



LAWRENCE HISTORIC RESOURCES COMMISSION
AGENDA FOR **DECEMBER 20, 2018**
CITY HALL, 6 E 6TH STREET
6:30 PM

SPECIAL NOTICE: THE CITY OF LAWRENCE HAS EXECUTED AN AGREEMENT WITH THE STATE HISTORIC PRESERVATION OFFICER TO CONDUCT STATE PRESERVATION LAW REVIEWS AT THE LOCAL LEVEL. THEREFORE, THE LAWRENCE HISTORIC RESOURCES COMMISSION WILL MAKE ALL DETERMINATIONS REGARDING PROJECTS THAT REQUIRE REVIEW UNDER K.S.A. 75-2724, AS AMENDED.

ITEM NO. 1: COMMUNICATIONS

- A. Receive communications from other commissions, State Historic Preservation Officer, and the general public.
 - 1. Register of Historic Kansas Places listings
 - (a) Chewning House, 1510 Stratford Road
 - (b) First Methodist Episcopal Church, 946 Vermont Street
 - (c) Johnson Block Historic District
- B. Disclosure of ex-parte communications.
- C. Declaration of abstentions for specific agenda items by commissioners.
- D. Committee Reports

ITEM NO. 2: CONSENT AGENDA

- A. October & November Action Summary
- B. Administrative Approvals
 - 1. DR-18-00510 1350 Maple Lane; New Construction of Residential Structure; Certificate of Appropriateness
 - 2. DR-18-00512 13 ½ E 8th Street; Electrical Permit; State Law Review
 - 3. DR-18-00513 1346 Maple Lane; New Construction of Residential Structure; Certificate of Appropriateness
 - 4. DR-18-00514 1420 Crescent Road; Sign Permit; Certificate of Appropriateness
 - 5. DR-18-00520 1348 Maple Lane; New Construction of Residential Structure; Certificate of Appropriateness
 - 6. DR-18-00533 937 Ohio Street; I/I Permit; State Law Review
 - 7. DR-18-00534 745 Ohio Street; I/I Permit; State Law Review
 - 8. DR-18-00548 940 Rhode Island Street; Plumbing Permit; State Law Review
 - 9. DR-18-00558 531 Louisiana Street; Electrical Permit; State Law Review
 - 10. DR-18-00559 1901 Louisiana Street; Commercial Remodel; Certificate of Appropriateness

ITEM NO. 3: PUBLIC COMMENT

ADDRESSING THE COMMISSION: The public is allowed to speak to any items or issues that are not scheduled on the agenda after first being recognized by the Chair. As a general practice, the Commission will not discuss/debate these items, nor will the Commission make decisions on items presented during this time, rather they will refer the items to staff for follow up. Individuals are asked to come to the microphone, sign in, and state their name and address. Speakers should address all comments/questions to the Commission.

AGENDA ITEMS MAY BE TAKEN OUT OF ORDER AT THE COMMISSION'S DISCRETION

ITEM NO. 4: DR-18-00532 830 E 13th Street; Residential Addition; Certificate of Appropriateness. The property is located in the environs of the John and Mina Madson House, 1208 Delaware Street. Submitted by Patrick Watkins, the property owner of record.

ITEM NO. 5: MISCELLANEOUS MATTERS

- A. Provide comment on Zoning Amendments, Special Use Permits, and Zoning Variances received since November 15, 2018.
 - 1. SUP-18-00564, 944 Kentucky Street, Short Term Rental
 - 2. SUP-18-00563, 815 Alabama Street, Short Term Rental
 - 3. SUP-18-00565, 888 New Hampshire Street, Short Term Rental
- B. Review of any demolition permits received since November 15, 2018.
- C. Provide comment on Plan 2040 <https://lawrenceks.org/pds/comp-plan/>
- D. Miscellaneous matters from City staff and Commission members.
 - 1. 801 Indiana Street revisions to approved project
 - 2. Letter to Mayor concerning East Lawrence design guidelines

Douglas County Historical Society

1047 Massachusetts Lawrence, KS 66044-2923

Phone 785-841-4109 Fax 787-841-9547

www.watkinsmuseum.org

Board of Directors

December 19, 2018

Officers

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President

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Webster Golden
Treasurer

Pat Kehde
Secretary

Charles Jones
Past President

Historic Resources Commission
City of Lawrence
City Hall

6 East 6th Street
P.O. Box 708
Lawrence, KS 66044

Re: DR-18-00503 1040 Massachusetts Street and 1041 and east side 1000 Block
New Hampshire Street

Dear Members of the Historic Resources Commission:

Members

Eric Anderson

Tess Banion

Judy Billings

Michael Delaney

Kurt Falkenstien

Sandra Gautt

Tom Harper

John Nalbandian

Mick Ranney

Deanell Tacha

Lauren Taylor

Sean Williams

As the President of the Board of Directors and Executive Director of the Douglas County Historical Society/Watkins Museum of History we are writing to the HRC in two capacities. First, in our role as the trustees of the Watkins Bank Building—one of the three historic properties in whose environs “The Hub” project is sited—we wish to commend the HRC and City staff for its thoughtful and meticulous evaluation of the project to determine whether it will negatively impact the Watkins Building and the other historic landmarks nearby and whether the proposed structures meet the city’s Downtown Design Guidelines.

After reviewing carefully the staff’s report and its recommendations, our Board concurs that the proposed project significantly encroaches on and damages important attributes of our landmark structure. We endorse staff’s conclusions that the project should not receive a Certificate of Appropriateness under city code Chapter 22, nor should it be deemed to meet the city’s Downtown Design Guidelines. We emphatically agree with the staff’s conclusions that “[t]he large mass of the mixed use structure damages and encroaches upon the environs of the Watkins Bank Building and the Douglas County Courthouse. The large mass of the mixed use structure destroys the environs of the English Lutheran Church. There is no other mass located in the environs and there was no mass of this size in the environs historically.” Moreover, we also endorse staff’s determination that “[t]he size of the proposed mixed use structure is much larger than the commercial buildings on Massachusetts Street. The size of the mixed use structure is also larger than the Douglas County Courthouse, the Watkins Bank Building, and the

English Lutheran Church. The proposed size of the mixed use structure is intensified by the number of stories of the structure. The mixed use structure is not in scale with Douglas County Courthouse, the Watkins Bank Building, or the English Lutheran Church. Only a significant reduction in size would allow the mixed use structure to be in scale with the listed properties.”

We also concur with staff’s findings that “[t]he size, height, mass, and scale of the project do not reflect the character defining patterns of the downtown district. Design details are also not reflective of the downtown district character and patterns,” and that accordingly the structure fails to meet key elements of the Downtown Design Guidelines.

We recognize that the HRC’s responsibility at this time is to review only those aspects of the project committed to its jurisdiction under Chapters 20 and 22 of the city code and we hope the HRC will take our comments into account and support its staff’s recommendations to deny the project a Certificate of Appropriateness and to find that the project fails to comply with the Downtown design Guidelines in important respects.

We are also writing in a second capacity as representatives of the Douglas County Historical Society/Watkins Museum to address more broadly some important issues related to development that may not, strictly speaking, fall within HRC’s jurisdiction. The role of our organization is to discover, preserve and celebrate the cultural history of Lawrence and Douglas County and to tell the story of that history to new and old residents. One important way to do that is to ensure that the historic fabric of our city is not removed or so overwhelmed by new development that it becomes unrecognizable.

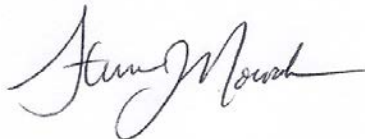
Our organization believes that the historic mass, scale and rhythm of the buildings on our city’s main street should be preserved to the extent possible as a tangible reminder of our past and its ability to grow coherently into the future. We recognize that the Downtown Design Guidelines are in place to safeguard exactly that and we support the Architectural Review Committees’ efforts to work with developers to facilitate compliance with the guidelines. We are also mindful that downtown is contiguous to four historic neighborhoods: East Lawrence, Old West Lawrence, Oread and North Lawrence that have shaped our past and contribute in important ways to the cultural history and vitality of our city and county. Our organization believes that it is critical in planning for downtown development to avoid significant disruption or material destruction of those neighborhoods.

Thank you very much for your attention to our comments.

Sincerely,



Jeanette Blackmar
President



Steven J. Nowak
Executive Director



LAWRENCE HISTORIC RESOURCES COMMISSION
ACTION SUMMARY FOR **OCTOBER 18, 2018**

Commissioners Present: Bailey, Buchanan, Fry, Hernly, Veatch
Staff Present: Dolar, Weik, Zollner

ITEM NO. 1: COMMUNICATIONS

- A. Receive communications from other commissions, State Historic Preservation Officer, and the general public.

Ms. Lindsay Crick discussed the Chewning House National Register Nomination.

Mr. Dennis Brown, Lawrence Preservation Alliance (LPA), spoke in support of the nomination.

Ms. Lynne Zollner advised that the Commission typically directs staff to write a letter in support of the nomination.

ACTION TAKEN

Motioned by Commissioner Buchanan, seconded by Commissioner Fry, to direct staff to draft a letter in support of the Chewning House National Register Nomination.

Unanimously approved 5-0.

- B. There were no ex-parte communications.
C. Declaration of abstentions for specific agenda items by commissioners.

Commissioner Buchanan said she would abstain from Item 2A (Action Summary).

Commissioner Hernly said he would abstain from Item 5 and Item 7A.

- D. Committee Reports

Ms. Zollner said the Architectural Review Committee (ARC) met to discuss 804 Pennsylvania Street, 1215 Delaware Street, and 945 Kentucky Street, all of which will be back before the Commission in November.

ITEM NO. 2: CONSENT AGENDA

- A. September Action Summary
B. Administrative Approvals

1. DR-18-00398 800 block Massachusetts Street; ROW Permit; State Law Review
2. DR-18-00401 1345 West Campus Drive; Sign Permit; State Law Review and Certificate of Appropriateness
3. DR-18-00402 809 Massachusetts Street; Sign Permit; State Law Review, Downtown Design Guidelines Review and Certificate of Appropriateness
4. DR-18-00403 808 Missouri Street; Residential Addition; Certificate of Appropriateness
5. DR-18-00406 506 W 6th Street; Mechanical Permit; State Law Review
6. DR-18-00413 408 W 6th Street; I/I Permit; State Law Review
7. DR-18-00414 1244 Haskell Avenue; Residential Remodel; Certificate of Appropriateness
8. DR-18-00420 710 Indiana Street; I/I Permit; State Law Review
9. DR-18-00421 914 Massachusetts Street; Sign Permit; Certificate of Appropriateness and Downtown Design Guidelines
10. DR-18-00422 1338 New Hampshire Street; Mechanical Permit; State Law Review
11. DR-18-00423 839 Pennsylvania Street; Commercial Remodel; Certificate of Appropriateness and Design Guidelines 8th & Penn Neighborhood Redevelopment Zone Review
12. DR-18-00425 1035 ½ Massachusetts Street; Mechanical Permit; State Law Review
13. DR-18-00435 2127 Barker Avenue; I/I Permit; State Law Review
14. DR-18-00442 529 Ohio Street; Mechanical Permit; State Law Review
15. DR-18-00443 2331 Free State Lane; Residential Remodel; Certificate of Appropriateness
16. DR-18-00444 945 Massachusetts Street; Commercial Remodel; State Law Review
17. DR-18-00451 1100 Louisiana Street; Plumbing Permit; State Law Review
18. DR-18-00458 826 Pennsylvania Street; Commercial Remodel (awning); State Law Review, Certificate of Appropriateness and Design Guidelines 8th & Penn Neighborhood Redevelopment Zone Review

ACTION TAKEN

Motioned by Commissioner Bailey, seconded by Commissioner Veatch, to approve the September Action Summary.

Motion carried 4-0-1, Commissioner Buchanan abstained.

Motioned by Commissioner Hernly, seconded by Commissioner Veatch, to confirm the administrative approvals.

Unanimously approved 5-0.

ITEM NO. 3: PUBLIC COMMENT

Mr. Dennis Brown, LPA, said their annual meeting is rescheduled for November 4th at St. Luke AME Church.

ITEM NO. 4: DR-18-00427 708 Ohio Street; Residential Addition; State Law Review. The property is listed as a contributing structure (J.G. Jeffries Home) in the Old West Lawrence Historic District, National Register of Historic Places. Submitted by Dan Hermreck on behalf of Bruce and Cathy Liese, a Revocable Trust, property owner of record.

STAFF PRESENTATION

Ms. Katherine Weik presented the item.

APPLICANT PRESENTATION

Mr. Dan Hermreck was available for questions.

PUBLIC COMMENT

No public comment.

COMMISSION DISCUSSION

Commissioner Bailey asked if anyone had thoughts on identical matching.

Commissioner Hernly asked if the siding is different.

Ms. Weik said the siding would match, and explained why it meets the standards.

Commissioner Buchanan asked if there is an issue with the proximity of the deck to the existing shed.

Mr. Hermreck said the shed is not a permanent structure and might be moved at some point in the future.

Ms. Weik said staff did not review the shed as part of the project.

ACTION TAKEN

Motioned by Commissioner Bailey, seconded by Commissioner Veatch, to approve the proposed project and find that it does not damage or destroy any historic property included in the National Register of Historic Places, and to direct staff to administratively review any minor alterations to the project.

Unanimously approved 5-0.

ITEM NO. 5: DR-18-00454 815 Vermont Street; New Mixed-Use Structure; Certificate of Appropriateness and Downtown Design Guidelines Review. The property is located in the Downtown Conservation Overlay District, and is located in the environs of the Lucy Hobbs Taylor House, Fire Station No. 1 and the Carnegie Building, Lawrence Register of Historic Places. Submitted by Hernly Associates, Inc. on behalf of Robert J and Sandra J Schumm, property owners of record.

STAFF PRESENTATION

Ms. Zollner presented the item.

APPLICANT PRESENTATION

Mr. Bob Schumm, property owner, explained the proposed project.

Mr. Lance Adams, on behalf of the applicant, explained the rain screen system and materials in detail.

Commissioner Buchanan asked how drainage will be addressed.

Mr. Adams said that it drains out onto the roofing material. He further explained details of the rain screen system.

Mr. Schumm discussed his preferred materials/colors for the rain screen and explained that final materials would not be known until the project is underway due to availability.

Commissioner Bailey asked if the material could be stained if the available wood material is a pale yellow as opposed to the preferred red hues.

Mr. Adams said the Commission could provide some direction now and those color preferences can be relayed to the vendor for guidance.

Mr. Schumm said he prefers the red, brown, and gold wood colors, but wood will also be matched with the brick chosen.

PUBLIC COMMENT

No public comment.

COMMISSION DISCUSSION

Commissioner Bailey said he couldn't recall a time they approved project materials before they were chosen.

Commissioner Veatch said staff could be directed to approve the materials.

Commissioner Fry said that would be appropriate in this situation.

Commissioner Buchanan said there is a significant lack of fenestration on the south elevation, noting that the offices might need windows.

Mr. Adams said the entire roof has skylights.

Mr. Schumm explained that they can't build a window within 5 feet of an adjacent wall so they would have to set back the building even further.

Commissioner Buchanan asked about the material on the center piece of the structure.

Mr. Adams said it's stucco.

Commissioner Buchanan asked if they've discussed using brick and delineating that piece with a façade pattern.

Mr. Schumm said this is the exact same façade that was approved by the Commission two years ago.

Commissioner Buchanan reiterated her question to staff.

Ms. Zollner said the proposed façade breaks up the mass and meets the 25 feet pattern.

Commissioner Buchanan said she felt the brick and delineation should be considered.

