



Neighborhood Update for LAN

October 6, 2016

Item #1: October Planning Commission Items

The Lawrence/Douglas County Metropolitan Planning Commission will hold their regularly scheduled monthly meeting on **October 24, 2016 at 6:30 p.m.** in the Commission Meeting Room on the first floor of City Hall, 6 E. 6th Street.

The Planning Commission will consider the following public hearing and non hearing items at their Monday, October 24, 2016 meeting:

CUP-16-00340: Consider a Conditional Use Permit for child care at Prairie Moon Waldorf School, located at 1853 E 1600 Rd. Submitted by Waldorf Association of Lawrence on behalf of Grant Township, property owner of record.

SUP-16-00361: Consider a Special Use Permit for Central Soyfoods, a *Manufacturing and Production, Limited* use to be located at 1501 Learnard Ave. Submitted by Sunrise Green LLC, property owner of record.

TA-13-00235: Continue discussion related to proposed Text Amendments to the City of Lawrence Land Development Code, Article 9 and related sections of Chapter 20, for comprehensive revisions to parking and access standards. *Action on this item will not occur until after the commission completes their discussion on several of the elements of the code language and a final draft is available for their review.*

TA-16-00180: Text Amendment to the City of Lawrence Land Development Code, Article 13, regarding Public Notice Procedures. *Deferred by Planning Commission on 8/22/16.*

Legal descriptions for public hearing properties listed above are on file in the Planning Office for review during regular office hours, 8-5 Monday - Friday.

Communications to the Commission:

Written comments are welcome and encouraged on all items to be considered by the Planning Commission. The Commission has established a **deadline for receipt of all written communications of no later than 10:00 a.m. on Monday, October 24, 2016.** This ensures your transmittal to the Commission can be received and read prior to their meeting.

Item #2: Rental Licensing

The new City-wide rental licensing and inspection program became effective July 1, 2014. RS (Residential Single-Dwelling) zoned rental units (most of which were licensed under the prior program) were transitioned to the new program beginning July 1, 2014.

From January 1, 2015 through December 31, 2015, owners of rental units in non-RS zoning districts were required to license their rental units. All rental units were therefore required to be licensed by December 31, 2015. All rental licenses must be renewed annually. As of October 4, 2016, there were over 19,500 rental units with a current license, or with a license pending annual renewal.

From inception of the new program on July 1, 2014 through June 30, 2016, nearly 2,000 units had been inspected. Rental program violations were found in over 60% of all units inspected, with about 85% of all violations corrected within 60 days and nearly all violations corrected within 90 days. Most violations found (and corrected) have been significant life safety items, such as installed/working alarms, GFCI

receptacles, properly protected electrical outlets and properly installed/vented mechanical appliances (often gas-fired).

The City has developed a website devoted to the Rental Licensing Program, which can be viewed at www.lawrenceks.org/pds/rental-licensing or www.lawrenceks.org/rent. The website contains information such as a Program Handbook, the adopting ordinance, inspection forms and guidance, licensing process and inspection brochures, a tenant information brochure, diagrams of program processes and FAQs for both owners and tenants. The website also features monthly, annual and semi-annual program reports that have been provided to the City Commission. New or updated information is frequently being added to the website. An interactive City map with information about properties with active rental licenses in good standing can also be found on this website.

Please contact the City with any questions at (785) 832-3345 or by email at rentallicensing@lawrenceks.org.

Item #3: CDD Information

The Community Development Division began the 2016 CDBG and HOME program year on August 1, 2016. The City of Lawrence continues to utilize the "Step Up to Better Housing" strategy as the basis for funding decisions made by the Community Development Advisory Committee. Funding in the 2016 grant year will once again focus on five key areas: Emergency Shelter, Transitional Housing, Permanent/Supportive Housing, Revitalized Neighborhoods and Community Facilities.

Community Development Staff continues to support the staffing efforts of the Affordable Housing Advisory Board. Information and agendas can be found at <http://lawrenceks.org/boards/affordable-housing/>.

The Community Development Advisory Committee has two openings for appointments to the committee. The open positions are for low-moderate income area representatives. The appointees must come from an area that is 51% or more low-mod and is not already geographically represented on the committee. Please forward any letters of interest to either Danelle Dresslar or to the City Manager's office.

