

## 2013 Planning & Development Services Annual Report

### Planning Division

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City of Lawrence  
PLANNING & DEVELOPMENT SERVICES

[www.lawrenceks.org/pds/](http://www.lawrenceks.org/pds/)

*BSD staff performed an average of over **600** inspections per month, resulting in over **7,000** inspections performed throughout 2013.*

## Department Statistics

The Planning and Development Services Department (PDS) handles a multitude of inquiries, applications, and projects related to development in the community throughout the year.

Overall, the PDS Department handled **8,281** planning applications, licenses, permits, code enforcement cases and inquiries in 2013 with a total staff of 30 people.

### PDS Applications Submitted in 2013

Planning Applications	529
Code Enforcement Cases	1483
Building Safety: Permits	2039
Contractor Licenses	531
Rental Licenses	2928
Inquiries/Investigations	771
<b>Total</b>	<b>8,281</b>

*Development Services staff again recycled **72 lbs.** of aluminum cans throughout 2013. The money received from this project again benefitted the Lawrence Humane Society.*

## 2012 ICC Code Adopted

Building Safety Division staff worked to implement the 2012 International Code Council family of building codes. Implementation included working with stakeholders and the Building Code Board of Appeals to amend the energy code provisions in the IRC to allow for a Home Energy Rating System (HERS) option for compliance. An approved HERS rater assigns a score to a home based on the design and construction of the home. A score of 100 approximates compliance with the 2006 IRC and a score of 70 approximates compliance with the 2012 IRC. During the first year of adoption homes are required to achieve a minimum score of 80, decreasing to 75 in the second year and

70 in the third year of adoption.

To aid in monitoring and tracking the HERS rating process for new homes, staff created a system for registration and approval of third-party energy conservation evaluation and testing agencies (including HERS raters). These third-party agencies are listed on permit applications and the permitting system identifies whether the agency is registered and approved at the time of permit application. A simple registration form was developed for these agencies to become registered with the City to provide services in conjunction with projects requiring building permits.

*BSD staff also contributed regular articles for the LHBA monthly newsletters on topics such as BSD current events and code updates and reminders.*

## Contractor Licensing

Building Safety Division staff worked with stakeholders and the Contractor Licensing Board to develop and implement a new Class L Limited contractor license classification for contractors performing work requiring permits but for which work is specialized (storm shelters, solar photovoltaic systems, etc.) and does not fit within previously existing license classifications.

BSD staff worked with the Lawrence Home Builders Association to sponsor continuing education for contractors

and trades workers. LHBA provided classes on a range of construction topics on December 6, 2013, including the following:

- 2012 IRC Wood Wall Wind Bracing
- The HERS Process
- Deck Construction and Design
- Basic Grounding and the 2011 NEC
- Conforming to the 2012 IECC
- Plumbing Provisions in the 2012 IPC
- OSHA Construction Safety
- Legal Overview of Contracting, Liability, & Liens
- Fundamentals of Quality Concrete

### **Residential Units Built - 2013**

Single Family	155
Duplex	20
Multi-Family	374
<b>Total</b>	<b>549</b>

## BSD Staff Accomplishments

BSD technical staff earned designation as 100 percent certified through the Get Everyone Certified Challenge presented by the International Code Council and Target. Through rigorous testing, ICC Certifications ensure that staff have demonstrated competency in the requirements of the International Codes. ICC Certifications demonstrate a professional commitment to public safety, diverse knowledge of construction safety codes and a high level of self-initiative.

Senior Plans Examiner Adrian Jones achieved the prestigious Master Code Professional (MCP) Certification from the International Code Council. The MCP is the highest level of certification the ICC offers and requires successful completion of at least 26 separate certification exams. Adrian has worked to attain this goal since 2007, and in 2013 joined the ranks of just over 700 code professionals nationwide to achieve this accomplishment.

