



Planning Division
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2012 Annual Report

By the Numbers:

Development Services: Building Safety Division

The Building Safety Division is responsible for ensuring all structural development in the City of Lawrence meets the code standards that have been adopted by the city. The division, in reviewing building permit applications, identifies code issues and works with applicants to resolve any issues prior to construction. The division performs all applicable building inspections throughout the construction process, as well as administering a contractor licensing program to maintain construction standards.

Permit Type	2009	2010	2011	2012
Single-Family	110	146	95	123
Duplex	16 (32 units)	10 (20 units)	4 (8 units)	3 (6 units)
Multi-Family	15 (172 units)	6 (220 units)	19 (363 units)	22 (184 units)
Commercial	9	9	15	12
Remodel	200	275	317	345
Mech./Plumb./Elec.	1090	1313	1243	1374
Signs	370	340	348	363
Other	188	156	131	135
Total	1,988	2,255	2,172	2,377

- Inspections performed – 7,910
- Plan review actions completed – 4,749
- Licenses issued –
 - Building contractor licenses issued – 377
 - Trades contractor licenses issued – 331
 - Trades worker licenses issued – 439
- Percent of permit applications reviewed within target timeframes (January-May 2012):
 - Residential applications within 5 days – 94%
 - Commercial applications within 15 days – 91%

The Building Safety Division provides monthly permit reports to the City Commission and monthly articles for the Lawrence Home Builder's Association Newsletters.

Accomplishments:

Development Services: Building Safety Division

- Staff worked with education vendors to provide and promote continuing education programs in Lawrence for contractors and trades workers. Programs were held November 9th and 10th, and December 7th. Education topics presented included electrical, mechanical, and plumbing code changes, concrete work associated with driveways for dwellings, energy codes, and residential building codes.
- Completed work to review for adoption the 2012 series of International Codes, which were adopted in March 2013. Significant issues in the updated codes include increased energy conservation standards that may improve building performance by up to 18%; added requirement for carbon monoxide detectors in multi-family dwelling units similar to requirements for single-family dwellings; adjustments to structural wall bracing for single-family dwellings. As part of this code update process the Building Code Board of Appeals is now responsible for hearing appeals concerning the property maintenance code.
- As a direct result of the Division's participation in, and ratings received from, the Insurance Services Office, Inc. (ISO) program *Building Code Effectiveness Grading Schedule (BCEGS)* flood insurance rates in the City were reduced by 15% in 2012 and future years. The BCEGS programs rates building departments on community efforts to mitigate property damage due to natural disasters through the adoption and enforcement of the most current building codes. Ratings are assigned on a scale of 1 to 10 with 1 being outstanding. BSD received ratings of 4 for one- and two-family dwelling construction, and 3 for all other construction. According to ISO, approximately 65% of building departments received ratings between 4 and 6, and only 16% receive ratings between 1 and 3.
- BSD staff participated in several outreach initiatives to promote and educate the public about building code issues. These efforts included participation in the Lawrence Home Show, along with presentations at Remodelers Council meetings and Lawrence Home Builders Association general membership meetings, and articles for monthly LHBA newsletters.
- BSD staff attended a total of 360 hours of continuing education training. Staff attended training on various building code topics, ICC Code hearings, Fire and Life Safety Plan Review, Accessibility, various safety topics, open meetings/records, energy conservation and solar energy electrical code training.

The Building Safety Division provided continued support to numerous advisory boards, including:

- Electrical Code Board of Appeals
- Plumbing Code Board of Appeals
- Building Code Board of Appeals
- Contractor Licensing Board
- Mechanical Code Board of Appeals

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Programs and Services:

Development Services: Community Development Division

The Community Development Division (CDD) administers multiple grants provided directly by the US Department of Housing and Urban Development (HUD), Kansas Housing Resources Corporation (KHRC) and the Kansas Department of Commerce. These include the Community Development Block Grant (CDBG), the HOME Investment Partnership (HOME), and the Emergency Shelter Grant (ESG) programs.

