



## Neighborhood Update for LAN

July 15, 2020

### **July Planning Commission Participation Procedures**

The meeting will be broadcast at <https://lawrenceks.org/live/> and on public access cable Channel 25.

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 until further notice. 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](mailto:planning@lawrenceks.org) no later than 10:00 a.m. on Monday, July 20, 2020. Public comments for items on the agenda may be provided in writing no later than 10:00 a.m. on Monday, July 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 Planning Commission. The Drop Box will be checked daily.

Certain 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.** Mask/cloth face coverings should be worn inside City Hall. **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, July 20, 2020**, by calling 785.832.3159 or emailing [planning@lawrenceks.org](mailto: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.

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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.*

To reiterate:

- 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](mailto: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, July 20, 2020, by calling 785.832.3159 or emailing [planning@lawrenceks.org](mailto:planning@lawrenceks.org).

### **July 20<sup>th</sup> and 22<sup>nd</sup> Planning Commission Items**

The Planning Commission will consider the following public hearing and non hearing items at their **Monday, July 20<sup>th</sup>, 2020** meeting:

1. Consider approving a Preliminary Plat, PP-19-00168, for Cedar Grove Subdivision No. 1, located at 1209 Research Park Drive. Submitted by Landplan Engineering on behalf of WE1929 LLC, property owner of record.  
[Agenda Item Report 20-536 - Pdf](#)
2. Consider approving a Special Use Permit, SUP-20-00155, to allow Health Care Office/Health Care Clinic as a possible use for 1307 Massachusetts Street. Submitted by Gould Evans on behalf of Libuse Kriz-Fiorito Historical Foundation, property owner of record.  
[Agenda Item Report 20-517 - Pdf](#)
3. Consider approving a Special Use Permit, SUP-20-00158, for 12 dwelling units at 3655 E. 25th Street for Lawrence Community Shelter. Submitted by Lawrence Community Shelter, Inc., property owner of record.  
[Agenda Item Report 20-535 - Pdf](#)
4. **\*\*DEFERRED\*\***  
~~Consider approving a Preliminary Plat, PP-20-00142, for Stratford Tank Addition, located at 1225 Sunset Drive, and associated variance for the reduction of right-of-way width for Stratford Drive from 60' to 50' respectively. Submitted by the City of Lawrence, property owner of record.~~
5. **\*\*DEFERRED\*\***  
~~Consider approving a Special Use Permit, SUP-20-00113, for the Stratford Water Tower for the construction of a new, approximately 140-foot tall, water tank in the northeast corner of the park and the demolition of the existing water tank. Development also includes space for relocated telecommunication equipment and antennas mounted to the structure, located at 1225 Sunset Drive. Submitted by the City of Lawrence, property owner of record.~~

The Planning Commission will consider the following public hearing and non hearing items at their **Wednesday, July 22<sup>nd</sup>, 2020** meeting:

1. Consider approving a Preliminary Plat, PP-20-00166, for Kanwaka Prairie Estates Subdivision, a ten-lot residential subdivision on approximately 69.6 acres located in the northwest corner of N. 1500 and E. 800 Roads. Submitted by Mary Wakeman, Trustee, property owner of record.  
[Agenda Item Report 20-555 - Pdf](#)
2. Consider approving a request to rezone, Z-20-00167, approximately 69.6 acres located at the NW corner of E 800 Rd & N 1500 Rd from AG-1 (Agricultural) District to CP (Clustered Preservation) District. Submitted by Mary E. Wakeman, Trustee, property owner of record.  
[Agenda Item Report 20-537 - Pdf](#)
3. Consider approving a request to rezone, Z-20-00169, approximately 0.33 acres from RM12 (Multi-Dwelling Residential) District and RS5 (Single-Dwelling Residential) District to CS (Commercial Strip) District, located at 532 Michigan St. Submitted by Grob Engineering on behalf of LMH Board of Trustees, property owner of record.  
[Agenda Item Report 20-521 - Pdf](#)
4. Consider approving a special use permit, SUP-20-00164, to allow a second detached dwelling on one lot in RS5 (Single-Dwelling Residential) District, located at 1445 Prairie Avenue. Submitted by Grob Engineering on behalf of Tenants to Homeowners Inc., property owner of record.  
[Agenda Item Report 20-544 - Pdf](#)
5. Consider approving a request to rezone, Z-20-00163, approximately 12 acres located at 173 E. 1250 Road/County Route 1045 from AG-1 (Agricultural) to AG-2 (Transitional Agricultural) district. Submitted by James S. Nigh III, property owner of record.  
[Agenda Item Report 20-533 - Pdf](#)
6. Consider approving a Text Amendment, TA-20-00079, to the City of Lawrence Code, Chapter 20, permitting the Detached Dwelling use in the RM12, RM12D, RM15, RM24 (Multi-Dwelling Residential) zoning district and RMO (Multi-Dwelling Residential-Office) zoning district. Initiated by Planning and Development Services Department staff and the City Commission.  
[Agenda Item Report 20-553 - Pdf](#)
7. Consider approving a text amendment, TA-20-00204, to Chapter 20 of the City of Lawrence Code, to increase occupancy limits and/or locations related to Temporary Shelters. Initiated by City Commission on June 16, 2020.  
[Agenda Item Report 20-557 - Pdf](#)
8. Consider approving a Comprehensive Plan Amendment, CPA-20-00196, to Plan 2040, Chapter 8B; Specific Land Use Plans: K-10 & Farmer's Turnpike Plan. Initiated by the Board of County Commissioners at their May 6, 2020 meeting.  
[Agenda Item Report 20-534 - Pdf](#)