Commissioners Veatch and Bailey asked why.

Commissioner Buchanan felt that the brick would be more in character.

Ms. Zollner noted that the structure is smaller than the previously approved plan.

Commissioner Veatch said he didn't agree with Commissioner Buchanan's opinion. He noted that they're not reviewing aesthetics.

Commissioner Buchanan suggested the ARC could review her concern.

Commissioner Fry didn't feel the project should require review by the ARC.

Commissioner Bailey noted the materials used on the Treanor building and the design guidelines that allow for other materials. He felt the materials were appropriate and that staff could select final materials.

Commissioner Veatch felt the shiplap, no matter the color, is viewed as unpainted wood under the guidelines, which is a concern. He asked if the Treanor building is in the conservation overlay district or the environs of a locally listed property.

Ms. Zollner said yes to both questions.

Commissioner Veatch felt that there is precedent for the shiplap.

Mr. Schumm added that there is a total of 1268 square feet of rain screen on two sides of the Treanor building and is within a stone's throw of the Watkins Museum.

Commissioner Bailey asked about discussion when the Treanor building project was before the Commission.

Ms. Zollner said the minutes indicated that the main discussion for that project was regarding the orientation of the door and the materials were not discussed.

The applicant reiterated color preference for the rain screen.

Ms. Zollner said the ARC would have a hard time choosing materials if all options are not available.

Commissioner Buchanan said she would trust staff and the applicant's judgment in choosing materials.

ACTION TAKEN

Motioned by Commissioner Bailey, seconded by Commissioner Fry, to approve the project and find that it meets the development and design standards for the Downtown Urban Conservation Overlay District, and to direct staff to administratively review final building materials and other minor alterations to the project.

Unanimously approved 5-0.

Motioned by Commissioner Bailey, seconded by Commissioner Fry, to issue the Certificate of Appropriateness and find that the proposed project does not significantly encroach upon, damage, or destroy the listed historic property.

Unanimously approved 5-0.

ITEM NO. 6: DR-18-00455 1024 Pennsylvania Street; Residential Addition; Certificate of Appropriateness. The structure is located in the environs of the Albert & Sarah Sirpless House, Hobbs Park and Sargent S. Whitcomb House, Lawrence Register of Historic Places. Submitted by of Josh and Cari Davis, property owners of record.

STAFF PRESENTATION

Ms. Zollner presented the item.

APPLICANT PRESENTATION

Applicant was not present.

PUBLIC COMMENT

Ms. KT Walsh said she concurred with the staff report and was eager to hear better window options.

COMMISSION DISCUSSION

Commissioner Buchanan said she agreed with the staff report and that there are enough issues that the project should go to ARC.

Commissioner Bailey asked about her concerns.

Commissioner Buchanan said she has concerns about the roof line, setback, placement, and windows.

Commissioner Bailey noted that the applicant has a very valid reason for the proposed window placement. He noted that while there might be some issues, it is a Certificate of Appropriateness review and there is no line of sight from the listed property.

Commissioner Fry agreed about their level of review and did not feel the project would significantly damage or destroy the listed property.

They discussed the review guidelines.

Commissioner Buchanan felt that the project impacts the environs.

Commissioner Fry asked if it damages the listed property.

Commissioner Buchanan said it does.

Commissioner Bailey said the language refers to the landmark or historic district, not the environs.

Commissioner Hernly said the prior state environs review actually covered damage to the environs. He noted an issue mentioned by the applicant is the delayed timing if a project is referred to the ARC.

ACTION TAKEN

Motioned by Commissioner Fry, seconded by Commissioner Hernly, to issue the Certificate of Appropriateness and find that the proposed project does not significantly encroach upon, damage, or destroy the listed historic property.

Motion carried 3-2, Commissioners Buchanan and Veatch dissented.

ITEM NO. 7: MISCELLANEOUS MATTERS

- A. Provide comment on Zoning Amendments, Special Use Permits, and Zoning Variances received since September 20, 2018.
- B-18-00475; 2331 Free State Lane

No comment.

- B. Review of any demolition permits received since September 20, 2018.

Ms. KT Walsh noted a demolition permit that was just published in the paper for 1222 Connecticut Street. She also asked for the status of the letter in support of East Lawrence design guidelines.

Commissioner Bailey said he hopes to have a draft letter on the agenda in November.

- C. Miscellaneous matters from City staff and Commission members.

2019 Meeting Schedule:

Commissioner Bailey suggested they start meeting at 6:00.

There was no opposition to the suggested time change.

ACTION TAKEN

Motioned by Commissioner Bailey, seconded by Commissioner Fry, to adopt the 2019 Meeting Schedule as presented with the

amendment that meetings will now start at 6:00pm.

Unanimously approved 5-0.

Plan 2040 <https://lawrenceks.org/pds/comp-plan/>

Ms. Zollner explained that Plan 2040 will be heard before the Planning Commission and suggested they comment on the Historic Resources chapter.

Ms. Zollner introduced Kyle Kobe.

ADJOURNED 8:08 PM

**LAWRENCE HISTORIC RESOURCES
ADMINISTRATIVE REVIEW
STAFF REPORT**

A. SUMMARY

DR-18-00510 1350 Maple Lane; New Construction of Residential Structure; Certificate of Appropriateness

B. PROJECT DESCRIPTION

New construction of a residential structure

C. STANDARDS FOR REVIEW

Chapter 22 of the Code of the City of Lawrence (Certificate of Appropriateness)
Environs definition Area Two for John G. Haskell House (1340 Haskell Avenue)

D. STAFF DETERMINATION

The environs definition for the John G. Haskell House (1340 Haskell Avenue) provides for all projects to be reviewed administratively if they meet the applicable standards and guidelines. This project meets the applicable standards and guidelines.

In accordance with Chapter 22 of the Code of the City of Lawrence, the standards of evaluation, staff determined the proposed project will not significantly encroach on, damage, or destroy the landmarks or their environs and issued the Certificate of Appropriateness for the proposed project.

**LAWRENCE HISTORIC RESOURCES
ADMINISTRATIVE REVIEW
STAFF REPORT**

A. SUMMARY

DR-18-00512 13 ½ E 8th Street; Electrical Permit; State Law Review

B. PROJECT DESCRIPTION

Electrical Permit

C. STANDARDS FOR REVIEW

Secretary of the Interior's Standards for Rehabilitation (State Preservation Law Review)

D. STAFF DETERMINATION

In accordance with the Secretary of the Interior's Standards, the standards of evaluation, staff approved the project and made the determination that the project does not damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places (Register of Historic Kansas Places).

**LAWRENCE HISTORIC RESOURCES
ADMINISTRATIVE REVIEW
STAFF REPORT**

A. SUMMARY

DR-18-00513 1346 Maple Lane; New Construction of Residential Structure; Certificate of Appropriateness

B. PROJECT DESCRIPTION

New Construction of Residential Structure

C. STANDARDS FOR REVIEW

Chapter 22 of the Code of the City of Lawrence (Certificate of Appropriateness)
Environs definition for Area Two for the John G. Haskell House (1340 Haskell Avenue)

D. STAFF DETERMINATION

The environs definition for Area Two for the John G. Haskell House (1340 Haskell Avenue) allows for all projects to be reviewed administratively if they meet the applicable standards and guidelines. This project meets the applicable standards and guidelines.

In accordance with Chapter 22 of the Code of the City of Lawrence, the standards of evaluation, staff determined the proposed project will not significantly encroach on, damage, or destroy the landmarks or their environs and issued the Certificate of Appropriateness for the proposed project.

**LAWRENCE HISTORIC RESOURCES
ADMINISTRATIVE REVIEW
STAFF REPORT**

A. SUMMARY

DR-18-00514 1420 Crescent Road; Sign Permit; Certificate of Appropriateness

B. PROJECT DESCRIPTION

Sign Permit



C. STANDARDS FOR REVIEW

Chapter 22 of the Code of the City of Lawrence (Certificate of Appropriateness)

D. STAFF DETERMINATION

In accordance with Chapter 22 of the Code of the City of Lawrence, the standards of evaluation, staff determined the proposed project will not significantly encroach on, damage, or destroy the landmarks or their environs and issued the Certificate of Appropriateness for the proposed project.

**LAWRENCE HISTORIC RESOURCES
ADMINISTRATIVE REVIEW
STAFF REPORT**

A. SUMMARY

DR-18-00520 1348 Maple Lane; New Construction of Residential Structure; Certificate of Appropriateness

B. PROJECT DESCRIPTION

New Construction of Residential Structure

C. STANDARDS FOR REVIEW

Chapter 22 of the Code of the City of Lawrence (Certificate of Appropriateness)
Environs definition for the John G. Haskell House (1340 Haskell Avenue)

D. STAFF DETERMINATION

The environs definition for the John G. Haskell House (1340 Haskell Avenue) allows for all projects to be reviewed administratively if they meet the applicable standards and guidelines. This project meets the applicable standards and guidelines.

In accordance with Chapter 22 of the Code of the City of Lawrence, the standards of evaluation, staff determined the proposed project will not significantly encroach on, damage, or destroy the landmarks or their environs and issued the Certificate of Appropriateness for the proposed project.

**LAWRENCE HISTORIC RESOURCES
ADMINISTRATIVE REVIEW
STAFF REPORT**

A. SUMMARY

DR-18-00533 937 Ohio Street; I/I Permit; State Law Review

B. PROJECT DESCRIPTION

Inflow/Infiltration Abatement Permit

C. STANDARDS FOR REVIEW

Secretary of the Interior's Standards for Rehabilitation (State Preservation Law Review)

D. STAFF DETERMINATION

In accordance with the Secretary of the Interior's Standards, the standards of evaluation, staff approved the project and made the determination that the project does not damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places (Register of Historic Kansas Places).

**LAWRENCE HISTORIC RESOURCES
ADMINISTRATIVE REVIEW
STAFF REPORT**

A. SUMMARY

DR-18-00534 745 Ohio Street; I/I Permit; State Law Review

B. PROJECT DESCRIPTION

Inflow/Infiltration Abatement Permit

C. STANDARDS FOR REVIEW

Secretary of the Interior's Standards for Rehabilitation (State Preservation Law Review)

D. STAFF DETERMINATION

In accordance with the Secretary of the Interior's Standards, the standards of evaluation, staff approved the project and made the determination that the project does not damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places (Register of Historic Kansas Places).

**LAWRENCE HISTORIC RESOURCES
ADMINISTRATIVE REVIEW
STAFF REPORT**

A. SUMMARY

DR-18-00548 940 Rhode Island Street; Plumbing Permit; State Law Review

B. PROJECT DESCRIPTION

Plumbing Permit

C. STANDARDS FOR REVIEW

Secretary of the Interior's Standards for Rehabilitation (State Preservation Law Review)

D. STAFF DETERMINATION

In accordance with the Secretary of the Interior's Standards, the standards of evaluation, staff approved the project and made the determination that the project does not damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places (Register of Historic Kansas Places).

**LAWRENCE HISTORIC RESOURCES
ADMINISTRATIVE REVIEW
STAFF REPORT**

A. SUMMARY

DR-18-00558 531 Louisiana Street; Electrical Permit; State Law Review

B. PROJECT DESCRIPTION

Electrical Permit

C. STANDARDS FOR REVIEW

Secretary of the Interior's Standards for Rehabilitation (State Preservation Law Review)

D. STAFF DETERMINATION

In accordance with the Secretary of the Interior's Standards, the standards of evaluation, staff approved the project and made the determination that the project does not damage or destroy any historic property included in the National Register of Historic Places or the State Register of Historic Places (Register of Historic Kansas Places).

**LAWRENCE HISTORIC RESOURCES
ADMINISTRATIVE REVIEW
STAFF REPORT**

A. SUMMARY

DR-18-00559 1901 Louisiana Street; Commercial Remodel; Certificate of Appropriateness

B. PROJECT DESCRIPTION

Commercial Remodel

C. STANDARDS FOR REVIEW

Chapter 22 of the Code of the City of Lawrence (Certificate of Appropriateness)

D. STAFF DETERMINATION

In accordance with Chapter 22 of the Code of the City of Lawrence, the standards of evaluation, staff determined the proposed project will not significantly encroach on, damage, or destroy the landmarks or their environs and issued the Certificate of Appropriateness for the proposed project.

Lawrence Historic Resources Commission	Item No. 4
830 East 13 th Street	DR-18-00532
New Addition	12/20/2018

<p>Applicant Patrick Watkins, property owner of record</p> <p>Standards for Review</p> <p>Chapter 22</p> <ul style="list-style-type: none"> • Standard 9 • Environs of 1208 Delaware Street <ul style="list-style-type: none"> ○ Area 2 	<p>Request The applicant is requesting to construct a 516 square foot addition to the 1½ story, 935 square foot structure located at 830 East 13th Street. The project also includes a new porch and the addition of a metal roof.</p> <p>Reason for Request The property is located in the environs of the John and Mina Madson House (1208 Delaware Street), Lawrence Register of Historic Places.</p> <p>Staff Recommendation Staff recommends the Commission refer the project to the Architectural Review Committee to refine the design of the porch, find alternatives for the proposed metal roof for the primary structure and proposed new addition, and the use of vinyl windows.</p>
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Project Description

The applicant is requesting to construct a new one story, 516 square foot addition to the primary structure located at 830 East 13th Street. The new addition will be located on the east side of the structure and will be 34 feet 5 inches from north to south and will extend 15 feet from the east wall plane. The addition will be placed approximately 2 feet from the existing southern (primary) wall plane and will be in line with the northern wall plane. A basement will be located under the ground level portion of the addition as part of the project. Fiber cement siding with a reveal to match the exiting house will be the exterior material for the addition. The addition, as well as the existing structure and new porch, will have a standing seam metal roof.

A new primary entrance door with sidelights will be placed on the center of original front facing gable end of the structure. Fenestration on the south elevation of the addition will be two pairs of one-over-one double hung vinyl windows.

A door will be located on the east elevation with a 2 feet 6 inches by 30 inches double hung window above. Other fenestration on the east elevation includes two one-over-one double hung windows. All windows have a window surround with an accented top frame and will be vinyl clad.

Fenestration for the north elevation of the addition is a single one-over-one double hung vinyl window.

The existing porch located on the "L" portion of the original structure will be removed. A new porch that extends across the whole north elevation will be constructed. The new porch will have brick or 6 feet by 6 feet cedar posts for piers. The new porch will also have 6 feet by 6 feet cedar posts for the porch columns. A cable railing system is proposed for the new porch.

