



## **Neighborhood Update for LAN**

*June 2, 2016*

### **Item #1: CDD Information**

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 #2: Rental Licensing Update**

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. Owners/ownership entities with names beginning with A or B were required to license their rental units by the end of January 2015; owners/ownership entities with names beginning with C or D were required to license their rental units by the end of February 2015; owners/ownership entities with names beginning with E or F were required to license their rental units by the end of March 2015. Proceeding in this manner throughout 2015, all rental units in Lawrence (previously estimated to be about 20,000) were to be licensed by the end of 2015.

As of December 31, 2015, there was a total of 7,704 issued/active rental licenses, representing 19,922 rental units (a single "master" license is issued for a rental property with three or more dwelling units located on single parcel or on adjoining parcels under the same ownership).

During 2015, 975 dwelling units were inspected under the Program. From inception of the new program on July 1, 2014 through December 31, 2015, 1,147 units had been inspected. Rental program violations were found in about 60% of all units inspected, with about 90% of all violations corrected within 60 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).

As of December 31, 2015, about 40 rental program cases had been forwarded to the City Prosecutor's Office for prosecution in Municipal Court, with good results.

The City has developed a website devoted to the Rental Licensing Program, which can be viewed at [www.lawrenceks.org/pds/rental-licensing](http://www.lawrenceks.org/pds/rental-licensing) or [www.lawrenceks.org/rent](http://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](mailto:rentallicensing@lawrenceks.org).

### **Item #3: May Planning Commission Items**

The Lawrence/Douglas County Metropolitan Planning Commission will hold their regularly scheduled monthly meeting on **June 20, 2016 at 6:30 p.m.** in the Commission Meeting Room on the first floor of City Hall, 6 E. 6<sup>th</sup> Street.

**The Planning Commission will consider the following public hearing and non hearing items at their Monday, June 20, 2016 meeting:**

Vinland Fairgrounds: **CUP-16-00152**: Consider a Conditional Use Permit for Vinland Fairgrounds, located at 1736 N 700 Rd. Submitted by Vinland Fair Association, property owner of record. *Joint meeting with Baldwin City Planning Commission.*

City Water Tanks: **Z-16-00145**: Consider a request to rezone approximately .78 acres from RM32 (Multi-Dwelling Residential) District to GPI (General Public and Institutional Use) District, located at 1220 Oread Ave. Submitted by the City of Lawrence, property owner of record.

USD 497 Vehicle Storage: **Z-16-00147**: Consider a request to rezone approximately 7.7 acres located at 711 E 23<sup>rd</sup> St from GPI (General Public and Institutional Use) District to IG (General Industrial) District. Submitted by Lawrence Public Schools USD #497 and BG Consultants, Inc. on behalf of Douglas County, property owner of record.

Microbrewery: **Z-16-00154**: Consider a request to rezone approximately 1.56 acres located at 706 E 23<sup>rd</sup> St from IG (General Industrial) District to CS (Strip Commercial) District. Submitted by Lockwood Craft Brewing, Co. LLC, for Lawrence Brothers LLC, property owner of record.

Extension request for PP-13-00343, a Preliminary Plat for Going South Addition, located at 2726 O'Connell Rd and 2700 Block O'Connell Rd. Submitted by Grob Engineering Services, for Going South LLC and Heart of America, Teen Challenge, Inc., property owners of record.

Clean Rubble Fill: **CUP-16-00105**: Consider a Conditional Use Permit for clean rubble landfill, on approximately 40 acres located at 1736 E 1550 Rd. Submitted by Grob Engineering Services, LLC, for Nunemaker-Ross, Inc., property owner of record.

**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, June 20, 2016**. This ensures your transmittal to the Commission can be received and read prior to their meeting.

#### **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](http://www.lawrenceks.org/pds/rental-licensing) or [www.lawrenceks.org/rent](http://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.

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- 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

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**All information listed can be found at the City of Lawrence website: [www.lawrenceks.org/pds](http://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](mailto:ddresslar@lawrenceks.org) or for any other information contact Becky Pepper by phone at 785-832-3153 or email [bpepper@lawrenceks.org](mailto:bpepper@lawrenceks.org). Comments are always welcome.*

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.

- 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](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](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

**CC:** Casey Toomay, Assistant City Manager

**Date:** June 2, 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. The Steering Committee convened on March 7, 2016 to review an outline of the plan. The next Steering Committee meeting is planned for June 13 from 4 p.m. to 6 p.m. in the City Commission room at City Hall. Information on this effort can be found at <http://lawrenceks.org/pds/horizon-2020-update-process>. Jeff Crick is the Staff contact.

**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 9<sup>th</sup> 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 9<sup>th</sup> 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 and 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. 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 23<sup>rd</sup> 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 PC's and HRC's June mtgs have been established and proper notice has been completed. 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; however, at that time the Commission directed Staff to delay this project as the Commission considers the applicability of the Property Maintenance Code. Now that the 2015 Property Maintenance Code and the Urban Agriculture amendments have been adopted, Staff is proceeding with incremental revisions to the sign code. Kurt Schroeder is the Staff contact.

### **Community Development Initiatives**

Applications for **CDBG and HOME federal funds** were sent to interested parties on October 1, 2015 and were due back to Staff by December 1. The Community Development Advisory Committee (CDAC) has shown interest in neighborhood outreach to discuss best practices among neighborhoods to explore ways to use the CDBG money more efficiently and perhaps pool resources to reach common goals. The CDAC began CDBG and HOME grant allocation discussions in January. The committee held a Public Hearing on April 28<sup>th</sup> and submitted the recommendations for funding to the City Commission, which approved the funding allocations at their May 24<sup>th</sup> meeting. This item will be removed from future reports. Bradly Karr is the Staff contact.

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**

The MPO was awarded a **Competitive Consolidated Planning Grant** from KDOT to complete two studies in 2016 - a comprehensive transit operations analysis and a bike share feasibility study in the Lawrence community. The City Commission, in March, directed Staff to execute Professional Service Agreements (PSAs) with firms to complete the work. Data collection and project surveys are underway for each study. Project consultants will be in Lawrence in May and June doing field work.

The MPO is continuing to work on the **Regional Pedestrian Plan** but a date of completion has not been identified due to working with the Bike/Pedestrian Task Force and Safe Routes to Schools initiative, both of which are affecting certain elements of the Plan as it evolves.

Jessica Mortinger is the Staff contact.

**Historic Landmarks** – The Historic Resources Commission is continuing efforts to identify and recognize significant properties having special historical, community, or architectural value to the City. This year, the HRC has recommended and the City Commission has landmarked 4 new properties. At their March 24, 2016, the HRC recommended three City owned properties including Union Pacific Depot, the Carnegie Building, and Fire Station #1, for the City Commission to consider for landmark status. The HRC recommended Oak Hill Cemetery and Clinton Park for landmark status at their April 21, 2016 meeting. The City Commission approved these nominations at their May 3, 2016 meeting.

Lynne Zollner is the Staff contact.

### **Small Business Initiatives**

**Next PDS LNL:** The second installment of the 2016 PDS quarterly **Lunch-N-Learn Series** will include a review of Contractor Licensing and is scheduled for June 17, 2016 from noon to 1:00 p.m. in the City Commission room. This event is

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:

2<sup>nd</sup> Quarter: State Certification Process: Women-Owned Business Entity, Disadvantaged –Owned Business Entity and Minority-Owned Business Entity,

3<sup>rd</sup> Quarter: Creative Industries and Your Business

4<sup>th</sup> Quarter: Kansas Department of Labor and Revenue and Your Business

Cyndi Hermocillo-Legg is the Staff contact.