



Neighborhood Update for LAN

April 15, 2020

April Planning Commission Participation Procedures

Due to the Governor's Emergency Declaration and the Health Officer's orders for safety, public meetings and public comment during public meetings will require modification. The City of Lawrence is committed to transparent public meetings and will continue this commitment during the COVID-19 crisis. The City of Lawrence is also committed to public safety and compliance with the current order of the Governor of the State of Kansas. These modifications will be in place through April 30, 2020. Extension of these modifications may be considered, and an announcement will be made accordingly.

In order to comply with recommendations for social distancing, general public comment for items not on the agenda will only be accepted in writing during COVID-19. General correspondence should be submitted to planning@lawrenceks.org no later than 10:00 a.m. on Monday, April 20, 2020. Public comments for items on the agenda may be provided in writing no later than 10:00 a.m. on Monday, April 20, 2020. Comments received within the timeframe will be posted with agenda materials in advance of the meeting. Comments received after that timeline will not be posted with the agenda materials and there is no guarantee that such comments will be considered.

The City is sensitive to members of the public who may not have access to technology, particularly with the closure of the Lawrence Public Library. For the public without access to technology options, comments may be dropped in the Utility Billing Drop Box, located at the cut-out at 6th Street and New Hampshire Street, and the comments should be marked for the Historic Resources Commission. The Drop Box will be checked daily.

Certain limited agenda items may require live public comment during the meeting. Such items include public hearings, quasi-judicial proceedings, or other noted public interest items. In the case of such items, if an applicant or member of the public wishes to make live public comments, they may do so remotely or in person at the meeting. In-person comments will be reserved for those without access to technology options. Those wishing to participate remotely with public comment, which will be accommodated via web conference (requires internet connection) or telephone, must register with the Planning and Development Services office by 10:00 a.m. on Monday, April 20, 2020, by calling 785.832.3159 or emailing planning@lawrenceks.org. If participating remotely, individuals will be required to submit their name, email address or telephone number, and the item they wish to speak about. Those registering in advance will be provided instructions on how to connect with the live meeting. Commenters will be called upon by name to provide comments during the live meeting and all regular time limits will apply.

To reiterate:

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.

•**General public comment** will be accepted in written form only. Emails or mail are acceptable and written comments can also be dropped in the Utility Billing Drop Box located at the cut-out at 6th Street and New Hampshire. All comments should be marked for the Planning Commission.

- To submit general public comment by email: planning@lawrenceks.org, or, by mail: Planning & Development Services, PO Box 708, Lawrence, KS 66044

•**Public comment on specific agenda items**

If the applicant or member of the public wishes to make public comments, they may do so remotely or in person at the meeting. (Note; for safety, in-person comments will be reserved for those without access to technology options.) Those wishing to share public comment remotely must register with the Planning and Development Services office by 10:00 a.m. on Monday, April 20, 2020, by calling 785.832.3159 or emailing planning@lawrenceks.org.

April Planning Commission Items

The Lawrence/Douglas County Metropolitan Planning Commission will hold their regularly scheduled monthly meetings on April 20 & 22, 2020 at 6:30 p.m.

Communications to the Commission:

Do to COVID-19 and social distancing rules, we are encouraging comments to be submitted in writing in advance of the meeting by emailing planning@lawrenceks.org. The Commission has established a **deadline for receipt of all written communications of no later than 10:00 a.m. on Monday, April 20, 2020**. The meeting will be live streamed. Agenda details, meeting instructions and ways to submit and provide comments will be available online. Please check the online agenda for updates and changes <https://lawrenceks.civicweb.net/portal/>.

The Planning Commission will consider the following public hearing and non hearing items at their **Monday, April 20, 2020** meeting:

1. Consider approving a special use permit, SUP-20-00017, for a Private Dining Establishment use to be located at 917 Delaware Street. Submitted by Eileen Horn and Rick Martin, Robert and Molly Krause, property owners of record.

[Agenda Item Report 20-248 - Pdf](#)

[Agenda Item Report 20-248 - Html](#)

2. Consider approving a special use permit, SUP-20-00023, to permit a detached dwelling in the RM32-UC (Multi-Dwelling Residential) Urban Conservation Overlay zoning district for a property located at 1116 Tennessee Street. Submitted by Paul Werner Architects, for Cole Rentals LLC, property owner of record.

[Agenda Item Report 20-255 - Pdf](#)

[Agenda Item Report 20-255 - Html](#)

3. **Recess LDCMPC - Convene as the Airport Zoning Commission**

Consider approving a site plan, SP-19-00570, for construction of a 19,176 square foot building, located at 1904 Airport Road. Submitted by Landplan Engineering Services and Hetrick Air Services Inc, on behalf of the City of Lawrence, property owner of record.