Item #4: City Resources

- **Rental Licensing Program**

The City has developed a website devoted to the Rental Licensing Program, which can be viewed at www.lawrenceks.org/pds/rental-licensing or www.lawrenceks.org/rent. The website contains information such as a Program Handbook, the adopting ordinance, inspection forms and guidance, licensing process and inspection brochures, a tenant information brochure, diagrams of program processes and FAQs for both owners and tenants. The website also features monthly and annual program reports that have been provided to the City Commission. New or updated information is frequently being added to the website.

Please contact the City with any questions at (785) 832-3345 or by email at rentallicensing@lawrenceks.org.

- **Interactive Rental Licensing Map**

The Planning and Development Services Department has published a Residential Rental License Interactive Map for citizens, prospective renters and landlords to access. The map can be found at: <http://www.lawrenceks.org/pds/rental-licensing/map>. The map identifies all rental dwelling units that are licensed and in good standing with the rental licensing and inspection program requirements. The map is intended to provide consumers information about units that comply with the city's rental program as well as help landlords market their code-compliant properties. The map is linked to the department's home page. Citizens can click on the blue map dot of a rental property and view the landlord name, zoning district, the number of units licensed and the apartment complex name, if applicable. Staff believes the map will be a valuable resource for tenants, landlords and the general public as the program continues to license properties through 2015 and beyond.

All information listed can be found at the City of Lawrence website: www.lawrenceks.org/pds

The Neighborhood Update is produced for LAN during the first week of every month to keep members updated on neighborhood oriented issues via communication directly from the City of Lawrence. For any additional information regarding CDBG information, please contact Danelle Dresslar by phone at 785-832-3108 or email ddresslar@lawrenceks.org or for any other information contact Becky Pepper by phone at 785-832-3153 or email bpepper@lawrenceks.org. Comments are always welcome.

- Find Active Building Permits on City Website Interactive Map

In May 2014, Planning & Development Services launched a new Building Permits interactive map that shows locations and provides basic information about active City of Lawrence building permits (for both non-residential and residential new construction and addition projects, and for non-residential remodeling or change of use projects). Zoom in on the map to see building permits that have been recently issued in or around your neighborhood. Find the map on the City's website at http://lawrenceks.org/city_maps or <http://lawrenceks.org/pds/building-permits/map>.

- Project Submittals

Planning project submittals can now be accessed on the Planning Division's website through the following address: <http://www.lawrenceks.org/pds/submittals>. The list is updated every Monday and also includes a link to an interactive map that shows the locations of the projects.

- City of Lawrence Subscription Services

How can I stay involved with the latest City of Lawrence Notifications?

Interested citizens can sign up to receive notification updates for various City services, events, and information, including advisory board information for the City Commission, Planning Commission, Board of Zoning Appeals, Historic Resources Commission, Community Commission on Homelessness (CCH) and the Community Development Advisory Committee (CDAC), as well as City News, Public Meeting Notices, Recreation Announcements, and Neighborhood news. All these subscriptions can be found at <http://www.lawrenceks.org/subscriptions>.

- Neighborhood Contact

Is your neighborhood a registered neighborhood? By registering your neighborhood group, you are given notification regarding pending development applications received by the Planning Department, giving your group the opportunity to comment on development projects that may impact your neighborhood. Register your neighborhood at http://lawrenceks.org/pds/neighborhood_registration. To find out if your neighborhood information is current, see the neighborhood list at <http://www.lawrenceks.org/pds/neighborhoodcontacts>.

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Memorandum

City of Lawrence

Planning & Development Services

TO: Thomas M. Markus, City Manager

FROM: Scott McCullough, Director

Date: October 3, 2016

RE: Monthly PDS Project Report

The following provides an update on several city of Lawrence projects in process in the Planning and Development Services Department.

Comprehensive Plan Update - On August 31, 2015 the *Horizon 2020* Steering Committee approved the Issue Action Report which contains the Steering Committee's findings regarding how to best strengthen the existing plan and ensure that the document reflects the community's vision, while also setting a foundation for creating the inclusive and sustainable community we want Lawrence and Douglas County to be in the future. The Issue Action Report presents 19 major issues to address, based on community input and identified needs, and it outlines action steps to help address and resolve these issues.

