



## Neighborhood Update for LAN

*September 18, 2019*

### **September Planning Commission Items**

The Lawrence/Douglas County Metropolitan Planning Commission will hold their regularly scheduled monthly meeting on **September 25, 2019** 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 Wednesday, September 25, 2019 meeting:**

**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.

**Legal descriptions for public hearing properties listed above are on file in the Planning & Development Services office for review during regular office hours, 8:00am-5:00pm Monday - Friday, 1 Riverfront Plaza, Suite 320.**

### **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, September 23, 2019.** This ensures your transmittal to the Commission can be received and read prior to their meeting.

### **Update Neighborhood Association Information on City Website**

Please visit the city website at <https://lawrenceks.org/pds/neighborhoodcontacts/> and check that your neighborhood association contact information is up-to-date. This contact information is used to notify neighborhoods about pending planning proposals. If the contact information needs updating, please fill out the Neighborhood Registration Form at [https://lawrenceks.org/pds/neighborhood\\_registration/](https://lawrenceks.org/pds/neighborhood_registration/). If you have any questions, please contact Denny Ewert at [dewert@lawrenceks.org](mailto:dewert@lawrenceks.org) or 785-832-3159.

### **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. Please contact the City with any questions at (785) 832-3345 or by email at [rentallicensing@lawrenceks.org](mailto: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.

- 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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**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.*

# Memorandum

## City of Lawrence

### Planning & Development Services

TO: Craig S. Owens, City Manager  
Diane Stoddard, Assistant City Manager

FROM: Brandon Thorngate, Planning and Development Analyst

CC: Scott McCullough, Director - Planning and Development Services

Date: September 18, 2019

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.

#### **Notable Development Projects in the Planning Phase:**

The following list details notable and large development projects that have filed applications with the Planning Division:

- Multi-Family Structure (1035 Pennsylvania Street)
- Gym & Coffee Shop (714 Vermont Street)
- Castle Tea Room (1307 Massachusetts Street)
- Multi-Family Structure (929 Arkansas Street)
- Congregate Living Structures (1721 & 1725 Kentucky Street)
- Grandstand Glassware (3840 Greenway Circle)
- Casey's General Store (3111 Nieder Road)
- North Lawrence Riverfront Project (Northwest corner Kansas River & N. 2<sup>nd</sup> St)
- Douglas County Crisis Center (1000 W 2<sup>nd</sup> St)
- Home Sweet Home (1900 Wakarusa)
- Lawrence Police Headquarters (5100 Overland)
- Beatnik Court Addition rezoning and preliminary plat (702 E 19<sup>th</sup> Street)

**Comprehensive Plan Update** – On July 16, 2018 the *Horizon 2020* Steering Committee approved the release of the draft Comprehensive Plan for the Planning Commission, City Commission, and Board of County Commissioners consideration. Using the Issue Action Report as a basis, which was unanimously approved by all 3 commissions, the Steering Committee reviewed the draft plan in the context of that report and the public input received as part of their process. The next steps for the draft Comprehensive Plan include public hearings before the Planning Commission, City Commission, and Board of County Commissioners. The three commissions received a presentation on the draft plan on October 19<sup>th</sup>, 2018. At their June 2019 meeting, the Planning Commission approved the draft comprehensive plan and forwarded it to the City Commission and Board of County

Commissioners with a recommendation for approval. The City Commission is tentatively scheduled to review and consider this draft at their October 1<sup>st</sup> meeting. Information on this effort can be found at <https://lawrenceks.org/pds/comp-plan/>. Jeff Crick is the staff contact.