## Permit Statistics

**2,029** building permits were submitted to the Building Safety Division, and of that number, **1,984** permits were issued in 2013. Those permits brought in fees in excess of **\$800,000** and had an overall valuation of **\$171,995,682**.

Fees	\$850,052
Public Valuation	\$30,564,434
Non-Public Valuation	\$141,431,248
<b>Total Valuation</b>	<b>\$171,995,682</b>

<b>2013 Building Permits Issued</b>	
Single Family	155
Duplex	10
Multi-Family	23
Commercial New	9
Commercial Remodel/Addition	127
Residential Remodel/Addition	186
Mech/Elec/Plumb	1,130
Sign	247
Public	34
Other	63
<b>Total Permits Issued</b>	<b>1,984</b>

## Solar Permit Revisions

BSD staff worked with stakeholders and the Building Code Board of Appeals (BCBA) to review and recommend standardized permit fees for solar photovoltaic (PV) system permits. The BCBA's recommendation to create a uniform fee for PV systems is intended to more truly reflect costs of city services than the normal method for calculation of permit fees, which is based on the estimated value of the work performed (including all materials and labor).

## Permit Review Times

Commercial Permits – 1 <sup>st</sup> Round Review Times	
	2013
% Completed in 15 Days	96%
Average Review Time - Days	5.8

Residential Permits – 1 <sup>st</sup> Round Review Times	
	2013
% Completed in 5 Days	87%
Average Review Time - Days	3.0

### Planning and Development Services Staff Changes in 2013:

*After 33 years, Margene Swarts, Assistant Director of Development Services, retired from her service to the City of Lawrence.*

*Kurt Schroeder was hired as Assistant Director-Development Services.*

*Danelle Dressler was promoted to Community Development Manager and also obtained certifications for Lead Paint Inspector as well as Lead Hazard Risk Assessor.*

*Tony Hoch was promoted to Senior Project Specialist.*

*Bradley Karr was promoted to CDBG Housing Program Analyst.*

*Cyndi Hermocillo-Legg was hired as the Small Business Facilitator.*

*Jeff Crick was hired as a Planner II. Travis Halm was hired as a Planner I.*

*Sheila Stogsdill moved to the new Planning Administrator position.*

*Amy Miller was promoted to Assistant Director- Planning.*

## Lunch & Learn Series

The Planning and Development Services Division launched a series of educational seminars for the development community in 2013. Three Lunch & Learn events were held: "Fire Code in Commercial Spaces", "Tenant Finishes" and "Basic Overview of Accessibility in Commercial Spaces". Between the two workshops, over 60 members of the development

community attended, including contractors, architects, engineers, developers and commercial real estate brokers. AIA continuing education credits were also offered for one of the sessions. Response from the development community has been favorable and staff will continue to host these sessions in 2014.

## Community Development Division Overview

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 **26** Emergency or Furnace Loan applications approved and completed for a total of **\$100,765.16**.

The First Time Homebuyer Lawrence Community Housing and Land Trust (LCHLT) program provided down payment assistance and placed eight first time homebuyers in new homes for a total subsidy of **\$100,045.96**.

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 **\$26,971.08**.

During 2013, nine homes were completed in the Comprehensive Rehabilitation Program for a total of **\$206,876.00**.

The Community Development Division, in partnership with Tenants to Homeowners, Inc., continued work on **828 Elm**, a Neighborhood Stabilization Program (NSP) project that included property acquisition, demolition, and redevelopment of four units including two fully accessible units. Additional NSP funds in the amount of **\$72,250** were awarded to the City of Lawrence for the Elm project in 2013. These units are to be rented to income-qualified renters under 80% Area Median Income.