- There were 17 Emergency or Furnace Loan applications approved and completed for a total of \$56,773.
- The First Time Homebuyer Lawrence Community Housing and Land Trust (LCHLT) program provided down payment assistance and placed seven first time homebuyers in new homes for a total subsidy of \$148,513.
- There were 30 properties that received Weatherization assistance. Attic insulation, weather-stripping of entry doors, and new storm windows were installed for a total of \$33,860.
- The Community Development Division, in partnership with Tenants to Homeowners, Inc., began work on 828 Elm, a Neighborhood Stabilization Program (NSP) project that included property acquisition, demolition, and redevelopment of three units including two fully accessible units. These units will be rented to income-qualified renters under 80% Area Median Income.
- During 2012, eight homes were completed in the Comprehensive Rehabilitation Program for a total of \$196,189.
- Danelle Dresslar assisted the Kansas Statewide Homeless Coalition with providing training on the annual required Point-In-Time homeless count to seven different regions of the Balance of State Continuum of Care.
- Margene Swarts accepted the Office of Treasurer for KSNAHRO to fulfill the term of a resigning officer. Danelle Dresslar accepted the Office of VP of Member Services for KSNAHRO.
- Tony Hoch accepted the Office of VP of Community Revitalization & Development in Southwest NAHRO in June and attended the National Association of Housing and Redevelopment Officials fall conference.
- Jessica Roberts was awarded a City of Lawrence Leap Award and the Single Accomplishment by an Employee Award by both Southwest NAHRO and KSNAHRO for her work with the Take Charge Challenge. Jessica also obtained a Lead Safe Work Practices Certification and the Residential Building Inspector Certification.

2012 Annual Report

Programs and Services:

Development Services: Community Development Division



MARGENE SWARTS NAMED “AFFORDABLE HOUSING TRAIL BLAZER”

Margene Swarts, Assistant Director of Development Services for the City of Lawrence, has been named Affordable Housing Trail Blazer of 2012. With over twenty years experience in the affordable housing industry, Swarts was honored for her role in developing much needed affordable housing and infrastructure in the City of Lawrence’s low to moderate income neighborhoods.

Accepting the Ad Astra Award during the 2012 Kansas Housing Conference in Manhattan, Swarts said “the affordable housing success we have enjoyed in Lawrence would never have been possible without the efforts of all the entities who partner with the City, including Tenants to Homeowners, the Lawrence-Douglas County Housing Authority and Habitat for Humanity, among others.”

The Ad Astra Award highlights Swarts accomplishments from 2005 to 2011 when she helped transition the City of Lawrence’s HOME funded community housing development organization to the award winning Lawrence Community Housing Trust (LCHT) Program, which is the first land trust program in Kansas. LCHT is a unique, replicable housing model that sells homes to qualified homeowners at lower than average prices, because the buyer finances the cost of the home, not the lot it sits on.

During her tenure, Margene has emphasized in-fill development projects with a larger scale of neighborhood impact, building or completing multi-unit developments on streets that were blighted or part of a larger neighborhood plan involving down zoning, and building recreational facilities where abandoned lots previously existed. Since 1992, Swarts has helped to develop 278 affordable rental units through the City’s original HOOT down payment subsidy program and 108 units through the Lawrence Community Housing Trust Program.

In 2012 CDD staff participated in the fall conference for KSNAHRO that was held in Lawrence, the planning and summer conferences for Southwest NAHRO held in Kansas City, the Kansas Statewide Homeless Coalition Homeless Summit, MARC Sustainability Conference, MARC Green Build Conference, Kansas Housing Conference, as well as several other HUD-sponsored mini-conferences and webinars.

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Programs and Services:

Development Services: Code Enforcement Division

The Code Enforcement Division enforces the Property Maintenance Code, Environmental Code, Weed Code, Sign Code, Development Code, Fence Code, Sidewalk Dining Ordinance, Rental Inspection Ordinance and the Sidewalk Snow Removal Ordinance. A great deal of the division's time is spent investigating cases involving blighted properties, site plan compliance inspections, sub standard housing inquiries and managing the rental inspection and licensing program.

