the Planning Director prior to the expiration date. Additional extensions may be requested, if necessary.

FINAL PLAT
[Section 20-809(n)(5)]

Approval time period -- Approval of a Final Plat shall be effective for no more than 24 months from the date of approval unless all conditions of approval have been completed.

Extension -- An extension may be granted by the Planning Director for good cause. A written request for extension must be provided to the Planning Director prior to the expiration of the original 24 month approval period.
MINOR SUBDIVISION/REPLAT

(Section 11-108(k))

Approval of a Minor Subdivision/Replat by the Planning director and acceptance of dedications by the Governing Body shall be effective for no more than **24 months** from the date of acceptance unless all conditions of approval have been completed or an extension has been granted by the Planning Director for good cause.

Extension – The extension request must be submitted to the Planning Director prior to the expiration of the original 24 month approval period.
RENTAL DWELLING LICENSE

License #: RLSF-14-00888
Licensee Name: OLIVERA, ARON
Rental Property Address: 1325 NAISMITH DR
Issue Date: 07/23/2018
Expires: 08/31/2019

The issuance of an RLSF, RLMF or RLMA (Master License) rental license for dwelling units and structures containing multiple dwelling units only establishes compliance with the licensing requirements of Chapter 6, Article 13, Section 6-1303(a) of the City Code, 2015 Edition, and amendments thereto, governing the renting, leasing, or letting of Residential Rental Property. The issuance of an RLSF, RLMF or RLMA rental license does not establish or authenticate that such dwelling units and structures are otherwise in compliance with the City’s Land Development Code found at Chapter 20 of the City Code, 2015 Edition, and amendments thereto.

If ownership changes occur to the rental property during the license period, or if you have any questions, please notify the City of Lawrence Code Enforcement Division at (785) 832-3345.

A & S RENTAL SOLUTIONS
13 1/2 E 8TH ST
LAWRENCE, KS 66044
SPECIAL USE PERMIT APPLICATION CHECKLIST

Application Requirements

Application materials must be submitted in both print and electronic format (on disc).

If you are not able to provide the application materials in electronic format, please contact the Planning Office at 785-832-3150.

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application will delay the review process.

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of submission. Incomplete applications will be returned to the applicant.

Pre-Application Meeting

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Pre-submittal Date ________________, 20__

Planner’s Name ____________________________

Target Submission Date ________________, 20__

Fee  $500  +$50 Legal Ad Fee  +$175 Ordinance Publication Fee

During the meeting Planning Staff will assist the applicant to determine if the following items are Required (R) or Not Applicable (NA):

R  NA  Traffic Impact Study, in both print (3 copies) and electronic format.
R  ☒  Drainage Study, in both print (2 copies) and electronic format.
R  ☒  Stormwater Pollution Prevention Plan (SWP3), in both print and electronic format.
R  ☒  Market Study, in both print (2 copies) and electronic format.
R  ☒  Downstream Sanitary Sewer Analysis (DSSA), in both print (2 copies) and electronic format.

Rev 1/3/2019  Page 1 of 20  SUP Application
Plan: Area, Corridor, Nodal, other.
**General Special Use Permit Submittal Requirements**

- **Application Form, in both print and electronic format (on disc).**
  - A complete Application Form, in both print and electronic format.
    - Page 1 – Owner, Applicant, and Property information
    - Page 2 – Description and details of proposal
    - Page 3 – Description and details/signature page

- **Attachments Required, in both print and electronic format.**
  - **Owner Authorization Form** if applicant is not the legal owner of the property.
  - **Legal description** of property in print (see Page 10 of this packet) and electronic format (MS Word).
  - **Site Plan** meeting the requirements of 20-1305(f) 2 paper copy, and 1 electronic (TIF format preferred).
  - **Property Owner List** certified by the County Clerk of all property owners within the notification area of the subject property.
  - **Property Ownership List Certification**
  - **Sign Posting Affidavit** submitted at least 7 days before the public hearing, sign must be posted at least 20 days before public hearing
  - Copy of letter of notification