*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 15% discount on flood insurance.*

*The Code Enforcement Division participated in several "Lawrence in Focus" educational videos pertaining to the Property Maintenance Code, ADA Compliance & Sidewalk Snow Removal Ordinance.*

*The Code Enforcement Division assisted in the creation of a text amendment to the sign code that allowed free standing signs in the public right-of-way without a permit.*

## Community Development Staff Education

In 2013 CDD staff participated in the spring conference for Kansas NAHRO that was held in Manhattan, the planning and summer conferences for Southwest NAHRO held in Galveston, TX, the Kansas Statewide Homeless Coalition Homeless Summit, MARC Sustainability Conference, Kansas Housing Conference, as well as several other HUD-sponsored mini-conferences and webinars.

Danelle Dresslar assisted the Kansas Statewide Homeless Coalition by

providing training on the annual required Point-In-Time homeless count to seven different regions of the Balance of State Continuum of Care. Dresslar also assisted with statewide data analysis on the count.

Tony Hoch continued in the Office of VP of Community Revitalization & Development in Southwest NAHRO and attended the National Association of Housing and Redevelopment Officials summer conference in Denver, CO and the fall conference in Cleveland, OH as a member of the National CR&D Policy committee.

## Code Enforcement Division Overview

The Code Enforcement Division manages many city codes including the Property Maintenance Code, Weed Code, Development Code, Fence Code, Sign Code, Sidewalk Dining Ordinance, Rental Licensing/Inspection Ordinance and the Sidewalk Snow Removal Ordinance. A great deal of the division's responsibilities are focused on investigating exterior yard code violations, responding to sub-standard housing inquiries, inspecting for land use and site plan compliance and managing the rental licensing and inspection program.

The Code Enforcement Division handled over **1,400** cases in 2013 which resulted in close to **3,000** inspections.

2013 Code Enforcement Cases	
Bldg & Construction	2
Development Code	16
Environmental Code	194
Fence Code	7
Graffiti	2
Health & Sanitation	1
Occupancy	10
Property Maint. Code	202
ROW Violation	27
Sidewalk Snow	280
Sign Code Violation	72
Trees	16
Weeds	654
<b>Total</b>	<b>1483</b>

## Code Enforcement Division- News of Note

- Created a Code Enforcement Division policy and procedure manual to ensure uniform enforcement by CED staff.
- Provided update to City Commission on status of **1106 Rhode Island** which resulted in the City Commission directing the City Attorney's Office to initiate condemnation by eminent domain.
- Worked with the City Attorney's Office to merge the Environmental Code into the 2012 International Property Maintenance Code to create a more efficient and streamlined approach to enforcing property maintenance minimum standards.
- Executed search warrant at **331 Johnson Avenue** to eliminate long standing exterior yard/porch code violations.
- Assisted the City Attorney's Office with text amendments to the Property Maintenance Code to specifically prohibit upholstered furniture on porches, decks and balconies.
- Investigated illegal use at **910 W. 24<sup>th</sup>** that resulted in the property being condemned for not meeting basic life safety property maintenance code and fire code requirements.
- Responded to commercial tenant complaint regarding conditions of space leased at **7 E 9<sup>th</sup> St.** and condemned space due to violations of the Property Maintenance Code.

## Rental Licensing Program

The Code Enforcement Division currently manages a Rental Registration Program whereby rental properties in single-family zoned neighborhoods are required to maintain a valid rental license. Inspections on licensed properties ensure that structures comply with the Property Maintenance Code which establishes minimum standards for the use and safe occupancy of dwellings. In 2013, over **2,500** licenses were issued and over **800** inspections were performed. In addition,

staff identified **642** rentals that were not licensed. In addition to the management of the current program, staff worked with the City Attorney's Office on a proposed expansion to the program, where all rental properties, not just those in single-family zoned districts would be required to be inspected and licensed. As part of this effort, staff conducted research, held public meetings and attending numerous City Commission Meetings. Work on the proposed expansion will continue into 2014.