- Executed search warrant for 1233 New Jersey which resulted in owner demolishing the structure.
- Executed search warrant for 1106 Rhode Island. Two resolutions (yard & structures) were presented to the City Commission.
- Executed search warrant for 785 Maple St which resulted in City Commission adopting demolition resolution.
- Assisted with City Auditor report on current rental inspection program.
- Provided two options to the City Commission for consideration for the expansion of the rental inspection program.
- Executed 11 search warrants at 827 Walnut. Staff condemned numerous mobile homes and ultimately did not renew mobile home park license resulting in the park closing and the property being sold for a residential detached dwelling development.
- Worked continuously on code compliance at 331 Johnson Ave. which resulted in the City Commission supporting staff's enforcement actions.
- Completed the ordinance for the adoption of the 2012 International Property Code and amendments thereto.
- Inspected and Condemned the apartment complex located at 1821 W 26th which resulted in the property being sold. In process of rehabilitation including a new roof.
- Provided update to City Commission on long standing code violation case at 1313 Haskell. Staff worked with owners to a level of compliance where the demolition order was lifted. New owners are in place and there is an active building permit for the property.
- Assisted the Douglas County Health Department in developing investigative policies regarding bed bug infestation.
- Investigated major infestation of bed bugs at 2434 W 24 Terr and took appropriate enforcement action.
- Continued to work on code compliance violations at 929 Holiday Dr. Worked towards compliance to rescind a proposed demolition resolution which was to be reviewed by the City Commission.
- Investigated bed bug infestation at Howard Johnson's Motel and took appropriate action to remedy the violation.
- Assisted with the annual fall Kansas Association of Code Enforcement (KACE) which was held in Lawrence for the 2nd year in a row.
- Recommended amendments to the Rental Licensing Ordinance and coordinated those efforts with City Attorney's Office.

2012 Annual Report

By the Numbers:

Development Services: Code Enforcement Division

Type	2008	2009	2010	2011	2012
Snow Removal	326	310	479	652	4
Graffiti	171	156	146	182	63
Structural Blight	48	79	47	32	19
Environmental Blight	448	542	500	381	471*
Tenant Complaint Housing	54	45	66	44	94
Weed/Grass	1043	1000	949	818	934
Rental Inspections	431	743	435	337	471
Zoning	24	27	15	19	21
Total	2,545	2,875	2,637	2,465	2,077

*As of 6/4/12, Structural Blight cases are included in the Environmental Blight category.

- Total number of cases opened for each violation type. Does not reflect total number of inspections completed for each case type.

In June 2012, Planning and Development Services implemented new software to track permits, code enforcement case, contractor licenses and planning applications. The software allows for better coordination between divisions and in the future will allow customers to view the status of their applications online.

Got a question about the First Time Homebuyer Program?

Want to report a Code Violation?

Have a question regarding Building Codes?

Give Development Services a Call: 832-7700

or

Visit them on the Web:

<http://www.lawrenceks.org/pds/>

2012 Annual Report

Programs and Services:

Planning: Transportation Planning Division

The Lawrence–Douglas County Metropolitan Planning Organization (L-DC MPO) is designed to foster cooperation among local governments in the region to plan for and develop a multimodal transportation system that meets the mobility needs of the area's residents and serves the region's economy. Special emphasis is placed on providing equal access to a variety of transportation mode choices (transit, bicycling, walking, automobile, carpool, etc.) and ensuring effective public involvement throughout the planning process. The L-DC MPO develops the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP) which together establish the planning policy and transportation investment priorities for Douglas County.

During 2012, the MPO and its staff continued to review and update existing documents and processes to ensure that the MPO is fully compliant with all federal regulations for metropolitan transportation planning. The MPO staff has worked with KDOT staff, advisory committees, and others to ensure that the MPO operation is fiscally sound and operationally competent. The following are document approvals and changes made during 2012.

- Completed and approved the 2013 Unified Planning Work Program (UPWP)
- Completed two amendments to the 2012 UPWP
- Completed and approved 2012 updates to the Public Participation Plan (PPP)
- Updated the Functional Classification Maps for Lawrence and Douglas County
- Worked with the T-2040 Advisory Committee on drafting the Transportation 2040, the Metropolitan Transportation Plan
- Employed a consultant for travel demand model support and completed the review and update for the model, used the model to run network/development scenarios, and incorporated that information into T-2040
- Worked for the development and completion of the KDOT sponsored 5-County Regional Transportation Study – Phase 2 and the US-40/K-10 Interchange Area Transportation Plan
- Worked with the Bicycle Advisory Committee to distribute hundreds of Bicycle Rideability Maps, participate in Bike Month activities, successfully complete the 4th annual bicycle and pedestrian counts, update the BAC Bylaws, approve a BAC logo, approve a 2012 BAC Work Plan, and begin to do bikeway system planning countywide.
- Attended several Coordinated Transit District #1 meetings and worked with paratransit operators in Douglas County to identify the major issues involved with improving paratransit coordination and approved the new Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) for Douglas County