**Short Term Rental Uses** – On August 15, 2017, the City Commission directed staff to pursue a framework to regulate properties being used as short-term rentals. Staff conducted an extensive public participation program and presented findings to the City Commission at their November 14, 2017 work session. Staff drafted a text amendment to permit short-term rental units, which was recommended by the Planning Commission at their May 23<sup>rd</sup> meeting and adopted by the Lawrence City Commission on October 2, 2018, which regulates the licensing and inspection of Short-term Residential Rental Property. The ordinance became effective on November 1, 2018. The Planning Commission discussed the program at their April 24<sup>th</sup>, 2019 meeting and the City Commission held their discussion on May 14<sup>th</sup>, 2019. The City Commission expressed interest in staff returning to a future City Commission agenda with some revision options to address concerns and desires for the current program. At their July 2<sup>nd</sup> meeting, the City Commission initiated a text amendment, TA-19-00354, to revise the short-term rental program by establishing a common license process for all short-term rentals allowing them by-right in all zoning districts, amending the licensing program to require annual notice to neighbors at the time of license renewal, creating a process by which owners within a certain distance can object to the license being requested, strengthening the probation/revocation process of a license, and exploring the placement of a limit on the number of short term rental units that an individual can own. For questions, you may contact Brian Jimenez, Code Enforcement Manager at 785-832-3111 or at [bjjimenez@lawrenceks.org](mailto:bjjimenez@lawrenceks.org) or Jeff Crick, Planning Manager at 785-832-3163 or at [jcrick@lawrenceks.org](mailto:jcrick@lawrenceks.org). You can find more information at <https://lawrenceks.org/short-term-rentals/>.

**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, 2016 regular meeting. The Planning Commission will be discussing this item at their September 25, 2019 meeting. This item will be submitted for a final recommendation from the Planning Commission upon completion of the final draft of the code revisions. Mary Miller is the staff contact.

**Downtown Master Plan** - Through the City's strategic planning process, the City Commission identified a priority initiative of creating a Downtown Master Plan that includes identifying needed and desirable assets, identifying existing infrastructure and uses, and discovering potential uses and obstacles in response to the critical success factor of Economic Growth and Security. The desire is to create a sustainable plan that recognizes the existing successful nature of downtown and enhances downtown by incorporating innovative and creative initiatives through intensive stakeholder and community input. The plan will explore all elements of a master plan including, but not limited to, land use

relationships, opportunities for development and redevelopment, programming of public space, landscaping, transportation, infrastructure and streetscape, with a heavy emphasis on cultural and historical resources and activities.

Through a Request for Proposal process, the city has hired Houseal Lavigne Associates as the consultant to lead, manage and write the plan. The project kicked off in early November 2018 with data gathering and a November 1, 2018 Downtown Master Plan Steering Committee meeting. HLA worked with staff over the next few months to develop a [project website](#), open an on-line survey and interactive mapping tool for input gathering and set up a week-long visit in early February that would include multiple workshops and group meetings to gather community input per the adopted project scope. The first of three community workshops was held February 4, 2019 and over 100 people attended. In addition, four of five focus group meetings were held to gain input on specific topics. Summaries and participants of the focus groups are located on the [website](#). Inclement weather led to the cancellation of the fifth focus group and the remaining two community workshops. Since, staff has worked with the consultant to revise and expand the community engagement portion of the project based on community and City Commission concerns. The City Commission approved a [revised and expanded project scope](#) at their April 2, 2019 meeting.

Workshops were held the first week in June and other engagement opportunities have been available. The consultant is now moving on to the next phases of the project. HLA has completed Step 1: Project Initiation, Step 2: Community Outreach and Engagement, and Step 3: Market and Demographic Analysis. The consultant has been working through Step 4: Existing Conditions Summary. We are excited to announce the next round of engagement opportunities, which will kick off with a Downtown Visioning Workshop for the entire community that will be held October 16th from 6-8pm at the Flory Meeting Hall at the Douglas County Fairgrounds. This will be a guided workshop with a scheduled program that starts at 6pm and we encourage everyone to attend. In addition, the Downtown Master Plan Steering Committee will be having their 2nd meeting November 18th from 6-8pm in the City Commission Room at City Hall and the consultant will be presenting to the City Commission during their regular agenda on Nov 19th. During these meetings HLA will be presenting preliminary thoughts on vision and goals based on the previous workshops and surveys that have been collected and getting feedback. Opportunities for targeted student engagement and a visual preference survey are being developed for the fall. Staff is working on a press release, website updates, email blast and other notification tools to get the word out in the next week.