*MPO staff organized the 5<sup>th</sup> annual counts of pedestrians and bicyclists in 2013 as part of the National Bicycle and Pedestrian Documentation Project. Dozens of volunteers counted **2,693 pedestrians and 1,275 bicyclists** at 33 locations around Douglas County including sites in Lawrence, Eudora, and Baldwin City.*



## Planning Division Overview

The Planning Division oversees growth and development in the City of Lawrence and Unincorporated Areas of Douglas County with respect to zoning and land use. 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 reviewed a total of **529 applications**.

In 2013, City Site Plan Applications are taking an average of **32.2** business days to complete. The first round of review comments are sent to applicant an average of **9** business days after the application was submitted.

### 2013 Site Plans - Round 1 Review Statistics

% Completed in 15 Days	95.43%
Average Review Time	9
Max Review Time	27
Min Review Time	1

### 2013 Site Plans - Processing Time (Business Days), Submitted to Approved

Average Review Time	32
Max Review Time	56
Min Review Time	16

### 2013 Planning Submittals

ACCESSORY DWELLING UNIT	2
AGRITOURISM	7
ANNEXATION	5
CERTIFICATE OF SURVEY RURAL	14
CERTIFICATE OF SURVEY URBAN	2
CITY SITE PLAN	74
CITY ZONING	40
COMPREHENSIVE PLAN AMENDMENT	2
CONDITIONAL USE PERMIT	10
COUNTY SITE PLAN	7
COUNTY ZONING	1
DESIGN REVIEW	119
FENCE VARIANCE	1
FINAL DEVELOPMENT PLAN	5
FINAL PLAT	9
FLOODPLAIN DETERMINATION	37
FLOODPLAIN PERMIT	10
HOME OCCUPATION TYPE B	5
LANDMARK NOMINATION	4
MINOR SUBDIVISION	19
NONCONFORMING USE REGISTRATION	11
PC RESOLUTION	4
PRELIMINARY DEVELOPMENT PLAN	4
PRELIMINARY PLAT	14
SECTION 106 REVIEW	4
SIGN VARIANCE	1
SPECIAL EVENT	38
SPECIAL USE PERMIT	2
TEXT AMENDMENT	8
VARIANCE	13
ZONING CERTIFICATION	57
<b>Total</b>	<b>529</b>



*The Historic Resources Division reviewed over 115 projects for their impact on Historic Resources in 2013. This is in addition to providing guidance outside of formal development applications, staffing the Historic Resources Commission and processing Lawrence Register of Historic Places nominations.*

*More information on the Historic Resources and Preservation in Lawrence can be found at:*

[http://www.lawrenceks.org/pds/historic\\_resources](http://www.lawrenceks.org/pds/historic_resources)

## Historic Preservation – Properties Listed

### National Register of Historic Places Kibbee Farmstead



#### 1500 Haskell Avenue

Lawrence (Douglas County)

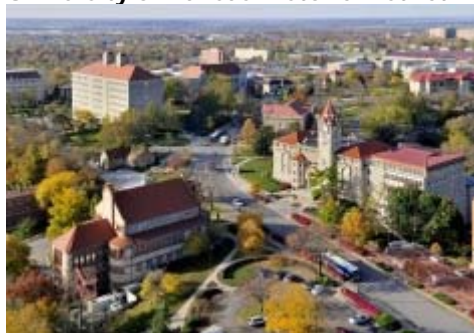
Listed in National Register 04/16/2013

Architect: unknown

Category: agricultural outbuilding; animal facility; single dwelling; storage

Walter and Fannie Kibbee developed a small 15-acre farmstead on the outskirts of Lawrence in the early 20th century. They raised small numbers of cattle, milk cows, poultry, and swine, produced butter and eggs for sale, and farmed a few acres in alfalfa and other crops. They sold the farm in 1920 to Conrad and Bertha Altenbernd, who farmed the property until 1947. The property was annexed by the City of Lawrence in 1959. Today, the collection of six farm buildings is now within the city limits amongst mid-20th century development. The buildings include a Dutch Colonial Revival-style residence, gable-roof barn, chicken house, outhouse, garage, and shed. The farmstead displays an abundant use of concrete, a popular building material on Kansas farmsteads in the 1910s. It was nominated as part of the Agriculture-Related Resources of Kansas multiple property nomination for its local significance in the areas of agriculture and architecture.

