



**Neighborhood Update for LAN**  
*September 16, 2020*

**September Planning Commission Participation Procedures**

The meeting will be broadcast at [www.lawrenceks.org/live](http://www.lawrenceks.org/live) and on public access cable Channel 25.

Due to federal, state, and local guidelines regarding social distancing and crowd size in response to the COVID-19 pandemic, public meetings and public comment during public meetings will require modification. These modifications will be in place until further notice.

Individuals wishing to provide general public comment or public comment on an agenda item are **strongly encouraged** to make such comment in **writing**. Written comments should be submitted to [planning@lawrenceks.org](mailto:planning@lawrenceks.org) no later than 10:00 a.m. on Monday, September 21, 2020. Public comments will be posted with agenda materials in advance of the meeting. Comments received after the deadline will not be posted and there is no guarantee that such comments will be considered.

While written public comment is strongly encouraged, live public comment will be accepted via web conference (requiring internet connection) or telephone. Those wishing to provide live public comment must register with the Planning & Development Services office by 10:00 a.m. on Monday, September 21, 2020 by emailing [planning@lawrenceks.org](mailto:planning@lawrenceks.org) or calling 785-832-3159. Individuals will be required to submit their name, email address, telephone number and the agenda item they wish to speak to. Those registering in advance will be provided instructions on how to connect with the live meeting.

The City is sensitive to members of the public who may not have access to technology. For those persons, written comments may be dropped in the Utility Billing Drop Box, located at the cut-out at 6th Street and New Hampshire Street. Comments should be marked for the Planning Commission. Additionally, the City will provide a method at City Hall for individuals without access to technology options to observe or participate in 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.

**September 21<sup>st</sup> and 23<sup>rd</sup> Planning Commission Items**

**Monday, September 21, 2020:** A Joint Study Session with Multi-Modal Transportation Commission

The Planning Commission will consider the following public hearing and non hearing items at their **Wednesday, September 23, 2020** meeting:

1. Consider approving a Preliminary Plat, PP-20-00210, for Oldfather Studios, located at 1621 West 9th Street, and associated variance for the reduction of right-of-way width for West

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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.*

9th Street from 100 feet to 66 feet and Avalon Road from 60 feet to 50 feet. Submitted by CFS Engineers on behalf of the University of Kansas, property owner of record.

[Agenda Item Report 20-726 - Pdf](#)

2. Consider approving a preliminary plat, PP-20-00213, for Fall Creek Farms 19th Plat located at 100 Fall Creek Road and 120 Hidden Lane. Submitted by Landplan Engineering on behalf of Sojac Land Company LC, Christopher M Joseph & Jaime M Joseph, and Dana K Anderson Trustee & Nancy S Anderson Trustee, property owners of record

[Agenda Item Report 20-755 - Pdf](#)

3. Consider approving a Special Use Permit, SUP-20-00278, for the addition of a canopy structure and parking lot modification for drive-thru COVID testing at Lawrence Memorial Hospital, 325 Maine Street, and including on-street parking along the east side of Arkansas Street. Submitted by LMH Board of Trustees, property owner of record.

[Agenda Item Report 20-753 - Pdf](#)

4. Consider denying a request to rezone, Z-20-00240, approximately 1.68 acres from CN2 (Neighborhood Commercial Center) District to CS (Commercial Strip) District, located at 2330 Yale Road. Submitted by Grob Engineering Services on behalf of Raney Properties LP, property owner of record.

[Agenda Item Report 20-756 - Pdf](#)

5. Consider approving a special use permit, SUP-20-00216, to allow one Fast Order Food, Drive-In use, located at 4300 W. 24th Place. Submitted by Paul Werner Architects on behalf of RPI, LLC, property owner of record.

[Agenda Item Report 20-657 - Pdf](#)

6. Consider approving a text amendment, TA-20-00267, to Chapter 20 of the City of Lawrence Code, to increase to increase the number of uses to which a Temporary Shelter may be a permitted accessory use. Initiated by City Commission on June 16, 2020.