[Agenda Item Report 20-271 - Pdf](#)
[Agenda Item Report 20-271 - Html](#)

4. Consider approving a Minor Subdivision, MS-19-00569, (lot combination) for Lawrence Municipal Airport Addition No. 4. Submitted by Landplan Engineering Services and Hetrick Air Services Inc, on behalf of the City of Lawrence, property owner of record.

Adjourn Airport Zoning Commission - Reconvene LDCMPC

[Agenda Item Report 20-254 - Pdf](#)
[Agenda Item Report 20-254 - Html](#)

5. Consider approving a request to rezone, Z-20-00082, approximately 0.86 acres from PUD (Planned Unit Development) District to OS-FP (Open Space-Floodplain Development Overlay) District, located in the 1800 Block of Quail Creek Dr. Initiated by Planning Commission on February 24, 2020. Eagle 1968 LC, property owner of record.

[Agenda Item Report 20-233 - Pdf](#)
[Agenda Item Report 20-233 - Html](#)

6. Consider approving a conditional use permit, CUP-20-00009, for a Public or Government Building, Willow Springs Fire District No. 3 Fire Station, located on approximately 5 acres in the northeast corner of the intersection of U.S. Highway 56/N. 300 Road and E. 1100 Road. Submitted by Willow Springs Fire District No. 3, property owner of record.

[Agenda Item Report 20-220 - Pdf](#)
[Agenda Item Report 20-220 - Html](#)

The Planning Commission will consider the following public hearing and non hearing items at their **Wednesday, April 22, 2020** meeting:

1. Consider a variance from Section 20-810(e)(5)(i) of the Subdivision Regulations for a minor subdivision, MS-20-00051, located at 1445 Prairie Avenue to allow reduced right-of-way width for East 15th Street and Prairie Avenue for Belmont Addition No 2, a minor subdivision/replat of all of Lots 41 and 42, and the east 10 feet of Lot 40, Block 2. Submitted by Grob Engineering Services, on behalf of Tenants to Homeowners Inc., property owner of record.

[Agenda Item Report 20-204 - Pdf](#)
[Agenda Item Report 20-204 - Html](#)

2. Consider approving an institutional development plan, SUP-20-00066, for the Detention Facilities use for Douglas County Jail, located at 3601 E. 25th Street. Submitted by TreanorHL on behalf of Douglas County, property owner of record.

[Agenda Item Report 20-258 - Pdf](#)
[Agenda Item Report 20-258 - Html](#)

3. Consider approving a request to rezone, Z-20-00065, approximately 1.8 acres from U-KU (University - Kansas University) District to RM32 (Multi-Dwelling Residential District, located at 1621 West 9th Street. Submitted by Paul Werner Architects on behalf of the University of Kansas, property owner of record.

[Agenda Item Report 20-259 - Pdf](#)

[Agenda Item Report 20-259 - Html](#)

4. Consider approving a special use permit, SUP-20-00063, for the Exterior Storage use for US Engineering, located at 2800 VenturePark Drive and 2000 VenturePark Court. Submitted by Kessinger Hunter, for City of Lawrence, property owner of record.

[Agenda Item Report 20-302 - Pdf](#)

[Agenda Item Report 20-302 - Html](#)

5. Consider approving a text amendment, TA-20-00001, to revise and update references from Horizon 2020 to Plan 2040 within the City of Lawrence Land Development Code.

[Agenda Item Report 20-257 - Pdf](#)

[Agenda Item Report 20-257 - Html](#)

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/. If you have any questions, please contact Denny Ewert at 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 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.

- [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: <https://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>.

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: Amy Miller, Interim Director - Planning and Development Services

Date: April 21, 2020

RE: Monthly PDS Project Update

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

Planning Division

Notable Development Projects in the Planning Phase

The following list details notable and large development projects that have filed applications with the Planning Division. A complete list of planning submittals can be viewed at <https://lawrenceks.org/pds/submittals/>.

- Gym & Coffee Shop (714 Vermont Street)
- North Lawrence Riverfront Project (Northwest corner Kansas River & N 2nd Street)
- Taylor's Donuts remodel of existing building (1827 Louisiana Street)
- Delaware Live/Work mixed-use development (716 E 9th Street)
- Penn Street Lofts mixed-use development (800 Pennsylvania Street)
- Dunco Heating & Air (2000 Delaware Street)
- Commercial Office and Warehouse (2450 Fairfield Street)
- Airport Hanger Addition (1910 Airport Road)
- Extended Care Facility (1701 Research Park Drive)
- Private Dining Establishment (917 Delaware Street)
- Oldfather Studio rezoning(1621 W. 9th Street)
- KTen Crossing (3500 Iowa St.)
- Stratford Water Tower replacement (1225 Sunset Drive)
- Cedar Grove Duplex rezoning
- Anderson Rentals (2206 E. 23rd Street)
- Douglas County Jail (3601 E 25th Street)
- US Engineering (2800 VenturePark Drive)

Parking Regulations Text Amendment

These revisions to Article 9 of the Land Development Code 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 Multimodal Transportation Commission reviewed this amendment at their December 2, 2019 meeting and is drafting a letter with recommendations to be sent to the Planning Commission. The Planning Commission will be discussing this item at a future meeting that has not been scheduled yet. 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.