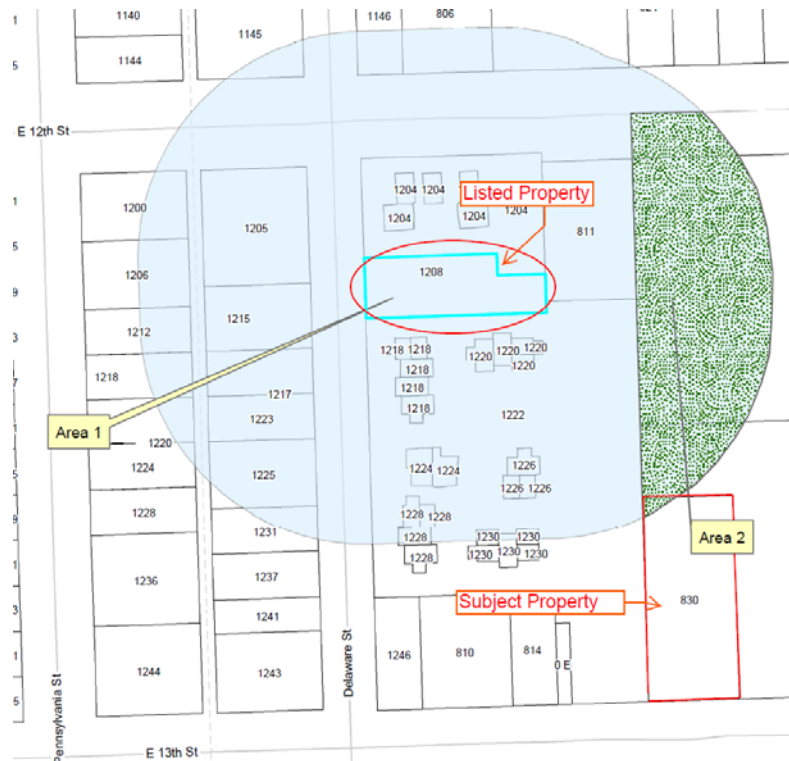
Project Review

Environs review for a Certificate of Appropriateness begins with a presumption that a Certificate of Appropriateness will be approved unless the proposed construction or demolition would significantly encroach on, damage, or destroy the landmark or historic district. Interior alterations are not included in this review. The review focuses on the environment of the listed property and how the project interacts with the environment of the listed property, not how the project affects the subject property.

In addition to review by Section 22-505, the proposed alterations and new construction should be reviewed using the design criteria in Section 22-506. These design criteria help to promote the standards set forth in Section 22-505. Specifically, Section 22-506(c)(2) provides review criteria for additions to existing buildings. Identified criteria for new additions includes but is not limited to building scale, height, orientation, site coverage, spatial separation from other buildings, facade and window patterns, entrance and porch size and general design, materials, textures, color, architectural details, roof forms, emphasis on horizontal or vertical elements, walls, fences, landscaping, and other features deemed appropriate by the Commission. Illustrative design criteria are in set forth in Section 22-506.1 and include: height, massing, scale, directional expression, setback, sense of entry, platforms, roof shapes, and rhythm of openings.

The proposed project is located in the environs of the John and Mina Madson House (1208 Delaware Street), Lawrence Register of Historic Places. There is no line of site from the proposed new addition location to the listed property. The environs definition places the subject property

in Area 2 of the environs, which is identified as a commercial/industrial portion of the environs of the Madson House. The majority of Area 2 has non-residential properties to the east of the Area 1 residential structures. Only approximately 427 square feet of the subject property is located in the environs of the listed property. The subject property is 22,500 square feet. The subject property is also 230 feet from the listed property. It is likely that this small area was not considered in the environs definition for the division of review areas. However, while the subject property is located in Area 2 of the environs definition for the listed property and the environs definition addressed this area as non-residential, the environs definition also identifies that this portion of the environs should meet the Secretary of the Interior's Standards and Guidelines and the Criteria set forth in 22-505.



Typically additions to historic structures are placed to the rear of the structure. This is the overall pattern in the environs of the listed property and it is recommended by the National Park Service in Preservation Brief 14 *New Exterior Additions to Historic Buildings: Preservation Concerns*. There are examples in the East Lawrence neighborhood where both historic and contemporary side additions have been constructed. Historic additions tend to be significantly recessed from the front wall plane of the structure. Because side additions do exist in the environs of the listed properties, the side location could be an alternative for an addition to this structure. The challenge is that while the addition is modest in size, it does not allow for a significant setback from the front wall plane of the primary portion of the historic structure. The setback from the front wall plane is only approximately 2 feet. This lack of setback creates a mass for the structure that diminishes the pattern of the long narrow structure with side addition and visually changes the vernacular architectural form of the structure. This architectural form is defined in Dr. Dennis Domer's *Living in East Lawrence* context document as an "L" shaped plan. Virginia McAlester in *A Field Guide to American Houses* also describes this house type as an "L" plan and further classifies this vernacular type of structure as a front gable and wing National Folk form. The

addition should be set back a significant amount from the front wall plane. For this structure, that setback would be behind the first window on the east elevation of the historic structure.

The existing front porch for the structure will be removed. Replacing the existing porch, which is typical for the vernacular form of the existing structure, will be a new porch that wraps around the historic portion of the structure to the front wall plane of the proposed addition. While some wrap around porches exist in the environs, they are not part of the character of the environs for this vernacular form. This new porch will cover the gable front where a new door with sidelights is proposed. This door is also atypical for the vernacular architectural style of the structure.

The fenestration pattern for the addition is compatible with the structure and the environs of the listed property. While the proposed door on the east elevation is not typical, it is in scale with the addition and the structure.

Overall, the new addition is compatible in building scale, height, orientation, site coverage, spatial separation from other buildings, architectural details, roof form, emphasis on horizontal or vertical elements, sense of entry, and platform. The materials for the proposed addition are compatible with the environs of the listed property with the exception of the metal roof for the primary structure and the vinyl windows. Vinyl windows are not a compatible material for the environs of the listed property. While the existing structure currently has vinyl windows, new windows should be a compatible material with the non-compatible windows phased out over time. Staff does not recommend vinyl windows.

Metal roofs for primary structures are not typical for the environs of the listed property. Historically, metal roofs were more common on accessory structures and porches. While some metal roofs existed historically in East Lawrence, they were not the material used for most of the structures of this architectural style in the area. The listed property has a metal roof on the primary porch and on a small addition on the rear of the structure. The primary roof is not metal. There are several examples in Lawrence of metal roofs on Italianate structures which is the architectural style of the listed property. A standing seam metal roof is not appropriate for this style of architecture on the primary structure because it is not the pattern or material that is part of the environs of the listed property. If a metal roof is approved, it should be a roof similar to the metal roof on the listed property with a very low profile for the standing seam.

The project damages the integrity of the subject property. However, the subject property is not listed and this review is not for this house but instead the environs of the listed property. While the project is not a review for the subject property, the project should meet the patterns and materials of the environs of the listed property.

Staff is of the opinion that the proposed side addition placement, metal roof, and vinyl windows do not reflect the overall character of the historic environs of the listed property. Preservation best practices recommend placing additions to the rear of the primary structure. Alternatives exist that could allow for a side addition to be more consistent with the historic patterns of the listed property's environs. Alternatives also exist for the metal roof for the primary structure and the proposed vinyl windows. There is no line of sight from the proposed project site to the listed property. The proposed project can be compatible with the environs of the listed property with some design and materials refinement to meet the applicable guidelines.

STANDARDS FOR REVIEW

Chapter 22 of the Code of the City of Lawrence (Certificate of Appropriateness)

(A) An application for a certificate of appropriateness shall be evaluated on a sliding scale, depending upon the designation of the building, structure, site or object in question. The certificate shall be evaluated on the following criteria:

- 1. Most careful scrutiny and consideration shall be given to applications for designated landmarks;*
- 2. Slightly less scrutiny shall be applied to properties designated as key contributory within an historic district;*
- 3. Properties designated contributory or non-contributory within an historic district shall receive a decreasing scale of evaluation upon application;*
- 4. The least stringent evaluation is applied to noncontributory properties and the environs area of a landmark or historic district. There shall be a presumption that a certificate of appropriateness shall be approved in this category unless the proposed construction or demolition would significantly encroach on, damage, or destroy the landmark or historic district. If the Commission denies a certificate of appropriateness in this category, and the owner(s) appeals to the City Commission, the burden to affirm the denial shall be upon the commission, the City or other interested persons.*

(B) In considering an application for a certificate of appropriateness, the Commission shall be guided by the following general standards in addition to any design criteria in this Chapter and in the ordinance designating the landmark or historic district:

- 1. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building, structure, site or object and its environment, or to use a property for its originally intended purpose;*
- 2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural feature should be avoided when possible;*
- 3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations that have no historical basis and that seek to create an earlier appearance shall be discouraged;*
- 4. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected;*
- 5. Distinctive stylistic features or examples of skilled craftsmanship that characterize a building, structure or site shall be treated with sensitivity;*
- 6. Deteriorated architectural features shall be repaired rather than replaced, whenever possible. In the event replacement is necessary, the new materials should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplication of features, substantiated by historic, physical, or pictorial evidence, rather than*

on conceptual designs or the availability of different architectural elements from other buildings or structures;

7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building material shall not be undertaken;

8. Every reasonable effort shall be made to protect and preserve archaeological resources affected by, or adjacent to, and project;

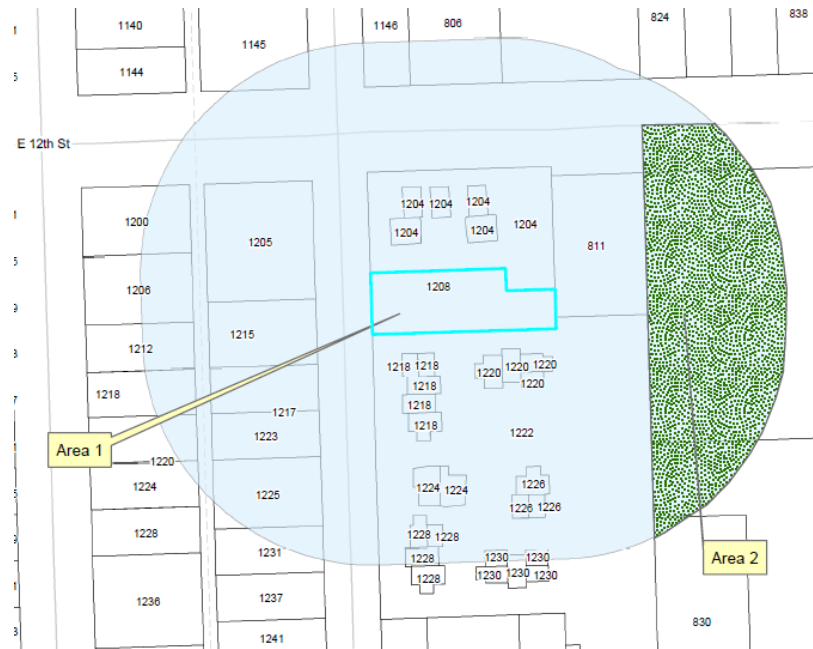
9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alteration and additions do not destroy significant historical, architectural, or cultural material, and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environs.

Environs for the John & Mina Madson House

The Environs for 1208 Delaware Street, the John & Mina Madson, is divided into two areas. The proposed project is located in Area 2 and the following standards apply:

Area 2: Because the area no longer reflects the residential character of the historic environs, the area should reflect the development patterns established for the commercial areas/industrial areas of the neighborhood.

The proposed alteration or construction should meet the intent of the Standards and Guidelines Rehabilitation and the Criteria set forth in 22-505. Design elements that are important are scale, massing, site placement, height, directional expression, percentage of building coverage to site, setback, roof shapes, rhythm of openings and sense of entry. Demolition of properties shall be approved if a compatible structure is proposed on the site. Maintaining views to the listed property and maintaining the rhythm and pattern in the environs are the primary focus of review.



All projects will be approved administratively by the Historic Resources Administrator except demolition, new construction and significant additions (alterations that are greater than 20% of the existing footprint) which will be reviewed by the Historic Resources Commission. The proposed alteration or construction should meet the intent of the Standards and Guidelines for Rehabilitation and the Criteria set forth in 22-505.



City of Lawrence
Douglas County
PLANNING & DEVELOPMENT SERVICES

6 East 6th St.
P.O. Box 708
Lawrence, KS 66044

www.lawrenceks.org/pds

Phone 785-832-3150
Tdd 785-832-3205
Fax 785-832-3160

DESIGN REVIEW Application Requirements

All application materials must be submitted in print and electronic format, on disk or via email to planning@lawrenceks.org. If you are unable to provide the application materials in electronic format, please contact the Planning Office at 785-832-3150.

GENERAL REQUIREMENTS

- ☒ **Application** Be sure to note if other applications (site plans, variance requests, Tax Credit Application, etc.) have been or will be submitted. Make sure the application is signed and dated. Include a digital copy of the signed application and supporting materials.
- ☒ **Written Description** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used (e.g. width of siding, window trim, etc.) Attach additional documents and pages as necessary.
- ☒ **Drawings** Submitted drawings must be sufficiently clear, detailed and **dimensioned** in order to adequately communicate the scope of the proposed project. The applicant should include **dimensional drawings with a graphic/bar scale of each affected elevation** and floor plans of the structure. Staff may require more information based on submission and scope of the project. Applicants should submit one full size copy of the plans in addition to the digital plans.
- ☒ **Site Plan** Scaled or dimensioned site plan with a graphic/bar scale. Include location of all existing and proposed structures, and landscape features such as retaining walls, historic limestone curbing, hitching posts, etc.
- ☒ **Description of Materials and Construction Techniques** This may be noted on the required drawings or described on page 2 of the Application. Please note window and door specifications if proposing replacement.
- ☒ **Photographs** Include photographs of each elevation of the property and any important architectural details. The property owner will allow staff access to the property to photo document the project. Please submit digital photographs only.

ADDITIONAL REQUIREMENTS FOR DEMOLITION PROJECTS

- ☐ **Statement of Building Condition** Structural analysis completed by an engineer or licensed building contractor thoroughly documenting the specific structural deficiencies that require the structure to be demolished.
- ☐ **Repair vs. Replacement Cost Analysis** Analysis describing the cost to repair the structure to be demolished and the cost to build a new structure of equal size and materials. This information will help to determine the feasibility of rehabilitation.



City of Lawrence Douglas County

PLANNING & DEVELOPMENT SERVICES

Pre-Application Meeting Required
Planner _____
Date _____
Date Received _____

6 East 6th St.
P.O. Box 708
Lawrence, KS 66044

www.lawrenceks.org/pds

Phone 785-832-3150
Tdd 785-832-3205
Fax 785-832-3160

DESIGN REVIEW APPLICATION

PROPERTY INFORMATION

Address of Property 830 E 13th Street
Legal Description (may be attached) Attached

OWNER INFORMATION

Name(s) Patrick & Kirsten Watkins
Contact Patrick Watkins
Address 830 E 13th
City Lawrence State KS ZIP 66044
Phone (785) 550-8714 Fax (785) 749-5652
E-mail patrwatkins@gmail.com Cell Phone (785) 550-8794

APPLICANT/AGENT INFORMATION

Contact Patrick Watkins (Same as above)
Company _____
Address _____
City _____ State _____ ZIP _____
Phone (_____) _____ Fax (_____) _____
E-mail _____ Cell Phone (_____) _____

Existing Zoning	Existing Land Use	Proposed Land Use	# of Buildings
Total site area	Existing Building Footprint ✓	Proposed Building Footprint ✓	Open Space Area
Existing Pavement Coverage	Proposed Pavement Coverage		

Are you also submitting any of the following applications?

• Building Permit	• Site Plan	• Special Use Permit	• Zoning Change
• Variance	• State or Federal Tax Credit Application	Other (specify) _____	

Property Address: 830 E 13th Street

**Detailed Description of Proposed Project:
(Attach additional sheets if necessary)**

One story addition with basement and porch areas. Site plan and design plans are attached. Materials and construction method will match that of the existing house, except where noted in the plans.

**Reason for Request:
(Attach additional sheets if necessary)**

Our family would like to add space to our home to accommodate our growing children. We'd like to stay in this historically and culturally significant part of town, but will need to add some space for accommodating the size of our family.

Architect/Engineer/Contractor Information: Please provide name and phone number of any persons associated with the project.