- **Other**
  - Payment of review fee. (Make check payable to the City of Lawrence.)
  - Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.
APPLICATION FOR VARIANCE FROM UNNECESSARY HARDSHIP

RECEIVED

FEB 04 2019

OWNER INFORMATION

Name(s)  Hui Un and Yung Un
Contact  Owners
Address  545 Ohio St
City    Lawrence  State  KS  ZIP  66044
Phone  (785)  234-9732  Fax  
E-mail unnyhoney@yahoo.com  Mobile/Pager

APPLICANT/AGENT INFORMATION

Contact  Al Un and Lyndsie Un
Company
Address  3620 SW Kings Forest Rd
City    Topeka  State  KS  ZIP  66610
Phone  (785)  230-9909  Fax  
E-mail unnyproperties@gmail.com  Mobile/Pager
Pre-Application Meeting Date  Planner

PROPERTY INFORMATION

Present Zoning District  RS5  Present Land Use  RS5
 Proposed Land Use  Residential
Legal Description  PINKNEY STREET S 1/2 LT 11
Address of Property  545 Ohio Street
Total Site Area  3350 sq ft
Number and Description of Existing Improvements or Structures  none

Rev 12/2016

Hardship Variance Packet

B-19-00068
Description of variance requested:

In applying for a Special Use Permit for Short Term Rental Licensing, a requirement of one off-property parking space per “guest room” is required. We are requesting a variance to require no off-property parking for our house so it may be used as a Short Term Rental located at 436 Ohio Street in Lawrence. We are requesting this variance for many reasons:

1. Our property is in its current state, and as we purchased it, never had off-property parking, nor a driveway from either street (it sits on the corner of Ohio and 6th streets). We did not remove or cover over any existing parking as owners.

2. Being that the location is on the corner of Ohio and 6th street there is also no alley behind or to the side of the property.

3. It is a small lot with little room to add a driveway, let alone 3 of them (as would be required, since it is currently a 2 bedroom house).

4. Before the city created the licensing process for short term rentals, we were already using this property for the purpose in which the Special Use Permit is required. We did not short term rent each “guest room” separately, but rather rented the entire home as a whole.

   Therefore, unlike some other short term rental properties with the same number of “guest rooms,” our property rarely attracts more than 2 cars, since all three rooms are rented by the one group (or guest) rezoning the entire house. Each guest room does not have a separate entrance or even separately keyed or locked doors. Everyone shares 2 bathrooms and the same kitchen.

5. We have never had complaints about guests not having room to park along the street near the house, and have never had neighbors complain to us about extra cars on the street due to our guests. We may even argue that creating three parking spots as required by the Short Term Rental License process on our tiny lot may adversely affect our neighbors more greatly than a granted variance would.

   Should the variance be denied and we remain with a requirement to create three parking spots on-property, we feel it would negatively affect the neighbors by convenience issues (with accessing the intersection, new traffic patterns, and aesthetic value), since it would basically pave the majority of the front yard and green space of the home. Since our land does not permit compliance with these new licensing regulations we constitute an unnecessary hardship of decreased property value as compared to other homeowners since we would in effect be unable to attain the Short Term Rental License that other homeowners would be able to obtain, making their property advantageous and more attractive and valuable in resale, especially considering its close walkable distance to many popular Mason Street businesses and proximity to the University.

Rev 12/2016
UNNECESSARY HARDSHIP CRITERIA

The Board of Zoning Appeals may approve a zoning variance if it finds that all of the following criteria have been met. The Development Code places the burden on the applicant to show that an application complies with such criteria. Please respond to each criterion to the best of your knowledge. (Attach additional sheets if needed.)

1. That the variance request arises from such conditions which are unique to the property in question and not ordinarily found in the same zoning or district and are not created by action(s) of the property owner or applicant:

   Our property sits directly on the corner of Ohio and 6th streets. It has no alley behind or to the side of it.

   It is locked in on all sides by neighboring properties or the street. There is currently no driveway cut in from either street to our land, meaning there is no on-property parking spot. It is a much smaller lot than most on its street.