The Issue Action Report was presented to the Planning Commission on September 21, 2015 and was unanimously approved. It was presented to the City Commission at their November 10, 2015 meeting and to the County Commission at their November 11, 2015 meeting and was unanimously approved by both governing bodies. Work on the plan itself is underway through a series of meetings with the *Horizon 2020* Steering Committee to review and discuss certain policies. The next meeting is scheduled for **October 10th, 3:00 p.m.** in the Commission room. Topics covered include Increasing Height and Density in Appropriate Locations, Creating Quality Neighborhoods for All Ages, and Creating Employment Opportunities. It is anticipated that this will be the Committee's last meeting prior to a release of the draft plan, which is planned to be published in late winter. Information on this effort can be found at <http://lawrenceks.org/pds/horizon-2020-update-process>. Jeff Crick is the Staff contact.

Airbnb – At their September 20, 2016 meeting, the Commission directed the City Manager to review whether a regulatory framework is needed to address the Airbnb industry in Lawrence (such rentals are currently not permitted in RS districts and the city receives no guest tax for their use). A review of land use, taxes, and other aspects related to this industry will begin soon.

East Lawrence Neighborhood Rezoning – On August 18, 2015, after considering a Staff memo on the topic, the City Commission directed Staff to further research land use in the area north of 9th Street in the East Lawrence Neighborhood and present the Commission with a follow up memo outlining appropriate zoning district(s) and a timeline of the rezoning process in order to consider rezoning much of the area from RM24 to an RS district. Research and zoning option development is underway on this initiative. Staff met with the neighborhood on March 28, 2016 to review the data in advance of the City Commission reviewing rezoning options for the area. The City Commission reviewed options at their May 24 meeting and deferred the item so that Staff can revise the boundaries to include rezoning all properties north of 9th Street to their current use. The item will be resubmitted to the City Commission after additional research by Staff is completed. Becky Pepper is the Staff contact.

North Lawrence RS5 Zoning Discussion – On August 18, 2015 and April 19, 2016 the City Commission considered Staff memos addressing a request from the North Lawrence Improvement Association to review RS5 zoning in North Lawrence. At their April 16, 2016 meeting, the Commission initiated an amendment to the code to require that storm water plans be submitted in conjunction with development projects for RS5 zoned properties in North Lawrence in the areas protected by the levee. The code was revised on July 19, 2016 to require a storm water plan for any residential construction project on RS5 and RS3 zoned lots that are protected by the levee. The Commission also directed Staff to continue to study density and dimensional standards citywide for RS5 and RS3 zoned properties and provide a report to the City Commission at a future meeting. The analysis of RS5 zoning density and dimensional standards are underway and will be presented to the Commission upon completion of the study. David Guntert is the Staff contact.

Parking Regulations Text Amendment – Staff has been working with the Planning Commission for some time now on revising Article 9 of the Land Development Code related to parking standards. These revisions will address how parking is calculated, the design and location of parking, and standards related to the parking and storing of RVs, boats and trailers. The Planning Commission received an update on the progress of this item at their November 16, 2015 meeting and discussed alley parking for duplexes at their January mid-month meeting and May 23rd regular meeting. This item will be submitted for a final recommendation from the Planning Commission upon completion of the final draft of the code revisions. Sheila Stogsdill is the Staff contact.

Oread Design Guidelines – The Oread Design Guidelines were recommended as one of the initiatives of the Oread Neighborhood Plan, which was adopted in 2010. Planning staff conducted a public meeting on Wednesday, January 13, 2016 at the Lawrence Public Library Auditorium.

The Lawrence – Douglas Co. Planning Commission and the Lawrence Historic Resources Commission had two joint meetings to discuss the Guidelines on Thursday, February 18, 2016 and Monday, March 21, 2016. Both commissions recommended approval of the guidelines and associated rezoning requests to implement them.

After the official hearing of March 21, 2016, Staff discovered that the rezoning effort was not properly noticed and a rehearing must be completed before the PC and HRC. New hearings for the HRC's and PC's June and July mtgs have been completed. The item will be presented to the City Commission at their **October 11th** work session but no action will be taken on this date. Jeff Crick and Lynne Zollner are the Staff contacts.