Accessory Dwelling Units in RS5 Text Amendment

This text amendment would expand the existing Accessory Dwelling Unit code to the RS5 zoning district, which is identified in [Plan 2040](#) and the [Affordable Housing Advisory Board's Housing Toolkit](#) for consideration. Accessory Dwelling Units are by definition subordinate to the principal owner-occupied dwelling and smaller than the primary residence. The code permits one additional occupant above that allowed in the RS zoning district, to reside on the property. The RS districts limit occupancy to no more than three unrelated people, so to have an Accessory Dwelling Unit means that no more than four unrelated people may reside on the property in total. Currently, the Land Development Code permits Accessory Dwelling Units in the RS7, RS10, RS20, and RS40 zoning districts when the owner occupies the property. The Affordable Housing Advisory Board and Planning Commission will consider the amendment prior to the City Commission's consideration. Sandy Day is the staff contact.

Community Development Division

CDBG and HOME Applications and Funding

The Community Development Division (CDD) released the CDBG and HOME applications on January 8, 2020. Applications were due back to CDD staff no later than February 21, 2020.

The CDBG and HOME funding, while included in the city's budget document, will act as stand-alone recommendations apart from the annual budget process due to the grant year start dates and will be provided additional citizen input opportunities. The HOME funding was discussed by the Affordable Housing Advisory Board at their March 9, 2020 meeting, and the CDBG funding will be recommended by city staff during April. An amended Citizen Participation Plan and CDBG/HOME Procedures outlining the new processes were adopted/received by the City Commission on December 10, 2019. The 2020 CDBG/HOME spring Public Hearing will be held during the City Commission meeting on May 5, 2020, with final funding allocation adoption in early June.

The [Citizen Participation Plan](#) and [CDBG/HOME Allocation and Recommendation Procedures](#) can be found on the Planning and Development [website](#).

Danelle Walters is the staff contact.

Metropolitan Planning Organization (MPO)

Lawrence Citywide Safe Routes to School Plan

The MPO is working with the City of Lawrence, USD 497, Lawrence-Douglas County Public Health, and the Lawrence-Douglas County Sustainability Office to write a Lawrence Citywide Safe Routes to School Plan. Staff is visiting the USD 497 Elementary and Middle School Site Councils and/or Parent Teacher Associations to gather parents'/interested parties' input about safe routes to school strategies and crossing guard/route preferences. The site visits have been completed the comments received will be used to guide staff in drafting the citywide plan. Originally scheduled to be discussed in April, the presentation of a draft plan and consideration for approvals is on hold until the current public health emergency passes.

Visit <https://lawrenceks.org/safe-routes> to find more information.

Jessica Mortinger is the staff contact.

Code Enforcement Division

Short-Term Rental Uses

At their July 2, 2019 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. The Planning Commission reviewed the proposed text amendment to the Land Development Code at their October 23, 2019 meeting and recommended it to the City Commission.

This item was considered by the City Commission at their February 18, 2020 meeting, and is currently scheduled to come back for consideration by the April 21, 2020 meeting. For questions, you may contact Brian Jimenez, Code Enforcement Manager at 785-832-3111 or at bjimenez@lawrenceks.org or Jeff Crick, Planning Manager at 785-832-3163 or at jcrick@lawrenceks.org. You can find more information at <https://lawrenceks.org/short-term-rentals/>.

Long-Term Rental Program

The City Commission has requested a presentation and update about the Long-Term Rental Inspection Program. This presentation was previously scheduled for the City Commission's April 7, 2020 meeting, but has been postponed until the current public health emergency passes.

Building Safety Division

The Building Safety Division has begun accommodating requests for Remote Virtual Inspections (RVI) in lieu of physical jobsite inspection visits for a limited number of inspection types. They have issued a set of [Temporary Guidelines for Remote Virtual Inspections](#) detailing what types of inspections can be conducted virtually and the procedure for scheduling and conducting these inspections. The current guidelines are in place from April 1, 2020 to May 31, 2020 but

the scope and duration of the guidelines are subject to change pending the current public health emergency.