Right of Way Street Events

Stakeholder Meeting
January 28, 2020
INTRODUCTIONS
PURPOSE

1) Current Permit Process
2) Draft Policy
3) Ask Questions
MEETING EXPECTATIONS AND GOALS

1) Better Understanding of Each Other’s Needs
2) Mutual Respect for Individual/Organizational Missions
3) Identify Process Improvement
4) Gather Input on Draft Policy
   1) How to Improve Safety for Public and Participants
5) Gain Ideas for Future Program/Services
CURRENT PERMIT PROCESS

• City Permit – City Manager Approval
• Moved from MSO to Parks and Recreation Department
• Administrative Staff Process Permits (Not Dedicated Point of Contact)
• Each Permit Application is New to City Staff
CURRENT PERMIT PROCESS

• Growing Awareness of Safety and Travel Concerns
• City Accountable for Allowing Right of Way Closures/Event Impacts
• Event Organizers Must Demonstrate Meeting Permit Criteria
• Past Approval Does Not Ensure Future Permit Approval
REQUIREMENTS FOR REVIEW

Need All Four to Process Permit Application

1) Fees (Effective January 1, 2020)
2) Certificate of Insurance
3) Submitted 60 to 90 Days Before Event
4) Traffic Control Plan

More Information Results in Easier/Faster Review Process
Fees - 2020

- $50 Permit Application Fee
- $120 Alcohol Ordinance Fee
- $1 Paper No Parking Signs (Each)
- $2 Coroplast No Parking Sign Rental (Each)
60 TO 90 DAYS IN ADVANCE

Applications submitted less than 60 days before an event will be asked to select a new event date

90 days in advance of event preferred
TRAFFIC CONTROL PLAN

• Not a New Requirement
• Need to See the Plan (Map with Locations)
• Route Alone Not Acceptable
• Police Operations Plan Alone Not Acceptable
• Must Protect Participants and Guide Surrounding Traffic
• MSO Reviews for Federal MUTCD Guidelines Compliance
• Future Possibilities – Consider in Policy
South Park Traffic Control Plan
Full closure of Massachusetts Street to use Both Sides of South Park

W20-2 minimum of 100 feet in advance of detour

W20-3 minimum of 100 feet in advance of closure

Type III Barricades for full width of Mass on North side of intersection with N. Park St. with R11-2

Type III Barricades at outside edge of pavement of SB Mass on South side of intersection with 11th St. with R11-4 and M4-10 Signs

Type III Barricades for full width of Mass on South side of intersection with N. Park St. with R11-2

Type III Barricade at outside edge of pavement of NB Mass on North side of intersection with 15th St. with R11-4 and M4-10 Signs

100 DETOUR

M4-8A for SB Massachusetts

M4-9(L) & M4-9c(L) for SB 15th at Massachusetts

M4-8A for NB Massachusetts

M4-9(R) & M4-9c(R) for WB 11th at Massachusetts

M4-9(R) & M4-9c(R) for WB 11th at Connecticut

M4-9(L) & M4-9c(L) for NB Connecticut at 11th

M4-9(L) & M4-9c(L) for SB Connecticut at 15th

M4-9(L) & M4-9c(L) for EB 15th at Connecticut

M4-9c(R) for SB Connecticut at 15th

2000 University Ave

Google Earth © 2018 Google

SAMPLE
PERMIT SUBMISSION

Lawrence Parks and Recreation Department Administrative Office
1141 Massachusetts Street (inside South Park)
Main Telephone Number (785) 832-3450

- Verification of Requirements
- Process Application
- Perform Follow Up
CITY STAFF REVIEW

Police
Fire/Medical
Municipal Services and Operations (MSO) - Traffic
City Clerk’s Office
Parking
Transit
Planning
Parks and Recreation
CITY STAFF REVIEW

Application routed to multiple City departments for review – takes approximately one week to receive feedback

Parks and Recreation administrative staff contact you with questions/comments or notify you of approval

Event organizers must address questions and comments in timeframe provided
TYPICAL QUESTIONS/COMMENTS

• Alcohol present in the right of way?
• How will you address previous event complaints (ex. lack of notification)?
• Due to construction, detour route needs to be on 15\textsuperscript{th} Street
• Blocks public parking garage entrance, please identify alternate route or method to ensure access
ALCOHOL