   Usually, in the same zoning, there is alley access with plenty of land behind or in front of the property. Usually in the same zoning there exists at least one cut in from the street to the property indicating an on-property parking spot.

   This is not the case for this property. We have made no changes to this house since its purchase. We did not cover over an already existing parking spot.

2. That granting the variance would not adversely affect the rights of adjacent property owners or residents:

   Before the city created the licensing process for short term rentals, we were already using this property for the purpose to which the Special Use Permit is required. We did not short term rent each “guest room” separately, but rather rented the entire home as a whole. Therefore, unlike some other short term rental properties with the same number of guest rooms, our property rarely attracts more than 2 cars, since all three rooms are rented by the one group (or guest) reserving the entire house. Each “guest room” does not have a separate entrance or even separately keyed or locked doors.

   Everyone shares 2 bathrooms and the same kitchen. Often the cars at our property were fewer and less frequent than most long term rental housing, since our rentals would mostly occur over a weekend. We have never had complaints about guests not having room to park along the street near the house, and have never had neighbors complain to (see attach...
3. That strict application of the provisions of this chapter for which the variance is requested would constitute unnecessary hardship upon the property owner represented in the application:

Unlike most other property owners applying for Short Term Use Licenses through a Special Use Permit, we do not have land available on our property to allocate for 3 new on-property parking spots. As previously mentioned, our property in its current state, and as we purchased it, never had on-property parking, nor a cut in to a driveway from either street (it sits on the corner of Ohio and 6th streets). Being that the location is on the corner, there is also no alley behind or to the side of the property. It is a small lot with little room to add a driveway, let alone 3 of them (which would be the requirement without a variance granted since it is currently a 3 bedroom house). Before the city created the licensing process for short term rentals, we were already using this property for the purpose in which the Special Use Permit is required. We did not short term rent each “guest room” separately (as some other home owners may be doing), but rather rented the entire home as a whole. Therefore, unlike some other short term rental properties with the same (see attached)

4. That the variance desired would not adversely affect the public health, safety, morals, order, convenience, prosperity or general welfare:

Before the city created the licensing process for short term rentals, we were already using this property for the purpose in which the Special Use Permit is required. We did not short term rent each “guest room” separately, but rather rented the entire home as a whole. Therefore unlike some other short term rental properties with the same number of “guest rooms,” our property rarely attracts more than 2 cars, since all three rooms are rented by the one group (or guest) reserving the entire house. Each “guest room” does not have a separate entrance or even separately keyed or locked doors.

Everyone shares 2 bathrooms and the same kitchen. Often the cars put our property were fewer and less frequent than most long term rental housing, since our rentals would mostly occur over a weekend. We have never had complaints about guests not having room to park along the street near the house, and have never had neighbors complain to us about extra cars on the street due to our visitors. We may even argue that creating three parking spots (see attached)
5. That granting the variance desired would not be opposed to the general spirit and intent of the Development Code:

There is no change in the intent of the development code of RS5 with parking, living, or rental situation. Most of the guests are related family members who are travelling to Lawrence to visit other family members or have a community connection with the City of Lawrence or university. Our renters are looking for a comfortable and quiet place to stay for the weekend as intended for the surrounding neighborhood. House rules are accepted by guests not to have large parties, underage drinking, or illegal drugs as part of their stay. This would be the same for any family or owner of a rental as in the spirit or intent of the neighborhood.

SIGNATURE

I/We, the undersigned am/are the (owner(s)), (duly authorized agent), (Circle One) of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for variances as indicated above.

Signature(s):

Date 2/9/2019

Date 2/4/2019

STAFF USE ONLY

Application No. ________________________________

Date Received ________________________________

BZA Date ________________________________

Fee $______________________________

Date Fee Paid ________________________________
Each question continued as indicated:

2. (continued) us about extra cars on the street due to our visitors. We may even argue that creating three parking spots on our tiny lot may adversely affect our neighbors more greatly than a granted variance would.