**Want to know what zoning district your property is in?
Want to know if your property is located in the floodplain?
Check out Interactive Mapping on the Web!!
www.lawrenceks.org/city_maps**

2012 Annual Report

Programs and Services:

Planning: Transportation Planning Division

Spotlight on Complete Streets:

Complete Streets are planned, designed and operated to enable efficient and safe access for all users--pedestrians, bicyclists, motorists and transit riders of all ages and abilities. The MPO Complete Streets (CS) Resolution passed in 2011 supports local efforts of governments to develop CS Policies for designing and building streets for all users and commits the MPO to including CS and multimodal transportation planning principles in MPO documents including the Metropolitan Transportation Plan, which will be updated in 2013. In 2012 the City of Lawrence adopted its first complete streets policy.



During 2012 the MPO staff continued to draft documents and participate in planning studies affecting the transportation system in Douglas County. This involved work on bikeways, roadways, and transit systems as well as work designed to coordinate the region's transportation planning with land use planning done by local governments in the area. That transportation-land use planning coordination was part of the work done by the MPO staff in 2012 to prepare for the update of the Metropolitan Transportation Plan (MTP). The current MTP document called Transportation 2030 is scheduled to be replaced with an update called Transportation 2040 in early 2013. That focus on the MTP update will end in 2013 and the MPO will then focus on adjusting its documents and processes to new federal requirements related to the passage of a new federal transportation act called MAP-21 (Moving Ahead for Progress in the 21st Century) that was signed into law in July 2012.



Spotlight on Bicycles and Pedestrians:

MPO staff organized the fourth annual counts of pedestrians and bicyclists in 2012 as part of the National Bicycle and Pedestrian Documentation Project. Dozens of volunteers counted **4,958 pedestrians and 993 bicyclists** at 17 locations around Lawrence.

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Programs and Services:

Planning: Historic Resources Division

In 2012 the City of Lawrence continued its participation in the **Certified Local Government Program**. The Certified Local Government Program (CLG) is a preservation partnership between local, state and national governments focused on promoting historic preservation at the grass roots level. As a CLG, the City of Lawrence is an active partner in the Federal Historic Preservation Program and the opportunities it provides. Participation in this program also allows the City of Lawrence to apply for CLG designated funding.

The Historic Preservation Fund (HPF) finances local preservation activities that will contribute to planning for the preservation of the built environment and archeological resources. In May of 2012, the City of Lawrence was awarded a \$7,200 HPF grant from the State Historic Preservation Office to update Lawrence's National Register of Historic Places multiple property documentation form (<http://www.lawrenceks.org/planning/documents/lawrencethematicnr.pdf>) to include property types constructed from 1945-1975.

In 2012, about **172 projects** were reviewed under state and local preservation law.

National Register of Historic Places listings in 2012:



French, Charles & Elizabeth Haskell, House

1300 Haskell Avenue
Lawrence (Douglas County)
Listed in National Register 10/09/2012
Architect: unknown
Category: Single Dwelling

Charles and Elizabeth Haskell French settled on the outskirts of Lawrence and built this house over many years beginning in 1869. The residence is one of three in a row along present-day Haskell Avenue that once belonged to the well-known Haskell family, which arrived with the town's earliest settlers from New England in 1854. Elizabeth's brother was architect John Haskell, and he may have played a role in the design and construction of his sister's house. This gable-front-and-wing dwelling reflects the National Folk house type that was popular in the mid- and late-19th century. National Folk houses descend from earlier folk building traditions in eastern and southern parts of the United States, but were constructed with industrially produced lumber, roofing, and nails which were transported on the railroad network. National Folk houses are further categorized by form and/or floor plan. In addition to the gable-front-and-wing, examples in Lawrence include the I-house, hall-and-parlor, and pyramidal house types. It was nominated for its local significance in the area of architecture.