Contact Mike Myers
Company Hernly & Associates
Address 1100 Rhode Island
City Lawrence KS State 66044 ZIP
Phone (785) 749-5800 Fax (____)
E-mail mike@hernly.com Cell (____)


REQUIRED ATTACHMENTS:

- ☐ Photographs of existing structure and site
- ☐ Scaled or dimensioned site plan with a graphic/bar scale
- ☐ Scaled elevation drawings with a graphic/bar scale
- ☐ Scaled or dimensioned floor plans with a graphic/bar scale
- ☐ Materials list
- ☐ Digital copy of application materials

ADDITIONAL INFORMATION MAY BE REQUIRED BASED ON THE SCOPE OF THE PROJECT

SIGNATURE

I/We, the undersigned am/are the **(owner(s))**, **(duly authorized agent)**, **(Circle One)** of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for design review approval as indicated above.

Signature(s):  Date 11.1.18

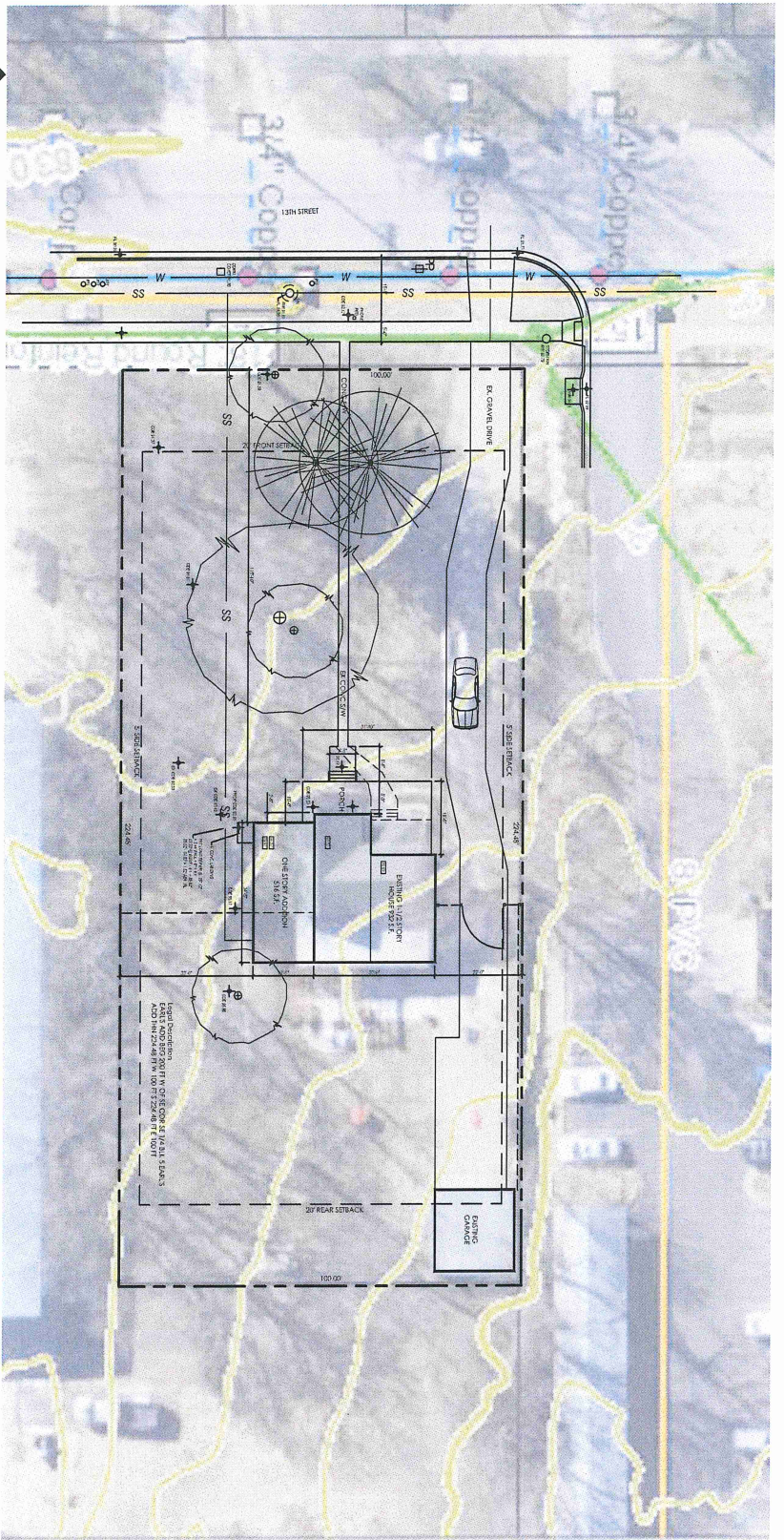
 Date 11.1.18

____ Date _____

Note: If signing by agent submit Owner Authorization Form

LEGAL DESCRIPTION

Beginning at a point 200 feet West of the Southeast corner of Block 5 in EARL'S ADDITION to the City of Lawrence, Douglas County, Kansas; thence North 224.48 feet; thence West 100 feet; thence South 224 feet, more or less, to the South line of said Block 5; thence East 100 feet to the place of beginning.



1" = 20'-0" PLOT PLAN

WATKINS RESIDENCE
830 E. 13th Street
Lawrence, Kansas

Hernly
ASSOCIATES

2020 Lawrence, Kansas
785-749-6664
FAX 785-749-1515

SITE PLAN

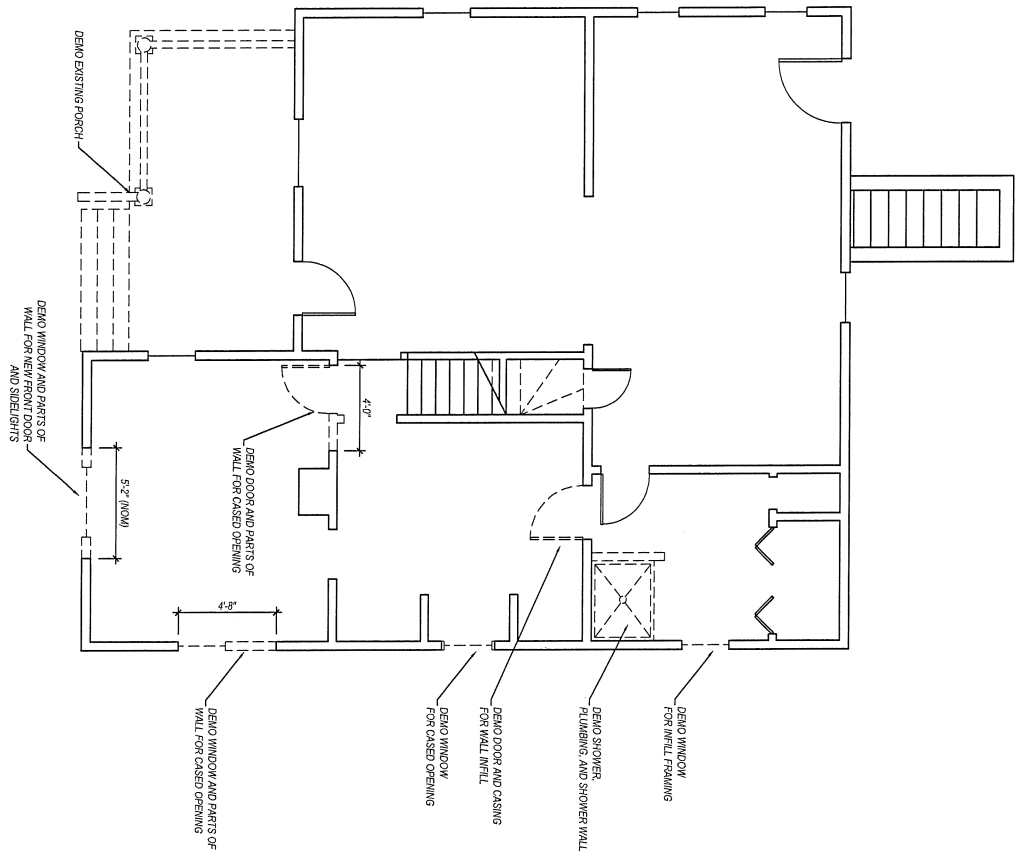
DATE: 2019.02.08
DRAWN BY: MHERS
CHECKED BY:
REVISION:

C1.0



1 FIRST FLOOR DEMO PLAN

1/4" = 1'-0"



WATKINS RESIDENCE
830 E. 13th Street
Lawrence, Kansas

Henry
Associates

2025 Market Street
Lawrence, Kansas 66044
Tel: 785-840-1313
Fax: 785-840-1313

DRAWING PLAN

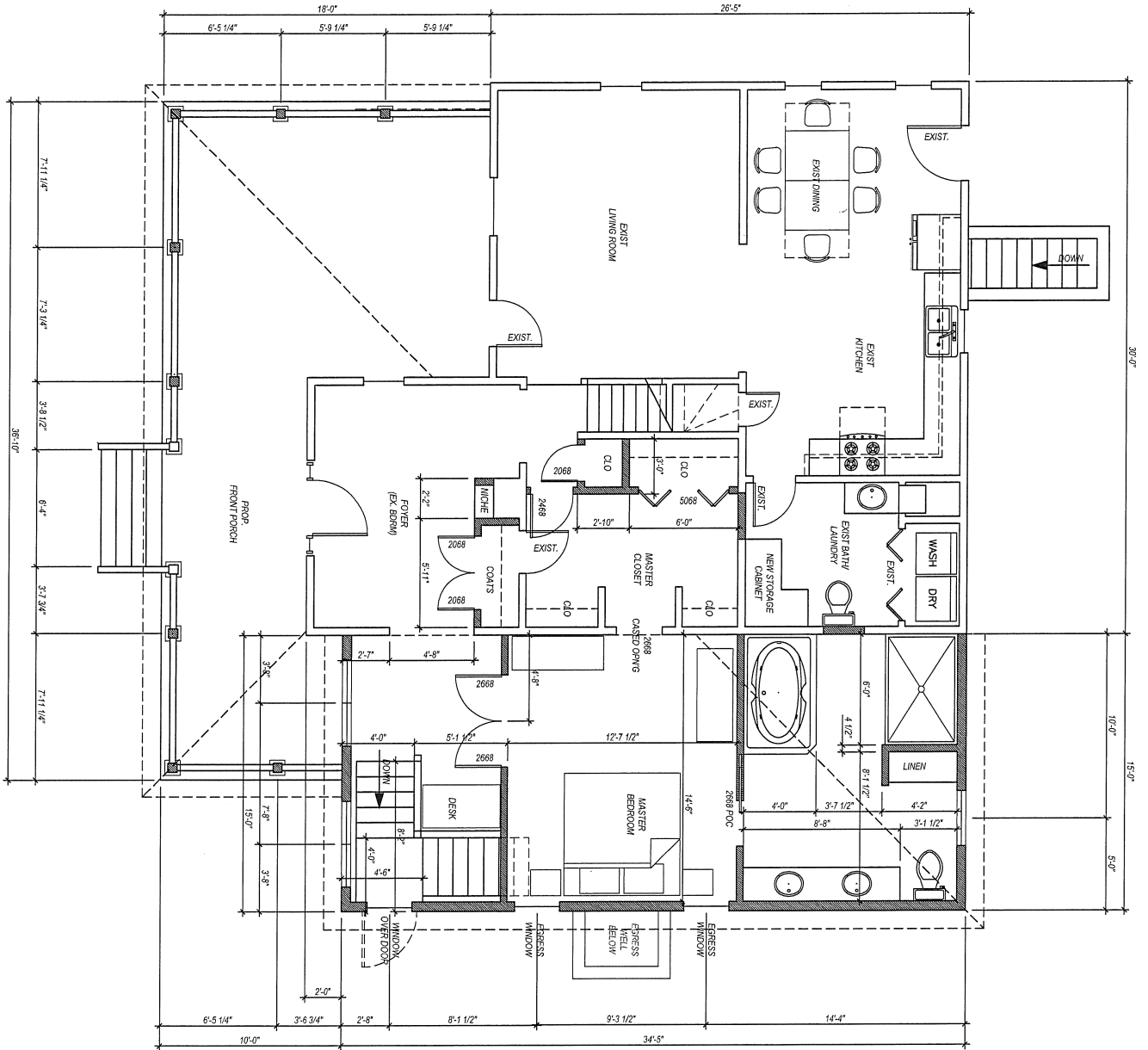
Date: 10/1/2025
Drawn by: JMM
Checked by: JMM
Revised by:

D1.0



FIRST FLOOR PLAN

1/4" = 1'-0"



A1.0

Date: 01/11/10
Drawn by: J. Wilson
Checked by: J. Wilson
Revised:

FLOOR PLAN

520 Main Street
Lawrence, Kansas 66044
Tel: 781-684-4644
Fax: 781-794-1515

Hemly
Associates

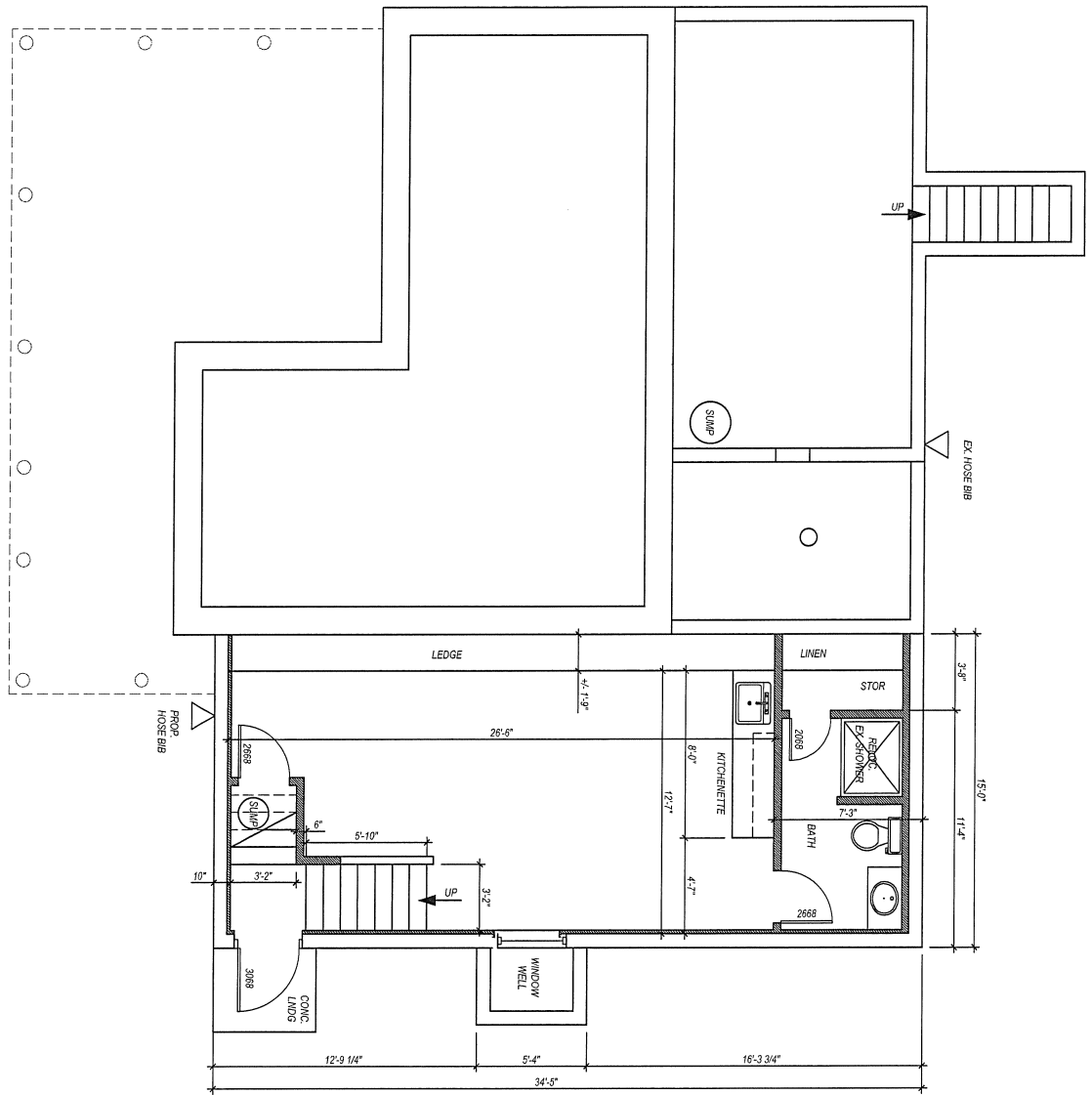
WATKINS RESIDENCE

830 E. 13th Street
Lawrence, Kansas



BASEMENT PLAN

1/4" = 1'-0"