3. (continued) number of guest rooms, our property rarely attracts more than 2 cars, since all three rooms are rented by the one guest or related group of guests, reserving the entire house. Each “guest room” does not have a separate entrance or even separately keyed or locked doors. Everyone shares 2 bathrooms and the same kitchen. Since our land does not permit compliance with these new licensing regulations we constitute and unnecessary hardship of decreased property value, since we would in effect be unable to attain the Short Term Rental license that other homeowners would be able to obtain, making their property more attractive and valuable in resale, especially considering its close walkable distance to many popular Mass Street businesses and proximity to the University. Also should we be required to create 3 parking spaces on our tiny lot, there would in essence no longer be a front yard, decreasing the aesthetic value the property currently holds.

4. (continued) on our tiny lot may adversely affect our neighbors more greatly than a granted variance would. Should we not be granted the variance but rather, be required to create three parking spots on-property we feel it would negatively affect the neighbors by conveince issues with accessing the intersection, traffic patterns, and aesthetic value, since it would basically pave the front yard of the home and eliminate the majority of the green space.
OWNER AUTHORIZATION

I/WE _____________ Hui Un and Yung Un _____________, hereby referred to as the "Undersigned", being of lawful age, do hereby on this _______ day of ______, 20 ___, make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

See “Exhibit A, Legal Description” attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize _____________ Al Un and Lyndsie Un _____________ (Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the Planning Office of Lawrence/Douglas County, Kansas, (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

[Signatures]

Owner
Owner

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this _______ day of ______, 20 ___.

by _____________ Hui Un and Yung Un _____________

My Commission Expires: _______ 20___

[Seal]

Veronica Meyers
Notary Public
State of Kansas
My Appt. Expires: _______ 20___

[Seal]
PROPERTY OWNERSHIP LIST CERTIFICATION

As required by Article 13, Section 20-1301(q) of the Development Code, the applicant is responsible for providing certified Ownership information (including names and mailing addresses) of all real property owners within a defined radius from the subject property. The Planning Department is required by the Development Code to use the submitted Ownership list to mail notice of the public hearing to surrounding property owners regarding this Application.

Ownership Information
The applicant is responsible for providing certified Ownership information. Current Ownership information shall be obtained from the Douglas County Clerk. Ownership information will be considered current if it is no more than 30 days old at the time an application is submitted to the Planning Department.

Radius of Notification
The Ownership list shall include the record Owner of the subject property and all Owners of property located within 400 feet of the subject property. If the subject property is adjacent to the City limits the area of notification shall be extended to at least 1,000 feet into the unincorporated area.

A map of the "Radius of Notification" can be obtained at the Applicant's request at the Planning Office. The map indicates ownership of each property and can be used to check the accuracy and completeness of the Ownership List. The map will be supplied at the Applicant's expense. Allow 10 business days to receive the map.

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

I certify that I have read and understood the above information and that the submitted Ownership list:

1. was a) obtained from and b) certified by the Douglas County Clerk,
2. is current (no more than 30 days old), and
3. includes all property owners within the required notification radius of the subject property.

Signature: [Signature]
Date: [2/4/2019]

Printed Name: [Printed Name]
Note to Applicant:

Replace this page with "Exhibit A, Legal Description".

PINCKNEY STREET S 1/2 LT 11
VARIANCE
Unnecessary Hardship or Flood Protection Regulations

DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY
(Completed by Staff)

The following items apply to variance applications. Submission of less information than necessary to adequately review and process your application may delay the review process. The following submittal requirements will be deemed: (P)rovided or (NP)not provided. (Circled items have not been reviewed due to time constraints.)

Pre-Application Meeting

P    NP

☐   ☐   1. Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) business days prior to submittal of the application.

General Submittal Requirements

☐   ☐   2. A complete application form.
☐   ☐   3. Payment of review fee.
☐   ☐   4. Owner Authorization form if applicant is not the legal owner of the property.