• If alcohol is present anywhere in the right of way, requires City ordinance
• City ordinance is necessary but may not be sufficient
• Other City and state permits may apply
• Park alcohol permit applies only if alcohol provided to invited guests and there are no alcohol sales
• Contact Kansas ABC with questions
PERMIT REVIEWED

Expect communication

Will approve when meets all criteria (MAY REQUIRE UPDATES)

Want to give many chances to meet the criteria
KEY STAKEHOLDERS NOTIFIED

Lawrence Association of Neighborhoods, East Lawrence Neighborhood Association, and Old West Lawrence Neighborhood Association

Downtown Lawrence Inc.
Questions
Right of Way Street Events

Draft Policy
January 28, 2020
Draft Policy

• Input Accepted Through February 12
• Posted on Parks and Recreation Website Tomorrow
• Written Feedback to Liz Ramirez at lramirez@lawrenceks.org
• Written Draft Available in Upcoming Weeks
List of Street Event Stakeholders

Event Attendees
Event Organizers
Downtown and Other Businesses
Impacted Neighborhoods
Traveling Public (Individual Drivers and Bicyclists)
Public Transit (Buses and T-LIFT)
Police/Fire/Medical Personnel and Citizens Served
Other City Services and Citizens Served (ex. Trash Pickup)
Downtown Hotels and Deliveries
Non-Profits (Fundraisers)
People with Disabilities (Accessing Streets and Sidewalks)
GOAL

IDEAL: Street Events Program

NOW: Reasonable Policy

PAST: Not Meeting Standards/Limited Enforcement
Policy Development

• Looked at Other Cities (KS and Nationwide)
• Reviewed State and Federal Requirements
  • MUTCD Traffic Control Guidelines
  • Kansas Alcoholic Beverage Control
• Reviewed Complaints
• Feedback from Event Organizers
• Reviewed Other Lawrence Permits/Licenses
  • ROW Construction Permits
  • Special Event Permits on Private Property
Neighborhood Block Parties

• Support safe neighborhoods and building Lawrence communities
• Residential street, one block only (Not major street)
• Signatures from at least 80% of residents
• No impact on public bus routes

- Waive Permit Application Fee (One Per Year)
- No Traffic Control Plan Required
- Can Request Type III Barricades (Based on Availability)
Certificate of Insurance

Increase Required Coverage From $500,000 to $1 Million
Road Closures Require Signatures

Submit signatures from at least 80% of adjacent properties if street will be completely closed

Is a reason for permit denial (was unable to receive required signatures)
Communications Plan

Notify those along the route one to two weeks before event

Provide a schedule to allow those impacted to plan ahead

Include a telephone number for questions, including contact during the event
Thanksgiving Day 5K, Thurs., Nov 28
runLawrence, 2223 Westchester Rd, Lawrence KS 66049
runlawrence@gmail.com

5K & Fun Run Courses

SAMPLE
City Communication

City will publicly post approved permits (not City endorsement)
• Staff looking into where/how to post
Event Deposit

- Event deposit collected based on the event impact
  - Duration of street closure
  - Extent of street closure
  - Number of attendees
  - Inside Central Business District (Downtown)
- Ranges from $100 to $1,000
- Loss of deposit from
  - Street closure doesn’t follow traffic control plan (ex. lacks barricades)
  - Street closure occurs outside of hours approved in permit (early or late)
  - Lack of neighbor notifications
Event Deposit

• Loss of deposit can increase deposit due in following year
• After two violations resulting in loss of deposit, event permit will be denied
• Appeal process through City Commission
Pre-Application Meeting

• Schedule monthly pre-application meeting to discuss event specifics with staff from multiple departments
City Provided Event Check List

Help define the operational plan for your event

• Volunteers
• Restrooms
• Trash Cans
• Clean Up
• Contact Information
• Considerations
• Event map/sketch (location of tents, food trucks)
Looking for Participants

City developing 5k run route
Will utilize trails/paths and minimize need for traffic control plan/barricades/police support
Want to identify a fun and aesthetically-pleasing route

Please contact Liz Ramirez at (785) 832-3450 or lramirez@lawrenceks.org
Questions