Sign Code Amendments – On July 7, 2015 the City Commission, after receiving a Staff memo on the topic, initiated certain amendments to the sign code to address several issues to aid businesses in the use of signs. Staff is proceeding with revisions to the sign code. Kurt Schroeder is the Staff contact.

Community Development Initiatives

The Community Development Division has submitted the [2016 Action Plan](#) to HUD for the grant year beginning August 1, 2016. The City of Lawrence continues to utilize the ["Step Up to Better Housing"](#) strategy as the basis for funding decisions made by the [Community Development Advisory Committee](#). Funding in the 2016 grant year will once again focus on five key areas: Emergency Shelter, Transitional Housing, Permanent/Supportive Housing, Revitalized Neighborhoods and Community Facilities.

Community Development Staff continues to support the staffing efforts of the Affordable Housing Advisory Board. Information and agendas can be found at <http://lawrenceks.org/boards/affordable-housing/>.

Metropolitan Planning Organization (MPO) Studies

Transit Comprehensive Operations Analysis

During May, the study team held its first public meeting for the transit study. The study will identify strengths and weaknesses of the existing system and recommend service improvements to improve productivity and serve new and existing riders better. Consultants have completed their onboard counts and are developing system and route profiles for each route for Lawrence Transit and KU on Wheels.

Bike Share Feasibility Study

During June, the study team engaged stakeholders and the community through meetings and tabling events to exploring the feasibility of implementing a bike share system in Lawrence. The engagement included bicycle tours of the Topeka Metro Bike Share and the Bike Walk KC BCycle.

The MPO is continuing to work on the Regional Pedestrian Plan. Drafts of the Regional Pedestrian Plan have been posted online for a 30 day public comment period and can be viewed at <http://lawrenceks.org/mpo/PedPlan>. The regional pedestrian plan will serve as a guide to improve the pedestrian environment throughout Douglas County. The plan was developed through a public participation process that included feedback from residents of Lecompton, Baldwin City, Eudora, and Lawrence. It includes inventories of existing sidewalks and sidewalk conditions for each city in the region and recommends policy, program, and infrastructure changes to improve upon the vision of a safe, convenient, and attractive pedestrian environment. Jessica Mortinger is the Staff contact.

Small Business

Lawrence Metro E-Community Revolving Loan Fund

The City of Lawrence Metro E-Community Loan Fund is now Accepting Applications. This program will establish Lawrence's first revolving loan fund with the purpose of providing the "Urban Entrepreneur" with access to gap financing and economic opportunities.

Who Qualifies?

1. One or more must be applicable to business:
 - Businesses located in a distressed area (20%+ live below poverty level),
 - Owned by woman, veteran, minority, or someone of disadvantaged status,
 - Businesses that currently employ or will employ low-income employees,
 - Businesses whose products/service supports disadvantaged/underserved populations,
 - Businesses whose mission is to serve disadvantaged/underserved populations.
2. Business must be located in Douglas County or City of Lawrence.
3. Must operate as a for-profit.
4. Business Plan's shall be reviewed by KU's Small Business Development Center.
5. Each business will be required to comply with all applicable codes within the City of Lawrence or Douglas County.
6. Applicants that are awarded will need to participate in ongoing technical assistance or Metro E-Community, BizFuel or resource partners entrepreneurial functions with a scholarship or reduced rate.

Download The Lawrence Metro E-Community Details Here:
<http://lawrenceks.org/pds/small-business> .

Next PDS Lunch-N-Learn: 2016 PDS quarterly Lunch-N-Learn Series:

Quarter 4:

Title: BizFuel: Small to Medium Enterprise Support Network

Date: November 11, 2016

These events are attended by designers, contractors, bankers, realtors, small business professionals, PDS and City Staff. This impactful hour is also eligible to Kansas Chapter of American Institute of Architects to include: 1 hour Health, Safety and Welfare Credit – (HSW) or 1 Hour Self Option Credit.

BIZFUEL EFFORTS:

BizFuel Small Business Events:

3rd & 4th Quarter:

- State Certification Process: Women-Owned Business Entity, Disadvantaged – Owned Business Entity and Minority-Owned Business Entity.
- Kansas Department of Labor.

Cyndi Hermocillo-Legg is the Staff contact.