Requirements for Public Notification of the Public Hearing

☐   ☐   5. Legal description of the property in print and electronic (Microsoft Word) formats.
☐   ☐   6. A list certified by the County Clerk of all property owners within the notification area of the subject property.
☐   ☐   7. Ownership List Certification form.

Other Requirements

☐   ☐   8. Plot plan illustrating the requested variances and proposed development.
   a. Submit 2 copies (in print form) and an electronic copy of the entire application.
   b. If larger than 8.5" x 11", fold all plans with the image side out.
   c. Additional plans and an 11" x 17" reduction (if larger than 8.5" x 11") may be requested prior to completion.
Determination of Completeness, Accuracy, and Sufficiency

I have reviewed the variance application submitted by:

Name: ___________________________ Date: ________________

Application No. _______________________

Based upon the submitted information, I find the application to be:

- [ ] Complete (based upon the items reviewed)
- [ ] Incomplete, inaccurate, or insufficient (circle) for the following reasons:
  - [ ] The application or plan contains one or more significant inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.
  - [ ] The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.
  - [ ] Other

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Planner ___________________________ Date ___________________________

(1) Resubmit by _________________ to be placed on the agenda for the Board of Zoning Appeals meeting on _________________. (All resubmitted materials must be deemed to be complete, accurate, and sufficient.)
RESOURCES AVAILABLE TO THE APPLICANT

1. Planning Staff
2. Calendars:
   - Board of Zoning Appeals Submittal Deadlines and Meeting Dates
   - Planning Commission Submittal Deadlines and Meeting Dates
   - Historic Resources Commission Submittal Deadlines and Meeting Dates
3. Fee Schedule
4. City of Lawrence Development Code
   The following articles of the Development Code are applicable to variance applications:
   - Article 6: Density and Dimensional Standards
   - Article 13, Section 20-1308: Zoning Variances

PLANNING DEPARTMENT PROCEDURES

Public Hearing: Planning Staff will schedule a hearing before the Board of Zoning Appeals, which is responsible for hearing the request.

Newspaper Publication: Planning Staff will publish the notice of the public hearing twenty (20) days prior to the date of the public hearing.

Mailed Notice: Planning Staff will mail notices of the public hearing to all property owners within the required notification area at least twenty (20) days prior to the public hearing. Planning Staff will also mail notice to any Registered Neighborhood Associations whose boundaries include or are contiguous to the subject property.
APPROVAL AND EXTENSION TIME PERIOD
LAND DEVELOPMENT CODE
ARTICLE 13

No action by the City shall be necessary to cause the approval to expire. Its expiration shall be considered a condition of the original approval.

SITE PLANS:
[Section 20-1305(o)(1)]

Approval time period -- Building permit must be obtained within 24 months of final approval of the site plan or the approval shall expire.

Extension -- Extension of up to 24 months may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

SPECIAL USE PERMITS:
[Section 20-1306(k)]

Approval time period -- Building permit must be obtained within 24 months of the effective date of the decision on the Special Use or the approval shall expire.

Extension -- Extension of up to 24 months may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

PRELIMINARY DEVELOPMENT PLAN:
[Section 20-1304(d)(12)]

Approval time period -- Application for a Final Development Plan must be submitted within 24 months after final approval of the preliminary development plan or within 6 months after the date shown on an approved development schedule or the approval shall expire.

Extension -- Extension of up to 24 months, or the proposed phasing schedule may be modified to extend all dates by a period up to one-half the original period allowed for development of that phase, may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

FINAL DEVELOPMENT PLAN
[Section 20-1304(e)(2)(vii)]

Approval time period -- A building permit must be obtained within 24 months after the final approval of the Final Development Plan or the approval shall expire.

Extension -- Extension of up to 24 months, or the proposed phasing schedule may be modified to extend all dates by a period up to one-half the original period allowed for development of that phase may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.
INSTITUTIONAL DEVELOPMENT PLAN
[Section 20-1307(g)]
Approval time period -- A building permit must be obtained within 24 months after the final approval of the Institutional Development Plan or the approval shall expire.