WATKINS RESIDENCE
830 E. 13th Street
Lawrence, Kansas

Hemily
Associates

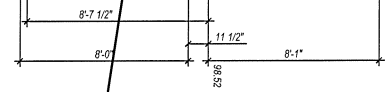
703 Woodward
Lawrence, KS 66044
TEL: 785-841-1515
FAX: 785-841-1513

FLOOR PLAN

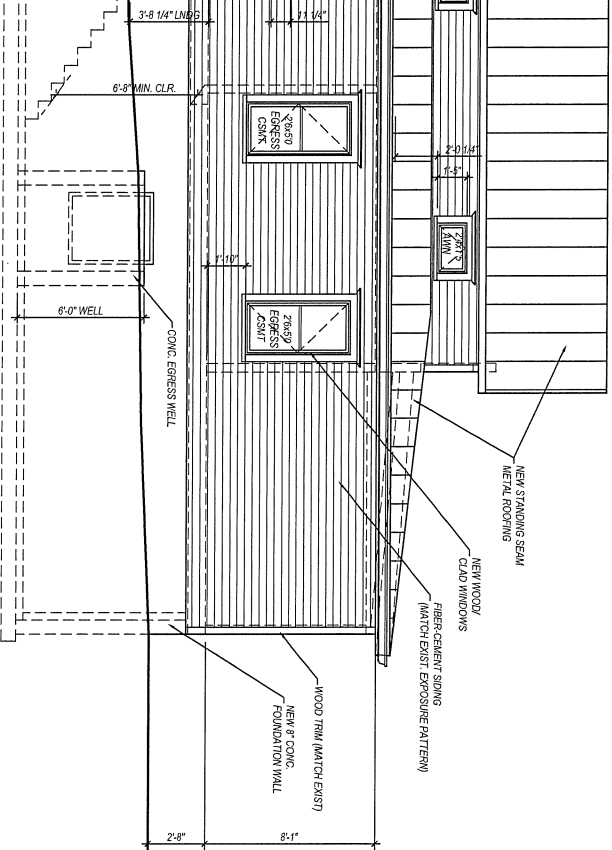
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Drawn by: KTB
Checked by: JTB
Reviewed by: JTB

A1.1

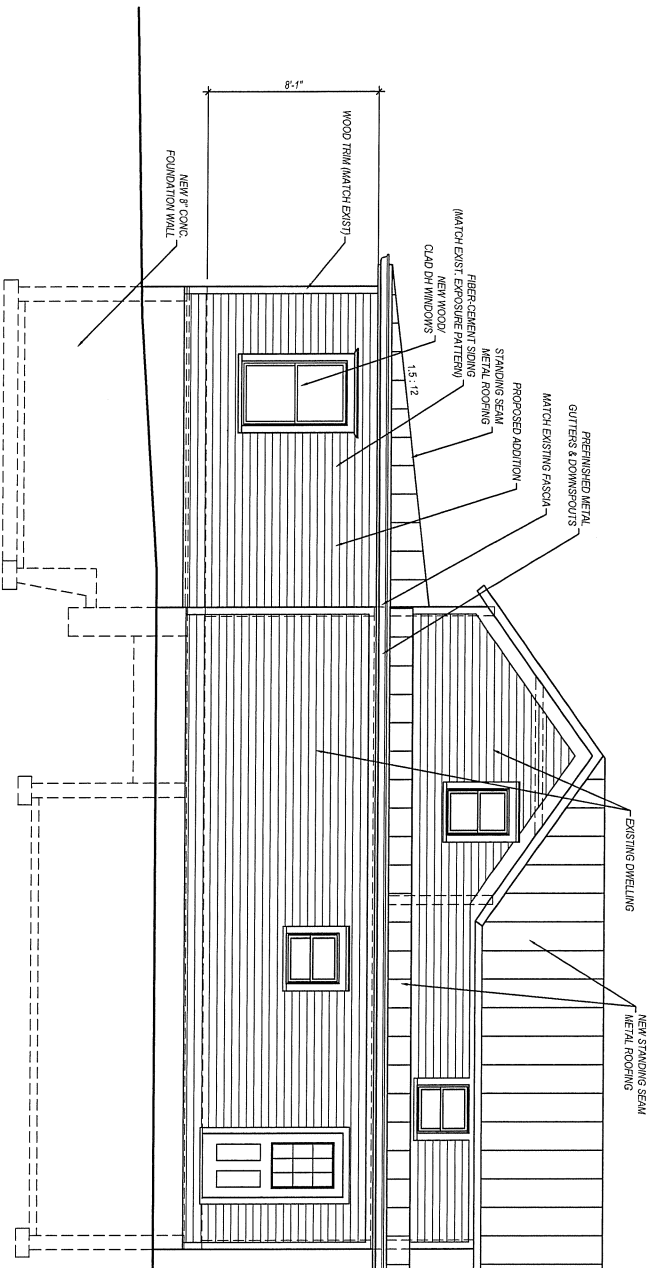
1/4" = 1'-0"



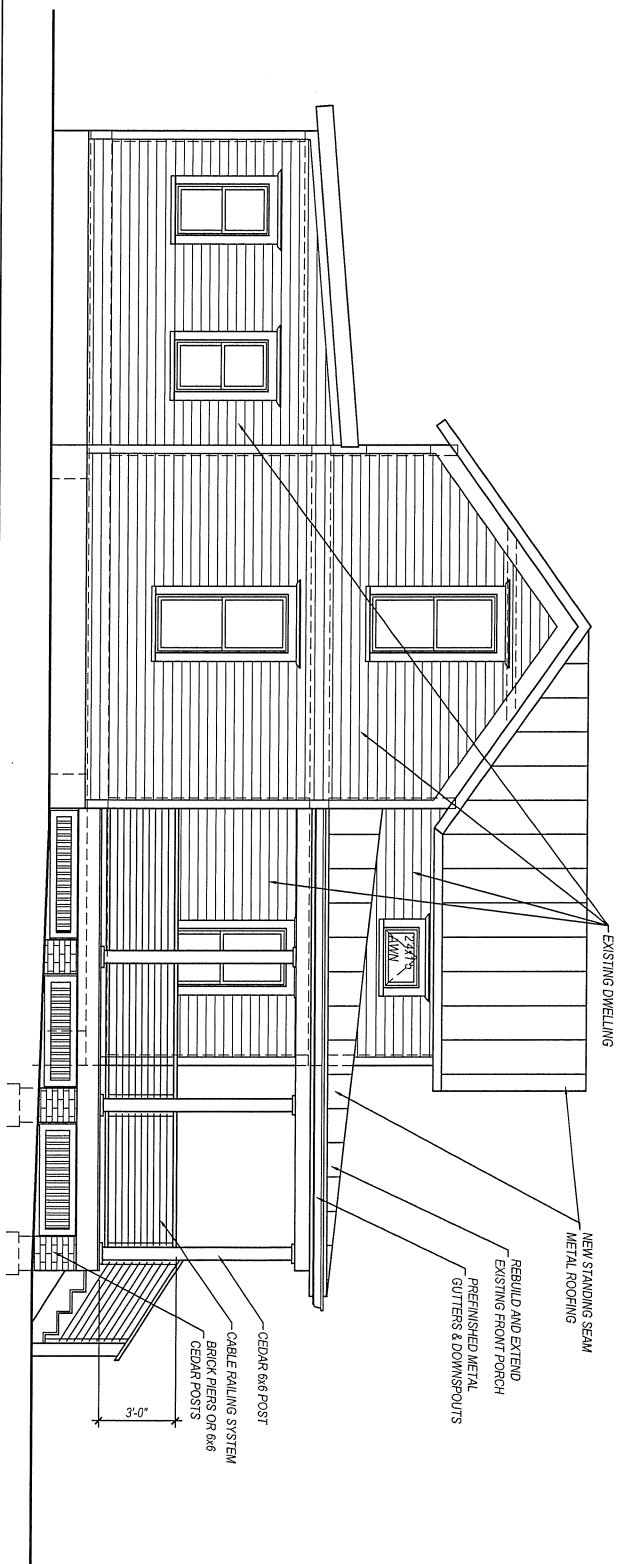
1/4" = 1'-0"



1/4" = 1'-0"



1 NORTH ELEVATION
1/4" = 1'-0"



2 WEST ELEVATION
1/4" = 1'-0"

WATKINS RESIDENCE
830 E. 13th Street
Lawrence, Kansas

Henry
ASSOCIATES

250 Massachusetts
Lawrence, Kansas
785-749-4500
FAX 785-749-1515

ELEVATIONS

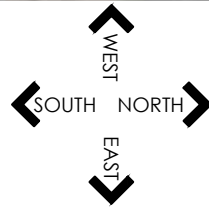
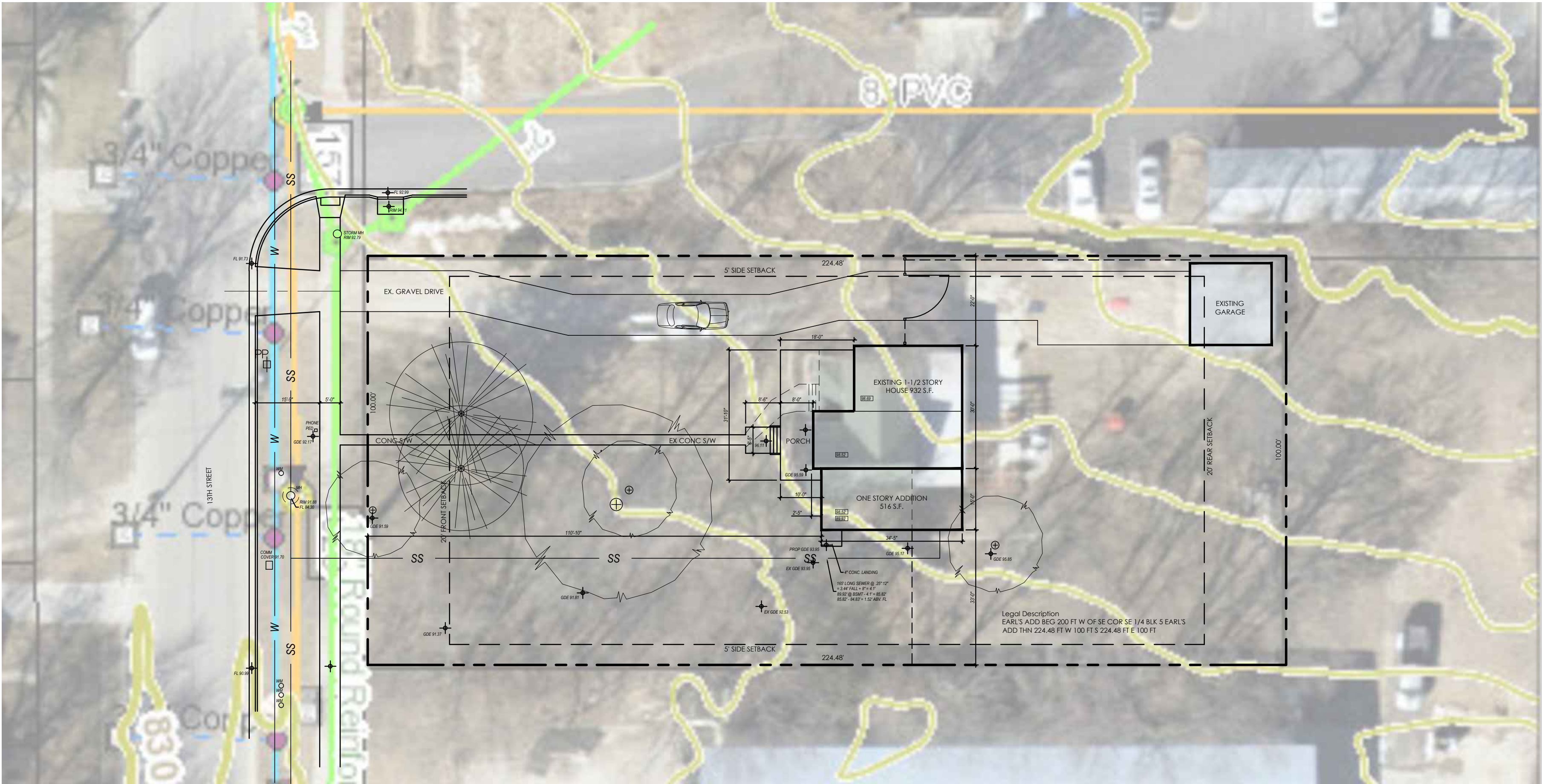
Date: 2/19/19
Drawn by: WAB
Checked by:
Reviewed by:

A2.1









1 PLOT PLAN

1" = 20'-0"