The project website can be viewed here: <https://lawrenceks.org/strategic-plan/downtown/> and this is also the place to sign up to receive email updates throughout the process.

Amy Miller is the staff contact.

### **Community Development Initiatives**

The Community Development Division (CDD) ended the 2018 CDBG and HOME program year on 7/31/2019. The 2019 CDBG and HOME program year began on 8/1/19. The

2019 program year is year two of the 2018-2022 Consolidated Plan. As of 9/12/19 the city has yet to receive their HUD funding for 2019 but has been told that the funding approvals have been submitted to HUD headquarters. Staff is processing draw requests however will not be able to release checks until the grant money is received.

The CDD is in the final stages of completing the 2018 Consolidated Annual Performance Evaluation Report (CAPER). This document will be available for public comment starting September 23, and public comment will be open for 30 days. The annual Fall Public Hearing will take place during the Affordable Housing Advisory Board (AHAB) meeting on October 14, 2019. The hearing will start at noon. This hearing will give the public a chance to talk about the past year's performance in the CDBG and HOME programs, and will offer a forum for suggested future CDBG and HOME activities for the upcoming 2020 program year. The hearing will also provide an opportunity for the public to discuss any additional opinions or ideas that they have moving forward with the planning of the new funding recommendation platform. The final CAPER submittal is due to HUD no later than 10/31/19.

The City Commission voted in March to dissolve the CDAC effective July 1, 2019. Going forward, the HOME allocation recommendations will be handled by the AHAB and the CDBG allocation recommendations will be part of the City's budgeting process. An amended Citizen Participation Plan outlining the new processes will come before the City Commission on November 19, 2019 and will be made available to the community for public comment in late October. CDD staff encourages citizen input in the cultivation of this plan amendment at any time during the process, not just during the public comment period.

The updated HUD low-moderate census tract and block group map has been in effect since April 1, 2019. Information can be found here: [Low/Moderate Census Tract and Block Group Map](#)

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

Danelle Walters is the staff contact.

## **Metropolitan Planning Organization (MPO) Studies**

### Bikeway Plan Update

The Lawrence Bikes Plan was approved by the MPO Bicycle Advisory Committee on July 3<sup>rd</sup>, by the Transportation Commission on August 5<sup>th</sup>, by the MPO Technical Advisory Committee August 13<sup>th</sup> and the MPO Policy Board on August 15<sup>th</sup>. The plan is expected to go before the City Commission in October. The plan can be accessed online at [https://lawrenceks.org/mpo/bicycle\\_planning](https://lawrenceks.org/mpo/bicycle_planning).

### 23rd St Corridor Study

The MPO hosted charrettes during the week of June 24<sup>th</sup> to develop a vision and implementation strategy for 23rd Street: Haskell Bridge to the eastern city limits, providing an opportunity for the public to reimagine the street for comfortable and inviting

multimodal transportation. The plan was to the Transportation Commission for public comment and feedback at their meeting on September 9<sup>th</sup> and will be presented to the City Commission in November. More information can be found online at: <https://lawrenceks.org/mpo/23rd-st-corridor-study>.

#### Lawrence Citywide Safe Routes to School Plan

The MPO is working with the City of Lawrence, USD 497, the Lawrence-Douglas County Health Department, and the Lawrence-Douglas County Sustainability Office to write a Lawrence Citywide Safe Routes to School Plan. The Be Active Safe Routes program has opened its 14-question [online parent survey](#) to give parents the opportunity to share their school transportation experiences. The survey information will be used at a open house for Safe Routes planning, which is another opportunity to provide input. The Be Active Safe Routes open house will be 6 p.m., Thursday, Nov. 14, at the Flory Building of the Douglas County Fairgrounds, 2120 Harper St. in Lawrence.

Jessica Mortinger is the staff contact.