Extension -- Extension of up to 24 months may be approved by the City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

ZONING VARIANCES
[Section 20-1309(k)]
Approval time period -- A building permit must be obtained within 24 months after the variance has been granted or the variance will expire. The variance will also expire upon expiration of a building permit.

Extension -- Extension of up to 24 months may be approved by the Board of Zoning Appeals for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

APPROVAL AND EXTENSION TIME PERIOD
SUBDIVISION REGULATIONS

PRELIMINARY PLAT*
[Section 20-809(j)]
Approval time period -- A final plat must be submitted within 24 months of the date approval of the preliminary plat was granted by the Planning Commission or the approval of the preliminary plat shall expire.

* Per Section 20-1304(d)(10) of the Development Code, approval of a Preliminary Development Plan constitutes approval of a preliminary plat. In the case of properties that were platted with a Preliminary Development Plan, the approval and extension dates of the Preliminary Development Plan shall apply. (See previous page)

Extension -- An extension of up to 24 months may be granted by the Planning Commission for a Preliminary Plat if the cause of failure to submit a final plat is beyond the subdivider’s control. A written request must be provided to the Planning Director prior to the expiration date. Additional extensions may be requested, if necessary.

FINAL PLAT
[Section 20-809(n)(5)]
Approval time period -- Approval of a Final Plat shall be effective for no more than 24 months from the date of approval unless all conditions of approval have been completed.
Extension – An extension may be granted by the Planning Director for good cause. A written request for extension must be provided to the Planning Director prior to the expiration of the original 24 month approval period.

MINOR SUBDIVISION/REPLAT
(Section 11-108(k)
Approval of a Minor Subdivision/Replat by the Planning director and acceptance of dedications by the Governing Body shall be effective for no more than 24 months from the date of acceptance unless all conditions of approval have been completed or an extension has been granted by the Planning Director for good cause.

Extension – The extension request must be submitted to the Planning Director prior to the expiration of the original 24 month approval period.
VARIANCE FROM UNNECESSARY HARDSHIP
BY THE BOARD OF ZONING APPEALS

Application Requirements

Please note, the application and application materials must be submitted in print and electronic format, on disc. If you are unable to provide the application materials in electronic format, please contact the Planning Office at 785-832-3150.

This checklist has been provided to assist you as you prepare your application. Submission of less information than necessary to adequately review and process your application may delay the review process. Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) business days of submission. Incomplete applications will be returned to the applicant.

Pre-Application Meeting

☐ 1. Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) business days prior to submittal of the application.

General Submittal Requirements

☐ 1. A complete application form.
☐ 2. Payment of review fee. ($150 residential; $350 other, +$50 Legal Ad Fee for All BZA Applications) (Make check payable to the City of Lawrence.)
☐ 3. Owner Authorization form if Applicant is not the legal owner of the property.

Requirements for Public Notification of the Public Hearing

☐ 1. Legal description of the property in print and electronic (Microsoft Word) formats.
☐ 2. A list certified by the County Clerk of all property owners within the notification area (400 feet) of the subject property.
☐ 3. Ownership List Certification form.

Other Requirements

☐ 1. Plot plan illustrating the requested variances and proposed development.
   a. Submit 2 paper copies and 1 copy in electronic format (TIF or PDF).
   b. If larger than 8.5” x 11”, fold all plans with the image side out.
   c. Additional plans and an 11” x 17” reduction (if larger than 8.5” x 11”) may be requested prior to completion.
January 15, 2019

A CERTIFIED PROPERTY OWNERSHIP LIST WITHIN 400 FT OF 545 OHIO ST
(U02331). 01/15/2019. REQUESTED BY AL UN.

JOHN R. NICHOLS
DOUGLAS COUNTY CLERK’S OFFICE
1100 MASSACHUSETTS ST
LAWRENCE, KS 66044

785-832-5147

jnichols@douglascountyks.org

Douglas County Real Estate Division
County Clerk’s Office. I do hereby certify the Property Ownership listed hereto, to be true and accurate.
CERTIFIED POL WITHIN 400 FT OF
545 OHIO ST (U02331)