[Agenda Item Report 20-762 - Pdf](#)

7. Consider a variance from Section 20-810(e)(5)(i) of the Subdivision Regulations for a minor subdivision, MS-20-00239, located at 701 East 19th Street to allow reduced right-of-way width on East 19th Street for Industrial Square Addition No 2, a minor subdivision/replat of Lot 2, Industrial Square Addition and part of the abandoned ATSF railroad right-of-way adjacent to Lot 2. Submitted by Grob Engineering Services, on behalf of BC Investments South, LLC, property owner of record.

[Agenda Item Report 20-730 - Pdf](#)

8. **\*\*DEFERRED\*\***

~~Consider Text Amendments, TA 20-00002, to the City of Lawrence Land Development Code with the goal of reducing the cost to construct housing by 5% overall. Changes targeted are street tree requirements, plat studies, and sidewalk installation timing. Initiated by City Commission on 2/6/18.~~

## **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: September 14, 2020

RE: Monthly PDS Project Update

**Note: Beginning in October 2020 the Monthly PDS Project Update will be distributed as a monthly email via the Planning & Development News list rather than as a memo on the City Commission agenda. To receive these and other Planning & Development Services updates, go to <https://lawrenceks.org/subscriptions/> to update your subscription preferences and sign up for the Planning & Development News emails.**

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)
- Delaware Live/Work mixed-use development (716 E 9<sup>th</sup> 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)
- US Engineering (2800 Venture Park Drive)
- Douglas County Treatment and Recovery Campus (1000 W 2<sup>nd</sup> Street)
- Fast order food with drive-through (4300 W 24<sup>th</sup> Place)
- Two-level parking garage at Kappa Kappa Gamma (1 Gower Place)

- LMH COVID Drive-Thru (325 Maine Street)
- Kwik Shop (2100 W 25<sup>th</sup> Street)

#### 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, and 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.

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. This project has been approved by HUD and City staff will be working with County staff and LCS staff to finalize the timeline and begin moving forward with construction.

The ESG application was submitted to the State of Kansas on July 7, 2020. The City was originally 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 was notified on September 8, 2020 that the full application amount has been awarded, and staff is currently working on sub-recipient agreements. 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. HUD approved the City's plan on August 6, 2020, and as soon as the funds are released to the City the sub-recipient agreements will be ready for signatures.

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 reach out to neighborhoods and service providers over the next two months 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 draft plan will be available for public comment in October with consideration for approvals by the MPO Policy Board in November and the Lawrence City Commission and USD 497 School Board in the winter.

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

#### Federal Fiscal Year 2021 (FFY21) Transportation Improvement Program (TIP)

The Transportation Improvement Program is a listing of all transportation projects with federal and state funding and regionally significant locally funded projects that are budgeted by local governments. A TIP is developed every two years, and amended quarterly. There are public comment opportunities during the development and amendment to the TIP.

The FFY21 TIP will be available for public comment August 26 – September 25 and will come before the MPO Policy Board for approval on October 15. The FFY21 TIP will be posted online at: <https://lawrenceks.org/mpo/tip/> during the public comment period.

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 again at their August 18, 2020 meeting. It is currently scheduled to return to the City Commission at their October 6, 2020 meeting with further revisions. For questions, you may contact Brian Jimenez, Code Enforcement Manager at 785-832-3111 or at [bjimenez@lawrenceks.org](mailto:bjimenez@lawrenceks.org). You can find more information at <https://lawrenceks.org/short-term-rentals/>.

### Long-Term Rental Program

The City Commission received a presentation and update about the Long-Term Rental Inspection Program at their August 11, 2020 meeting. Staff is researching and developing potential code changes to this program based on feedback and will present the changes to the Commission in the coming months.

## **Building Safety Division**

### Remote Virtual Inspections (RVI)

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.

### 2020 Continuing Education Guidelines

Due to challenges with attending in-person continuing education courses, the Building Safety Division has issued [2020 Continuing Education Guidelines](#) for guidance in obtaining approved



continuing education hours. The newly updated guidelines provide guidance regarding virtual or online courses that qualify for a licensee's continuing education requirement. More information regarding the continuing education requirement can be found online at <https://lawrenceks.org/pds/ContinueEd/>.