WATKINS RESIDENCE

830 E. 13th Street
Lawrence, Kansas

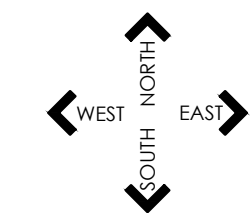
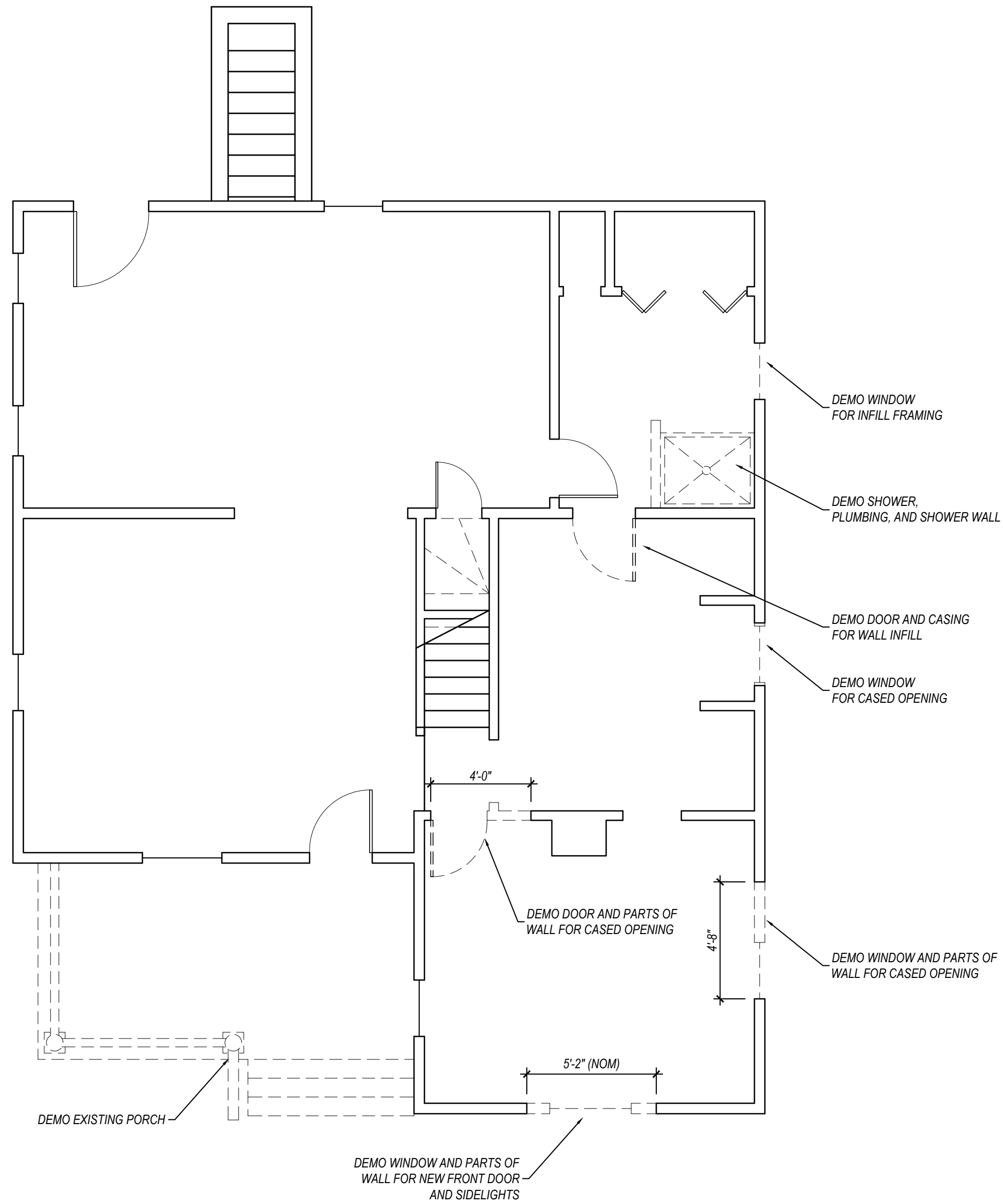
Hernly
ASSOCIATES

920 Massachusetts
Lawrence, Kansas
66044
785 - 749 - 5806
FAX 785 - 749 - 1515

SITE PLAN

Date: 2018/10/30
Drawn by: M.MYERS
Checked by:
Revisions:

C1.0



1 FIRST FLOOR DEMO PLAN

1/4" = 1'-0"

WATKINS RESIDENCE
830 E. 13th Street
Lawrence, Kansas

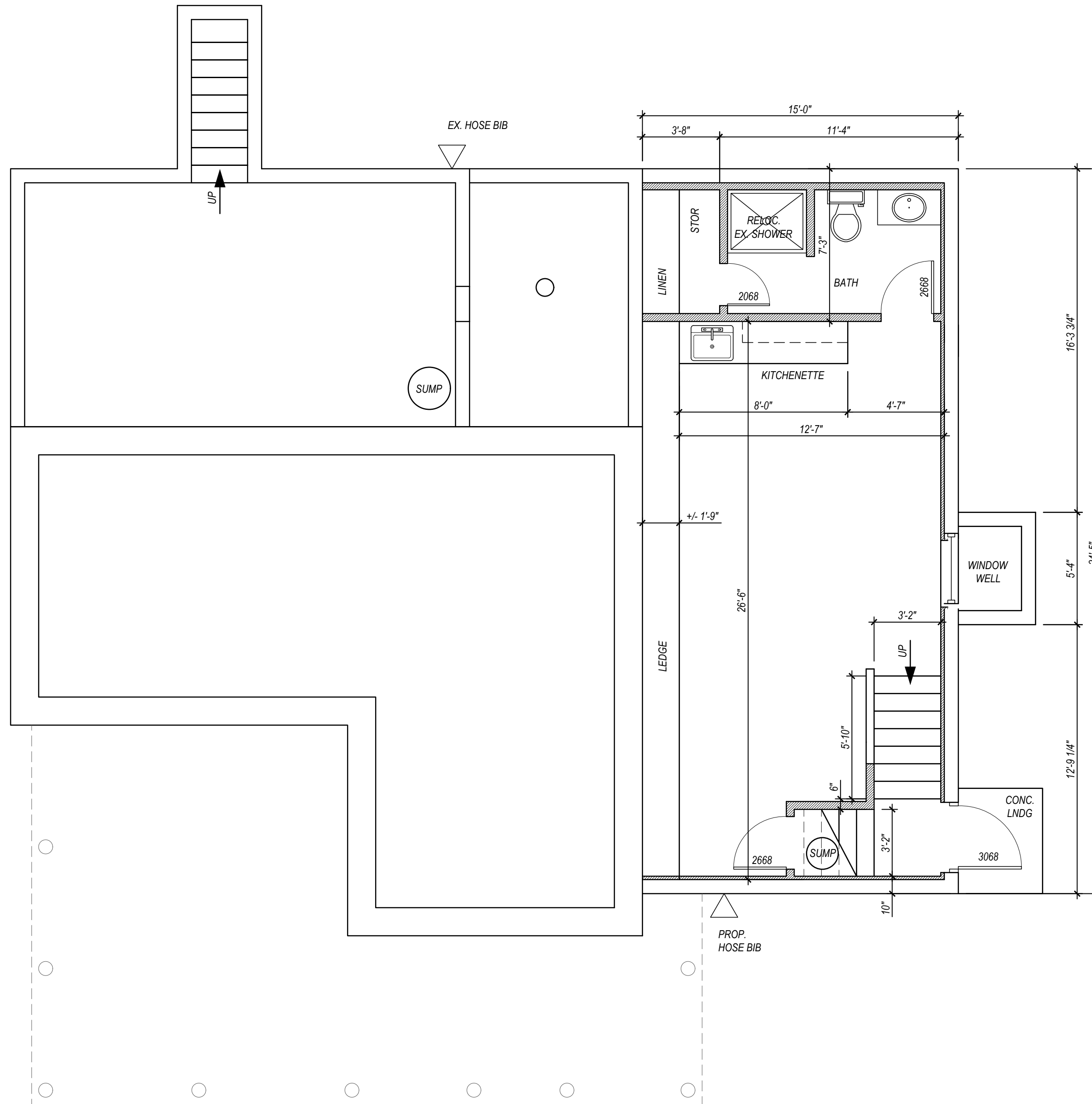
**Hernly
ASSOCIATES**

920 Massachusetts
Lawrence, Kansas
66044
785 - 749 - 5806
FAX 785 - 749 - 1515

DEMOLITION PLAN

Date: 2018/10/30
Drawn by: MMVERS
Checked by:
Revisions:

D1.0



WATKINS RESIDENCE
830 E. 13th Street
Lawrence, Kansas

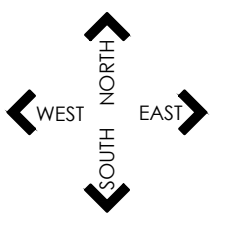
Hernly
ASSOCIATES

920 Massachusetts
Lawrence, Kansas
66044
785 - 749 - 5806
FAX 785 - 749 - 1515

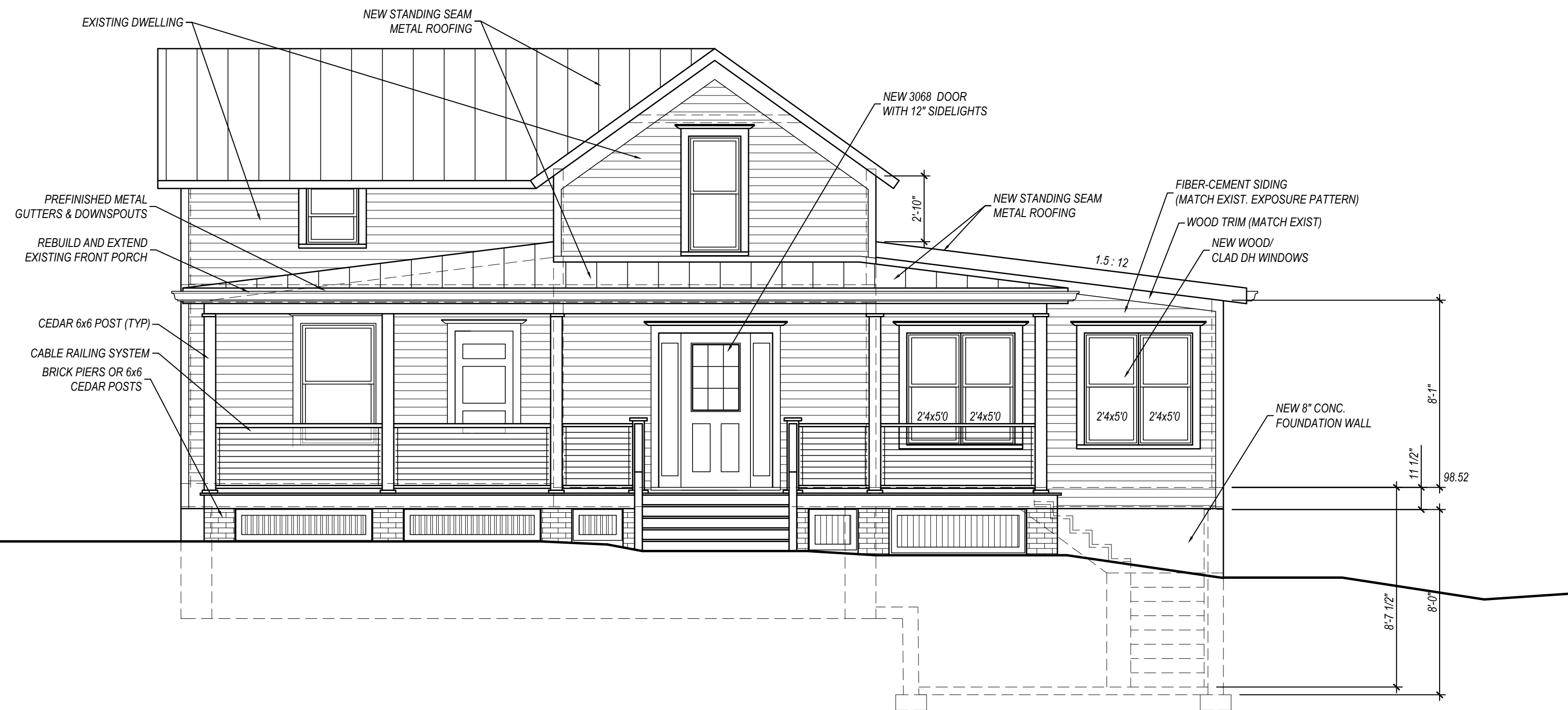
FLOOR PLAN

Date: 2018/10/30
Drawn by: MMVERS
Checked by:
Revisions:

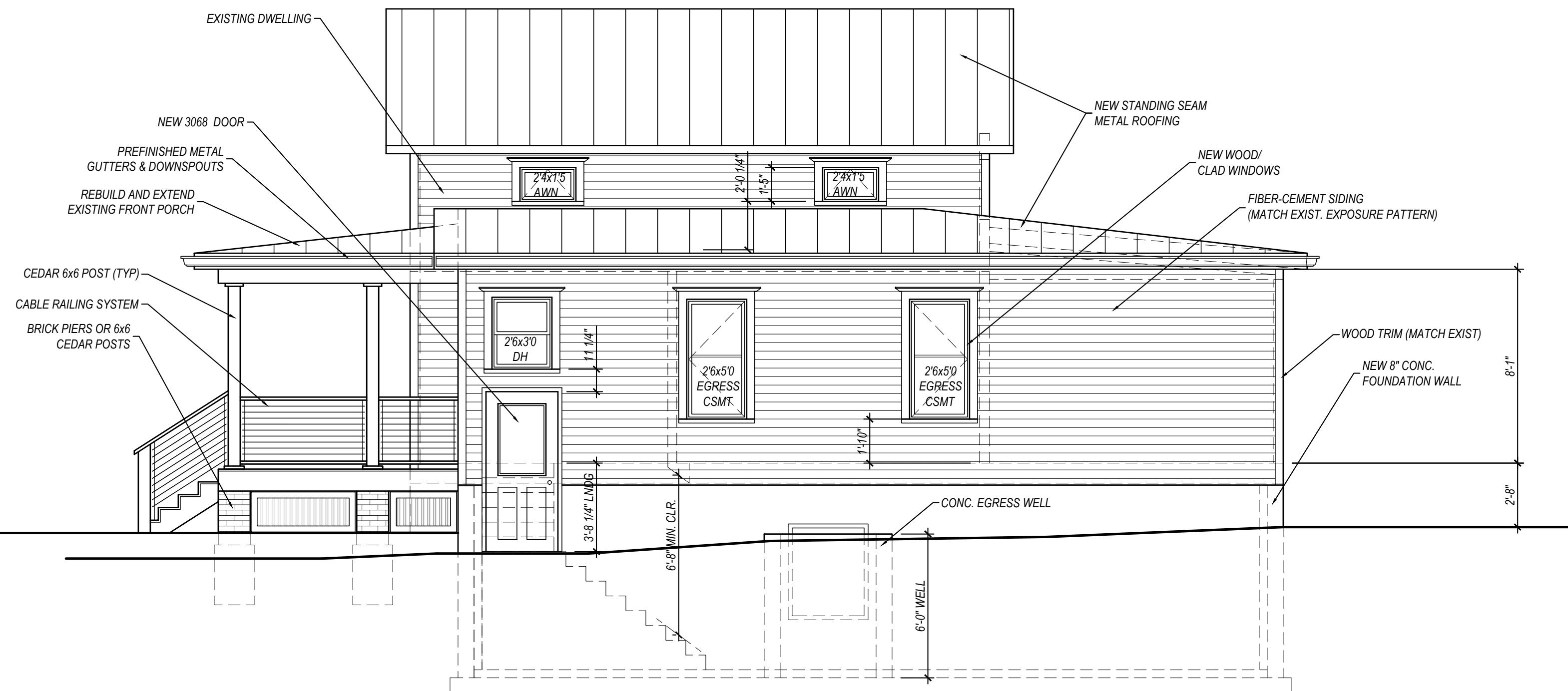
A1.1



1 BASEMENT PLAN
1/4" = 1'-0"



1 SOUTH ELEVATION
1/4" = 1'-0"



1 EAST ELEVATION
1/4" = 1'-0"

WATKINS RESIDENCE
830 E. 13th Street
Lawrence, Kansas

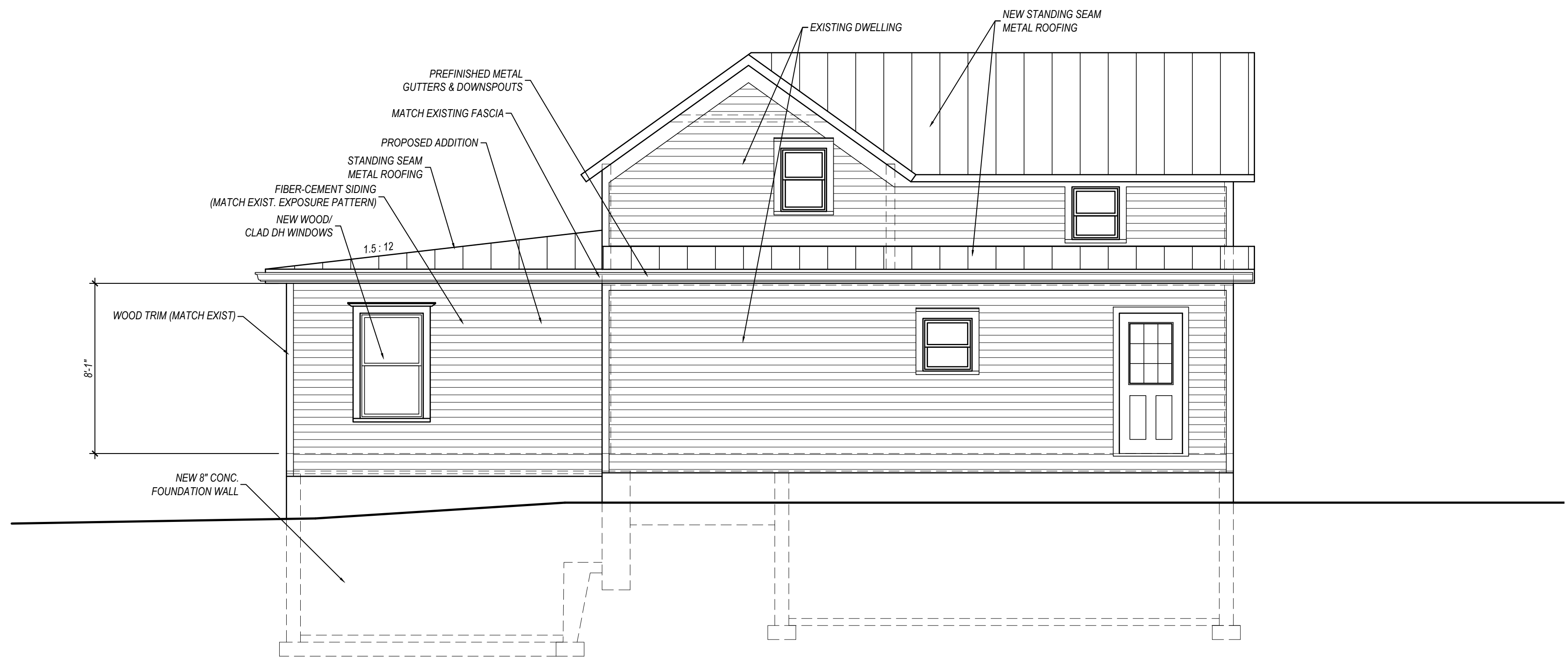
**Hernly
ASSOCIATES**

920 Massachusetts
Lawrence, Kansas
66044
785 - 749 - 5806
FAX 785 - 749 - 1515

ELEVATIONS

Date: 2018/10/30
Drawn by: MMVERS
Checked by:
Revisions:

A2.0



1 NORTH ELEVATION



2 WEST ELEVATION

WATKINS RESIDENCE
830 E. 13th Street
Lawrence, Kansas

Hernly
ASSOCIATES

920 Massachusetts
Lawrence, Kansas
66044
785 - 749 - 5806
785 - 749 - 1515

ELEVATIONS

Date: 2018/10/30
 Drawn by: M.MYERS
 Checked by:
 Revisions:

A2.1



SPECIAL USE PERMIT APPLICATION CHECKLIST

Application Requirements

Application materials must be submitted in both print and electronic format (on disc).

If you are not able to provide the application materials in electronic format, please contact the Planning Office at 785-832-3150.

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application will delay the review process.

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of submission. Incomplete applications will be returned to the applicant.

Pre-Application Meeting

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Pre-submittal Date 10-11, 2018

Planner's Name mkM / SLD

Target Submission Date , 20

Fee \$500 + \$50 Legal Ad Fee + \$175 Ordinance Publication Fee

During the meeting Planning Staff will assist the applicant to determine **if** the following items are Required (R) or Not Applicable (NA):

- | R | NA | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Traffic Impact Study, in both print (3 copies) and electronic format. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Drainage Study, in both print (2 copies) and electronic format. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Stormwater Pollution Prevention Plan (SWP3), in both print and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | Market Study, in both print (2 copies) and electronic format. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Downstream Sanitary Sewer Analysis (DSSA), in both print (2 copies) and electronic format. <i>(Fixture Sheet Analysis)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan: Area, Corridor, Nodal, other. |
- Letter*



General Special Use Permit Submittal Requirements

❖ **Application Form, in both print and electronic format (on disc).**

- ☐ A complete Application Form, in both print and electronic format.
 - Page 1 – Owner, Applicant, and Property information
 - Page 2 – Description and details of proposal
 - Page 3 – Description and details/signature page

❖ **Attachments Required, in both print and electronic format.**

- ☐ Owner Authorization Form **if** applicant is not the legal owner of the property.
- ☐ Legal description of property in print (see Page 10 of this packet) and electronic format (MS Word).
- ☐ Site Plan meeting the requirements of 20-1305(f) 2 paper copy, and 1 electronic (TIF format preferred).
- ☐ Property Owner List certified by the County Clerk of all property owners within the notification area of the subject property.
- ☐ Property Ownership List Certification
- ☐ Sign Posting Affidavit submitted at least 7 days before the public hearing, sign must be posted at least 20 days before public hearing
- ☐ Copy of letter of notification

❖ **Other**

- ☐ Payment of review fee. (Make check payable to the City of Lawrence.)
- ☐ Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.



**City of Lawrence
Douglas County**
PLANNING & DEVELOPMENT SERVICES

**Lawrence Douglas County
Metropolitan Planning Office**
6 East 6th Street, P.O. Box 708, Lawrence, KS 66044
(785) 832-3150 Fax (785) 832-3160
<http://www.lawrenceks.org/pds/>

Pre-Application Meeting
required minimum 7 days
before submission
Planner MKM/SLD
Date 10-11-18
Fee _____
Fee: \$500 (+\$50 Legal Ad
& \$175 Ordinance)

SPECIAL USE PERMIT APPLICATION

OWNER INFORMATION

Name(s) James Dunn
Contact N/A
Address 936 Kentucky
City Lawrence State KS ZIP 66044
Phone (785) 865-6754 Fax () N/A
E-mail lorddunn@aol.com Mobile/Pager (785) 843-5272

APPLICANT/AGENT INFORMATION

Contact Loring Henderson
Company Coalition for Homeless Concerns, Inc. - Drop In and Respite (DARE) Center
Address ~~944 Kentucky~~ 1350 Westbrooke Street
City Lawrence State KS ZIP 66044
Phone (785) 764-2095 Fax () N/A
E-mail loringrh@gmail.com Mobile/Pager (785) 764-2095
Pre-Application Meeting Date 10/11/18 Planner MKM/SLD

PROPERTY INFORMATION

Present Zoning District RMD-UC Proposed Zoning District NO change
Present Land Use Storage Proposed Land Use Drop In Center for homeless
Legal Description (may be attached) Lot 90 & 92, Kentucky Street, Lawrence
original town site, Lawrence, Douglas County, Kansas
Address of Property 944 Kentucky, Lawrence, KS 66044
Total Site Area 11,700 SQ FT Lot area
Number and Description of Existing Improvements or Structures One building
with first floor and lower level



Are you also submitting any of the following applications?			
• Building Permit	• Subdivision Plat	• Special Use Permit <i>YES</i>	• Zoning Change
• Variance	• Other (specify)		

Please indicate the reason for your request . (Attach additional sheets if needed.)

*Facility to be used for day time respite center
for homeless individuals and families*

In reviewing and making decisions on proposed Special Use Permits, the Planning Commission and the City Commission are required consider the following criteria. The Development Code places the burden on the applicant to show that an application complies with such criteria. Please respond to the following criteria to the best of your knowledge. (Attach additional sheets if needed.)

1. Does the proposed use comply with the applicable provisions of the Development Code?

Yes

2. Is the proposed use compatible with adjacent uses in terms of scale, site design, operating characteristics, including hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts?

Yes



City of Lawrence Douglas County

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3. Will the proposed use cause a substantial diminution in value of other property in the neighborhood in which it is located?

No

4. Will the proposed use cause significant adverse impacts on the natural environment?

No

SIGNATURE

I/We, the undersigned am/are the **(owner(s))**, **(duly authorized agent)**, **(Circle One)** of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for rezoning as indicated above.

Signature(s):

Loring R Henderson

Date

11/16/18

Date

Date

STAFF USE ONLY

Application No. _____

Date Received _____

Planning Commission Date _____

Fee \$ _____

Date Fee Paid _____



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OWNER AUTHORIZATION

I/WE James C. Dunn, hereby referred to as the "Undersigned", being of lawful age, do hereby on this 16th day of Nov., 20 18, make the following statements to wit:

1. I/WE the Undersigned, on the date first above written, am are the lawful owners ~~is~~ in fee simple absolute of the following described real property:

See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.

2. I/WE the undersigned, have previously authorized and hereby authorize Loring R. Henderson (Herein referred to as "Applicant"), to act on my our behalf for the purpose of making application with the Planning Office of Lawrence/Douglas County, Kansas, regarding 944 Kentucky (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

James C. Dunn
Owner

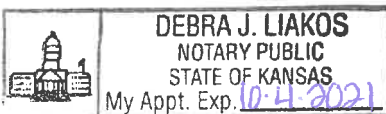
Owner

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this 16th day of November, 20 18,
by James C. Dunn

My Commission Expires: 10/4/2021

Debra J. Liakos
Notary Public





**City of Lawrence
Douglas County**
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Exhibit A, Legal Description

Lot 90 & 92, Kentucky Street, Lawrence

Original town site, Lawrence, Douglas County, Kansas



PROPERTY OWNERSHIP LIST CERTIFICATION

As required by Article 13, Section 20-1301(q) of the Development Code, the applicant is responsible for providing certified Ownership information (including names and mailing addresses) of all real property owners within a defined radius from the subject property. The Planning Department is required by the Development Code to use the submitted Ownership list to mail notice of the public hearing to surrounding property owners regarding this Application.

Ownership Information

The applicant is responsible for providing certified Ownership information. Current Ownership information shall be obtained from the Douglas County Clerk. Ownership information will be considered current if it is **no more than 30 days old** at the time an application is submitted to the Planning Department.

Radius of Notification

The Ownership list shall include the record Owner of the subject property and all Owners of property located within 400 feet of the subject property. If the subject property is adjacent to the City limits the area of notification shall be extended to at least 1,000 feet into the unincorporated area.

A map of the "Radius of Notification" can be obtained **at the Applicant's request** at the Planning Office. The map indicates ownership of each property and can be used to check the accuracy and completeness of the Ownership List. The map will be supplied **at the Applicant's expense. Allow 10 business days** to receive the map.

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

I certify that I have read and understood the above information and that the submitted Ownership list:

1. was a) obtained from and b) certified by the Douglas County Clerk,
2. is current (**no more than 30 days old**), and
3. includes all property owners within the required notification radius of the subject property.

Loring R. Henderson
Signature

11/16/18
Date

LORING R. HENDERSON
Printed Name



SIGN POSTING PROCEDURES AND AFFIDAVIT

Sign Posting Procedures

The applicant is required to post one or more notification sign(s) on the property. The applicant is responsible for obtaining the sign(s) from the Planning Office of Lawrence/Douglas County, Kansas and for posting and maintaining the sign(s) as prescribed below:

1. When the provisions of the Development Code require that "Posted Notice" be provided, the applicant shall ensure that notice is posted on the subject property.
2. Posted notice shall be in the form of official signs provided by the Planning Office.
3. Posted notice shall be clearly visible to neighboring residents and passers-by from each public street bordering the subject property. At least one sign shall be posted on each street frontage. The Planning Director is authorized to require the posting of additional signs when deemed necessary for effective public notice, but not more than one sign per 300 feet of Street Frontage may be required.
4. Posted notice shall remain in place for **at least 20 days** before the public hearing, meeting, or date of action that is the subject of the notice.
5. During the required notice period, the applicant shall periodically check the condition of the sign and shall replace it if it is no longer legible for any reason, whether through act of God, vandalism, defect in installation or vegetative growth.
6. For any application requiring posted notice, the applicant shall supplement the application with an affidavit of posting and notice **at least seven days** before the scheduled hearing. **Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the agenda on the hearing date, at the discretion of the Planning Commission.**
7. The applicant shall remove notice signs required by this section within 10 days of the date that the decision-making body takes action or the date that the application is withdrawn.
8. Failure to properly post or maintain such signs is grounds for deferral or denial of the application
9. For applications that do not abut public streets, the Planning Director is authorized to approve an alternative form of posted notice that will be visible to passers-by.



Sign Posting Affidavit

THE FOLLOWING AFFIDAVIT SHALL BE COMPLETED AT LEAST SEVEN DAYS BEFORE THE SCHEDULED HEARING. Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the agenda on the hearing date, at the discretion of the Planning Commission.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

I, _____ (printed name), hereby state that I have received a copy of the Sign Posting Procedures and that the required sign(s) have been posted and maintained as prescribed in the Sign Posting Procedures.

Signature

Date

Application No. _____

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____,

by _____.

My Commission Expires:

Notary Public



SPECIAL USE PERMIT

DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY (Completed by Staff)

The following items apply to Special Use Permit applications. Submission of less information than necessary to adequately review and process your application may delay the review process. The following submittal requirements will be deemed either fully completed and Provided (P) or Not Provided (NP) or by the applicant or Not Applicable (NA) based on the pre-application meeting.

Pre-Application Meeting

P NP NA

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) business days prior to submittal of the application. During the meeting Planning Staff will assist the applicant to determine if the following items are required: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Traffic Impact Study, in print (3 copies) and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Drainage Study, in print (2 copies) and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stormwater Pollution Prevention Plan (SWP3), in print and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Market Study, in print (3 copies) and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Downstream Sanitary Sewer Analysis (DSSA), in print (3 copies) and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plan: Area, Corridor, Nodal, other in print and electronic format. |

General Submittal Requirements

P NP

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A complete application form. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Payment of review fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Owner Authorization form if applicant is not the legal owner of the property. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Site Plan, 2 copies, folded to a size of 8.5" by 11" in size, image side out, and one copy in electronic format (PDF or TIF preferred). |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Legal description of the property in print and electronic (Microsoft Word) formats. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. A list certified by the County Clerk of all property owners within the notification area of the subject property. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Ownership List Certification form. |



Requirements for Public Notification of the Public Hearing

- ☐ ☐ 1. Post a sign (supplied by the Planning Office) at least twenty days before the public hearing.
- ☐ ☐ 2. Submit Sign Posting Procedures and Affidavit form at least seven days before the public hearing.

Other Requirements

- ☐ ☐ 1. Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.
- ☐ ☐ 2. Verify the existence of and notify all registered Neighborhood Associations whose boundaries include or are contiguous to the subject property. (To be completed by Staff).
- ☐ ☐ 3. The site plan must be submitted in both print and electronic format (TIF Preferred).



Determination Of Completeness, Accuracy, and Sufficiency

I have reviewed the rezoning application submitted by:

Name: _____ Date: _____

Application No. _____

Based upon the submitted information, I find the application to be:

- ☐ Complete (based upon the items reviewed)
- ☐ Incomplete, inaccurate, or insufficient (circle) for the following reasons:
 - ☐ The application or plan contains one or more significant inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.
 - ☐ The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.
 - ☐ The application or plan cannot be approved without a variance or some other change or modification that the decision-making body for that application or plan does not have the authority to make.
 - ☐ Other

Planner _____

Date _____

Resubmit by _____ to be placed on the agenda for the Planning Commission meeting on _____. (All resubmitted materials must be deemed to be complete, accurate, and sufficient.)



Consult the chart below for additional site plan drawing requirements.