### National Register of Historic Places University of Kansas Historic District



#### Main Campus

Lawrence (Douglas County)

Listed in National Register 04/16/2013

Architect: see nomination

Category: forest; natural feature; education related; library; college

The University of Kansas (KU) Historic District and its 52 resources occupy 85 acres flanking Jayhawk Boulevard at the heart of the KU campus about one mile southeast of the civic and commercial center of Lawrence. KU was established by the Kansas Legislature in 1863 to provide higher education opportunities in Kansas, with a focus on literature, arts, and sciences. The campus developed on land donated by former Kansas Governor Charles Robinson. The buildings, structures, sites, and objects within the district were constructed between 1878 and 2008 and reflect the primary academic core of the university campus that evolved along Jayhawk Boulevard. The district includes 26 contributing and 20 non-contributing resources. Six resources are individually listed in the National Register. It was nominated for its local and statewide significance in the areas of education, architecture, and landscape architecture.

## Properties Listed on Lawrence Register

3 Properties were listed on the Lawrence Register of Historic Places in 2013:

- **Turnhalle**, 900 Rhode Island Street
- **Kibbee House**, 1500 Haskell Avenue
- **Joseph Savage House**, 1734 Kent Avenue



## Transportation Planning Overview

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.

*More information about the MPO and the work it does can be found on its website [www.lawrenceks.org/mpo/](http://www.lawrenceks.org/mpo/)*

## Transportation Planning Work Program

During 2013, 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 following are the major document and project approvals and changes made during 2013.

- Completed and approved the 2014 Unified Planning Work Program (UPWP)
- Updated and approved the MPO-FHWA Roadway Functional Classification Map for the Lawrence-Douglas County region, and updated the related Major thoroughfares Map used by local land use planners and engineers
- Completed the new Metropolitan Transportation Plan (MTP) called **Transportation 2040** (T2040)
- Employed a travel demand model consultant, completed the review and update of the region's model, and used that model information in drafting the T2040 Plan
- Worked with KDOT and other groups to complete the 5-County Regional Transportation Study and incorporated information from that study into the drafting of the T2040 Plan.
- Worked with the Bicycle Advisory Committee other groups interested in active transport to conduct bikeway planning countywide, and to participate in various bicyclist-pedestrian related activities designed to encourage more cycling and walking for transportation
- Attended several Coordinated Transit District #1 meetings and Regional Transit Advisory Committee (RTAC) meetings, and worked with paratransit operators in Douglas County to identify the major issues involved with improving provider coordination and to discuss ways to implement the Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) recommendations for Douglas County
- In the second half of 2013 the MPO staff shifted its focus from approving a new MTP to reviewing the new Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) federal transportation act and adjusting the MPO's documents and processes to new federal requirements under MAP-21.

*What is multimodal?  
And, why is it important?  
Multimodal refers to a wide range of mobility options – vehicular traffic, public transportation, walking, bicycling and ridesharing (carpooling and vanpooling).*

## Multimodal Planning Studies

In 2013, the MPO, in coordination with the City of Lawrence, conducted the Multimodal Planning Studies, consistent with the Complete Streets Policy. The goal of the planning effort was to identify and prioritize transportation needs for commuters, pedestrians, cyclists and transit riders for the next 5 to 10 years and develop a range of short and long-term improvements to

support a more multimodal region. The Multimodal Planning Studies consists of the Commuter Park and Ride Study, the Transit and Pedestrian Accessibility Study, and the Countywide Bikeway Plan. For more information about the process and to read the study recommendations visit: [www.lawrenceks.org/mpo/study](http://www.lawrenceks.org/mpo/study)