## **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: <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: Jeff Crick, Director – Planning and Development Services  
Amy Miller, Assistant Director - Planning and Development Services

Date: July 15, 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 2<sup>nd</sup> Street)
- Taylor’s Donuts remodel of existing building (1827 Louisiana Street)
- Delaware Live/Work mixed-use development (716 E 9<sup>th</sup> 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)
- Oldfather Studio rezoning(1621 W. 9<sup>th</sup> Street)
- KTen Crossing (3500 Iowa St.)
- Stratford Water Tower replacement (1225 Sunset Drive)
- Cedar Grove Duplex rezoning
- Douglas County Jail (3601 E 25<sup>th</sup> Street)
- US Engineering (2800 Venture Park Drive)
- Tenants to Homeowners, Special Use Permit (1445 Prairie Avenue)
- Casey’s General Store, Special Use Permit (6300 Bob Billings Parkway)
- Douglas County Treatment and Recovery Campus (1000 W 2<sup>nd</sup> Street)
- Lawrence Community Shelter Village Dwelling Units (3655 E 25<sup>th</sup> Street)

- Fast order food with drive-through (4300 W 24<sup>th</sup> Place)

#### 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 drafted a letter with recommendations which was sent to the Planning Commission. The Planning Commission discussed this item at their May 27, 2020 meeting and forwarded it to the City Commission for consideration. This item was considered at the City Commission's July 7, 2020 meeting and Ordinances No. 9772, 9773, and 9774 were adopted on first reading. These ordinances are scheduled for second and final reading at the City Commission's July 14, 2020 meeting. 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 ESG CARES Act Funding

On March 27, 2020 the Coronavirus Aid, Relief, and Economic Security (CARES) Act (H.R. 748) was signed into law. As part of this package, the US Department of Housing and Urban Development (HUD) was allocated up to \$5 billion in supplemental Community Development Block Grant (CDBG) funds and the Emergency Solutions Grant (ESG) was allocated up to \$4 Billion in supplemental funding.

Of the \$5 billion, \$2 billion was allocated to the CDBG program for formula allocation Entitlement Communities. Lawrence is an entitlement community, therefore received a formula allocation of \$446,184. The City of Lawrence is not an Entitlement Community for the ESG program and applies annually to the State of Kansas for these funds. Of the \$4 billion allocated to the ESG program, the State of Kansas (Kansas Housing Resources Corporation) was allocated approximately \$5.7 million for which the City of Lawrence will be eligible to apply for.

According to H.R. 748, the CDBG funds shall be spent "to prevent, prepare for, and respond to coronavirus". Similarly for ESG, H.R. 748 states the funds can be used "to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness



prevention activities to mitigate the impacts created by coronavirus under the Emergency Solutions Grants program”.

#### Lawrence/Douglas County Focus for CDBG-CV and ESG-CV Funds

Based City of Lawrence Resolution No. 7319, a portion or all of the CDBG-CV funds under the CARES Act will be prioritized for response to the pandemic as needed. The Unified Command has identified and prioritized needs and objectives to respond to the pandemic locally. City staff has worked with the priority list, and keeping in mind funding sources and activity eligibility, has advised the parties involved in the Unified Command of funding options.

The City Commission adopted the Lawrence CDBG-CV Substantial Amendment to the 2019 Annual Action Plan at their June 2, 2020 meeting. The CDBG-CV Substantial Amendment has been submitted to HUD for consideration of a capital improvement project at the Lawrence Community Shelter to implement “Healthy Shelter” practices in relation to disease prevention and response. The City has submitted the project to HUD and is awaiting approval to move forward.

The ESG application was released on June 24, 2020 and is due back to the State of Kansas on July 7, 2020. The City was allocated \$235,000 from the State and had the ability to apply for additional funding. The submitted application was for \$714,000 and contained projects in the categories of Rapid Rehousing, Homeless Prevention, and homeless shelter operations. Staff is awaiting an allocation decision from the State. City staff worked with the Lawrence/Douglas County Unified Command to identify projects for consideration.

#### 2020 CDBG and HOME Program Year

The 2020 CDBG and HOME allocation recommendations were finalized by the City Commission on June 16, 2020. The 2020 Annual Action Plan and the funding allocations can be found [here](#). An amended Citizen Participation Plan and CDBG/HOME Procedures outlining the new processes were adopted/received by the City Commission on December 10, 2019.

Staff will be evaluating the allocation process this fall and will be returning to the City Commission in November to discuss the process and next steps. Staff will be reaching out to neighborhoods and service provider for input on the process and ideas for moving forward.

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. 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 scheduled for consideration again at the August 18, 2020 meeting. For questions, you may contact Brian Jimenez, Code Enforcement Manager at 785-832-3111 or at [bjimenez@lawrenceks.org](mailto:bjimenez@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/>.

### Long-Term Rental Program

The City Commission has requested a presentation and update about the Long-Term Rental Inspection Program. This presentation is currently scheduled for the City Commission's August 11, 2020 meeting.

## **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. While originally a temporary measure, the Building Safety Division has now issued permanent [Guidelines for Remote Virtual Inspections](#) which detail what types of inspections can be conducted virtually and the procedure for scheduling and conducting these inspections.