2012 Annual Report

Programs and Services:

Planning: Current and Long-Range Division

Assistance and Applications

A great deal of the department's time is spent handling information requests from the development community, other departments, neighborhood groups, and the general public. The Planning Division averages roughly **25,000** separate phone calls, emails and in-person city/county inquiries during the year. As a department, this amounts to roughly 13 different requests for information per business hour. The Planning Division reviewed a total of **537 applications**. Also in 2012, **457.5 acres** were annexed into the City of Lawrence.

Spotlight on Top 2010 Applications	2008	2009	2010	2011	2012
Board of Zoning Appeals	20	21	14	11	23
Development Plans	13	11	15	6	9
Floodplain Development Permits	19	24	20	16	17
Plats	40	21	33	22	20
Rezoning	26	30	19	37	9
Site Plans	112	56	65	83	85
Special Event Permits	36	37	35	31	41
Special Use Permit	10	11	10	8	9
Text Amendments	25	23	8	16	14

A new year brought continued work by staff on professional development and training.

- **8 staff** members are certified by the American Institute of Certified Planners [AICP]. **AICP** is the American Planning Association's [APA] professional institute, providing recognized leadership nationwide in the certification of professional planners, ethics, planning education, & the standards of planning practice.
- Staff also attended regional training opportunities at low or no-cost ranging in topics from floodplain management, Americans with Disabilities Act, Public Administration, First Aid, Conflict Resolution, etc.
- Staff took part in over 100 hours of **web seminars** offered throughout the year by the APA that focused on various topics ranging from ethics in planning to alternative energy options. These seminars help AICP certified planners maintain their certifications through continuing education credits.
- **A Planning Commissioner and a Staff Member** attended the National APA Conference held in Los Angeles, CA.

2012 Annual Report

Programs and Services:

Planning: Current and Long-Range Division

Floodplain:

The City of Lawrence participates in the National Flood Insurance Program (NFIP) administered by FEMA, making flood insurance available to all community property owners. In addition, the city participates in the **Community Rating System** (CRS) which enables property owners to receive a discount on flood insurance. As part of our participation in the CRS program, the Planning Division conducts numerous outreach activities throughout the year, including placing a flood information brochure in all water bills & mailing a brochure to the owners of all properties located in the floodplain. The City of Lawrence was able to move from a Class Level 8 to a Class Level 7 in the CRS program, effective October 1, 2012. This now enables Lawrence residents to obtain a 15% discount on their flood insurance premiums for 100-year flood zones. The City of Lawrence was the first community in the State of Kansas to obtain a rating better than a Class 8.

Currently, there are 469 flood insurance policies in the City of Lawrence. Moving to a Class Level 7 will provide residents holding a flood insurance policy for a property located in the 100-year floodplain with an average policy premium deduction of \$132 and will result in an overall savings of roughly \$11,700 across all flood insurance policy holders annually.

In 2012, the Planning Division processed **17 floodplain permits**.

Spotlight on Long Range Planning in 2012:

- **The Northeast Sector Plan** was adopted in 2012. It outlines goals and policies to address identified topics and guide the future land use of the area north of Lawrence that is part of Grant Township.
- Staff worked with property owners and stakeholders to further refine the **Inverness Park District Plan** which outlines the future land use of the area south of Clinton Parkway bordered by Inverness and Crossgate Drives.
- Work began on the **Oread Design Guidelines**, which is an implementation step from the Oread Neighborhood Plan, adopted in 2010. The guidelines will provide a shared understanding of the principle design characteristics that help shape and define the Oread Neighborhood when development and redevelopment occur.
- **Rock Chalk Park**, a development north of the northeast corner of 6th Street and the SLT, was rezoned and platted to accommodate a regional recreation center and University of Kansas Sports Complex.
- Roughly 230 acres of land was zoned Industrial in the **Farmland** property to accommodate future industrial development.

The Current and Historic Resources Divisions worked together to facilitate multiple projects through the development process. Notable projects include the **Library and Parking Garage** at 8th and Vermont, a new apartment building and reconstruction of a boarding house at **1043 Indiana**, and an apartment building and hotel at **9th and New Hampshire**.