Site Plan Drawing Requirements		
✓	NA	Section 20-1305(f)(1)
		Be prepared by an architect, engineer, landscape architect, or other qualified professional and show the name, business address and licensing information for that professional in the information block on each sheet
		Be prepared at a scale of one inch equals 30 feet or larger for sites of five or fewer acres and be prepared at a scale of one inch equals 40 feet for sites over five acres
		Be arranged so that the top of the plan represents north or, if otherwise oriented, is clearly and distinctly marked
		Show boundaries and dimensions graphically, and contain a written legal description of the property; identification of a known vertical & horizontal reference mark approved by the city engineer; and, show a written and graphic scale
		Show existing public and private Street system, platted or unplatted Ownership, type and location of Structures, curb cuts on adjacent properties and along the opposite side of the Street
		Show topography extending 50 feet beyond the outside boundaries of the proposed site plan for infill development sites
		Show present and proposed topo. Present and proposed topography (contour interval not greater than 2 feet) shall be consistent with City of Lawrence aerial topography. Where land disturbance, grading or development has occurred on a site or within 100 feet of the subject site since the date the City of Lawrence obtained aerial topography, an actual field survey shall be required;
		Show the location of existing utilities and Easements on and adjacent to the site including power lines, telephone lines, & gas lines. Show the vertical elevation (if available) and horizontal location of existing sanitary sewers, water mains, storm sewers and culverts within and adjacent to the site. The location of ground mounted transformers and air conditioning units shall be shown on the site plan and such units shall be Screened if visible from the Street or when adjacent to a Structure on an adjoining Lot(s). In any instance, the location of such units shall occur behind the Front and Side Setback lines as set forth in Sec. 20-601, in the Density and Dimensional Standards Tables;
		Show, by use of directional arrow, the proposed flow of storm drainage from the site. Provide the supplemental stormwater information required by City Regulations, and provide on the site plan a site summary table which indicates: the area (in sq. ft.) and percentage of the site proposed for development as a Building(s); development as a paved surface; undeveloped and planted with grass, Ground Cover, or similar vegetative surface
		Show the location of existing and proposed Structures and indicate the number of stories, Floor Area, and entrances to all Structures



Site Plan Drawing Requirements

✓	NA	Section 20-1305(f)(1)
		Show the location and dimensions of existing and proposed curb cuts, Access aisles, off-Street Parking, loading zones and walkways
		Indicate location, Height, and material for Screening walls and fences
		List the type of surfacing and base course proposed for all Parking, loading and walkway areas
		Show the location and size, and provide a landscape schedule for all perimeter and interior Landscaping including grass, Ground Cover, trees and Shrubs
		Show both Gross and Net public areas for proposed offices and commercial establishments. The proposed use, the required number of off-Street Parking Spaces, and the number of off-Street Parking Spaces shown shall be listed on the site plan. If the exact use is not known at the time a site plan is submitted for review, the off-Street Parking requirements shall be calculated by the general use group using the greatest off-Street Parking requirement of that use group
		Show the proposed location, direction and amount of illumination of proposed lighting. Provide information on Screening proposed for the lighting and steps taken to prevent glare
		Designate a trash storage site on each site plan or a note explaining how refuse removal will be handled. The size of the trash storage receptacle, its location and an elevation of the enclosure shall be approved by the Director of Public Works prior to approval of the site plan. If a modification to the location of the trash storage area is required during the construction phase, both the Planning and Public Works Directors must approve the modification before it occurs
		For CN2, CC and CR Districts, be prepared for all of the contiguous area in that Zoning District under the same Ownership. If the entire site is not proposed for development in the immediate future, then the initial Site Plan application shall contain a proposed phasing schedule, showing which sections of the property shall be developed in which order and showing in which phases the Easements, Driveways, Parking Areas and Landscaping will be included. The review body may require adjustments in the provision of Easements, Driveways, Parking Areas and Landscaping among the various phases as a condition of approval
		Provide at least one north-south and one east-west elevation of the property from the Street right-of-way (property line) at a reasonable scale to illustrate Building shape, Height, and Screening proposed
		A note shall be provided on the site plan for a public or governmental Building(s) and facility(ies) indicating that it has been designed to comply with the provisions of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for Buildings and facilities, appendix A to 28 CFR Part 36



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Site Plan Drawing Requirements

✓	NA	Section 20-1305(f)(1)
		If the site plan is for a multiple-Family residential Structure containing at least four Dwelling Units, a note shall appear on the site plan indicating it has been designed to comply with the minimum provisions of the Final Fair Housing Accessibility Guidelines, 24 CFR, Chapter 1, Subchapter A, Appendix II, of the Fair Housing Act of 1968, as amended.
		Provide a photometric plan pursuant to Section 20-1103(c). Show the proposed location, direction and amount of illumination of proposed lighting. Provide information on Screening proposed for the lighting and steps taken to prevent glare.



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SITE PLAN PERFORMANCE AGREEMENT

The undersigned owners of the property located at _____, and legally described as _____ and project known as _____ have requested approval of a site plan for certain improvements to be made thereon, do hereby agree and covenant that said improvements will be made in complete compliance and in accordance with the requirements of the laws of the City of Lawrence, Kansas, and the duly enacted regulations of said City covering and controlling construction and improvements of real property within the City jurisdiction of said City.

Therefore, in consideration of the granting of this site plan approval, the undersigned owner agrees to, both for himself/or itself and his/or its heirs, executors, administrators and assigns to complete said improvements in accordance with the approved site plan. The owner affirmatively acknowledges that he/or it is fully knowledgeable of the content and meaning of this agreement and being so informed agrees that no permanent utility hook-ups will be approved by the Building Inspector until full compliance with the site plan has been accomplished. The parties to this agreement covenant and agree that the seasons of the year and adverse weather conditions shall be given reasonable consideration in determining the period of time for landscaping, provided that the owners post an appropriate cash bond, surety bond, or letter of credit to cover such landscaping.

Dated at Lawrence, Kansas, this _____ day of _____, _____.

Owner _____

Please print name _____

STATE OF _____)
COUNTY OF _____) :SS

Notary Public _____

My Commission Expires _____

Site plan approved on _____, 20____.

Performance agreement accepted/signed on _____, 20____.

City of Lawrence, Kansas - a Municipal Corporation

ATTEST:

City Clerk _____

By _____

Mayor _____

Notary Public _____

STATE OF _____)
COUNTY OF _____) :SS

My Commission Expires _____



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APPROVAL AND EXTENSION TIME PERIOD LAND DEVELOPMENT CODE

ARTICLE 13

No action by the City shall be necessary to cause the approval to expire. Its expiration shall be considered a condition of the original approval.

SITE PLANS:

[Section 20-1305(o)(1)]

Approval time period -- Building permit must be obtained within **24 months** of final approval of the site plan or the approval shall expire.

Extension -- Extension of **up to 24 months** may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

SPECIAL USE PERMITS:

[Section 20-1306(k)]

Approval time period -- Building permit must be obtained within **24 months** of the effective date of the decision on the Special Use or the approval shall expire.

Extension -- Extension of **up to 24 months** may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

PRELIMINARY DEVELOPMENT PLAN:

[Section 20-1304(d)(12)]

Approval time period -- Application for a Final Development Plan must be submitted within **24 months** after final approval of the preliminary development plan or within 6 months after the date shown on an approved development schedule or the approval shall expire.

Extension -- Extension of **up to 24 months**, or the proposed phasing schedule may be modified to extend all dates by a period **up to one-half the original period allowed for development of that phase**, may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

FINAL DEVELOPMENT PLAN

[Section 20-1304(e)(2)(vii)]

Approval time period -- A building permit must be obtained within **24 months** after the final approval of the Final Development Plan or the approval shall expire.

Extension -- Extension of **up to 24 months**, or the proposed phasing schedule may be modified to extend all dates by a period up to **one-half the original period allowed for development of that phase** may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.



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INSTITUTIONAL DEVELOPMENT PLAN

[Section 20-1307(g)]

Approval time period -- A building permit must be obtained within **24 months** after the final approval of the Institutional Development Plan or the approval shall expire.

Extension -- Extension of **up to 24 months** may be approved by the City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

ZONING VARIANCES

[Section 20-1309(k)]

Approval time period -- A building permit must be obtained within **24 months** after the variance has been granted or the variance will expire. The variance will also expire upon expiration of a building permit.

Extension -- Extension of up to **24 months** may be approved by the Board of Zoning Appeals for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

APPROVAL AND EXTENSION TIME PERIOD SUBDIVISION REGULATIONS

PRELIMINARY PLAT*

[Section 20-809(j)]

Approval time period -- A final plat must be submitted within **24 months** of the date approval of the preliminary plat was granted by the Planning Commission or the approval of the preliminary plat shall expire.

- * Per Section 20-1304(d)(10) of the Development Code, approval of a Preliminary Development Plan constitutes approval of a preliminary plat. The approval and extension timeframe for Preliminary Development Plans that served as Preliminary Plats are provided in the Development Code section on the previous page.

Extension -- An extension of **up to 24 months** may be granted by the Planning Commission for a Preliminary Plat if the cause of failure to submit a final plat is beyond the subdivider's control. A written request must be provided to the Planning Director prior to the expiration date. Additional extensions may be requested, if necessary.

FINAL PLAT

[Section 20-809(n)(5)]

Approval time period -- Approval of a Final Plat shall be effective for no more than **24 months** from the date of approval unless all conditions of approval have been completed.

Extension -- An extension may be granted by the Planning Director for good cause. A written request for extension must be provided to the Planning Director prior to the expiration of the original 24 month approval period.



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MINOR SUBDIVISION/REPLAT

(Section 11-108(k))

Approval of a Minor Subdivision/Replat by the Planning director and acceptance of dedications by the Governing Body shall be effective for no more than **24 months** from the date of acceptance unless all conditions of approval have been completed or an extension has been granted by the Planning Director for good cause.

Extension – The extension request must be submitted to the Planning Director prior to the expiration of the original 24 month approval period.

Drop In and Respite (DARE) Center

A project of the Coalition for Homeless Concerns, Inc. (CHC)

Management and Operations Plan

Mission Statement: The mission of the Drop In and Respite (DARE) Center, operating as a volunteer program of the Coalition for Homeless Concerns, Inc., is to offer a daily refuge with basic services to provide physical and emotional comfort for people who are homeless or at risk of homelessness.

1. Narrative description of the nature and characteristics of the use and descriptions of all services provided.

The DARE Center will offer a place of refuge initially as a part time program operating from 2:30 to 6:30 pm each day at 944 Kentucky, every day of the year depending on a sufficient number of volunteers. There will be coffee, showers, sofas and chairs, a TV, and a telephone to give the participants a minimum of comfort and resources. The DARE Center will not provide case management or more structured programs. All of the staff will be volunteers. There will be two staff present at all times. The Drop In will provide, however, referrals and guidance to resources within the Lawrence and Douglas County community that serve homeless and low-income individuals and families.

The DARE Center is a part time day shelter for individuals and families seeking a temporary refuge from extreme weather and from the challenges of living homeless. Guests will provide basic information and identification upon first arrival at the Center and statistics will be kept on the number, frequency, demographics, and issues and concerns of the guests. Case management will not be part of the program. Guests will be referred to other agencies and resources within the community for case management and in-depth services. It is intended, however, that the Center will be an information source about local programs for homelessness. The conduct of guests of DARE is governed by the Rights and Responsibilities and Homeless Bill of Rights, copies of which are attached.

Specific programs envisioned at the beginning and later of the Center's operations are:

- Freedom House -- a volunteer Christian ministry to homeless people who desire growth and transformation from personal destructive paths to freedom and newness of life. A short worship service will be offered each week plus opportunities for Bible study and spiritual support

- Referrals for services to other area resources and agencies

- Arts activities led by local artists

- Other activities/workshops at the Center as offered by local volunteers

- Coffee, donated snacks

- Restrooms

- Showers

- TV but no computers

- Telephone

- Laundry washer and dryer

Volunteers will be recruited from the wide community of Lawrence, Douglas County, KU, and Haskell. Volunteers will be trained in DARE Center workshops and will always be accompanied by a second volunteer staff person.

2. Interior floor plan showing sleeping areas, common areas, emergency exits, and bathrooms

Attached -- site plan. The DARE Center is not an overnight shelter and does not have sleeping areas.

3. Rules of conduct for guests

All family and individual guests will provide basic information and identification for intake upon first arrival and will sign the Rights and Responsibilities (attached) as a contract for their use of the Center.

4. Maintenance plan that establishes standards for regular building and site maintenance, including regular removal of litter

Daily maintenance of the building and grounds will be completed by volunteer staff and by individual guests.

Building maintenance and repairs often will be accomplished by the network of plumbers, carpenters, HVAC, and other specialists who have worked for the property owner or other local social service agencies.

5. Communications plan that establishes how the shelter will regularly communicate with neighbors and police

The DARE Center will hold an annual public meeting to inform the community of events and developments at the Center, to receive suggestions and comments from neighbors, to conduct neighborhood projects, and to cooperate on security issues.

The Center director will always meet with neighbors, at their request. Contact information including the Center's telephone number will be printed and distributed. Volunteer opportunities at the Shelter will be made available specifically for anyone in the neighborhood with a desire to help.

The DARE Center will call the police as required for incidents at the Center requiring their intervention. Volunteer staff training will be designed to ensure that all parties are cooperating as fully as possible to educate the staff and to maintain a constructive relationship. The DARE Center defers to the Lawrence Police Department for keeping statistics of the number and types of calls to the property to track categories over time. The Center will work closely with

the Lawrence Police Department and Douglas County Sheriff's office to exchange information and work closely with these agencies. Guest information will be shared with the Lawrence Police Department, as appropriate.

Camping on public or private property is illegal, and all neighbors are encouraged to call the police if they encounter such behavior. Loitering on Center, neighbor's, or other private property is and will be a violation of DARE policy, and guests will be denied shelter services for a period of time for such actions. Neighbors are asked to call the Center directly when a possible violation is in progress so the staff may take prompt action.

6. Response plan for emergencies that occur at the site

DARE Center staff will be trained to call the Lawrence Police Department or the Lawrence/Douglas County ambulance service, when an emergency occurs. Staff will be trained also by the local American Red Cross chapter for CPR, by Bert Nash Community Mental Health Center on First Aid for Mental Health, and by the various university degrees in psychology or social welfare that individual staff members may have. The DARE Center will use the Safety Plan developed by case managers with the Kansas University School of Social Welfare for the guidance of interns, volunteers, and staff dealing with an incident. [see attached Safety Plan]

7. Adequate staffing levels given the number of guests served and the nature of the facility and population served

There will be two or more volunteer staff, plus potential interns, during the operating hours of 2:30 pm to 6:30 0 pm, every day.

Attachments: Rights and Responsibilities, Homeless Bill of Rights, Safety Plan

11/19/18

Drop In and Respite (DARE) Center

RIGHTS AND RESPONSIBILITIES

House Rules

Respect yourself and others

No alcohol or drugs

No weapons

No sexually suggestive comments or actions

No violence or threats of violence

No smoking inside the shelter

No littering, inside or outside

No trespassing on private property

Welcome to the Drop In and Respite Center (DARE)

The DARE Center strives to maintain a comfortable, safe, and peaceful environment, and requires all persons – both working at and visiting the Center – treat others with respect and dignity.

Hours and Schedules

In addition to the below times and information, guests will be informed about the schedule of activities and services during the staff orientation for new guests.

The DARE Center is a part time refuge for families and individuals experiencing homelessness.

All guests are signed in at the time of arrival each day.

After entering the Center, guests are asked to remain on the property unless leaving for appointments for work, school, etc. Relaxation and smoking outside areas are provided for guests.

The Drop-In is a part time project staffed by volunteers that will be open from 2:30 pm to 6:30 pm every day, until further notice.

All Guests – Conditions of Stay

All guests will complete an intake form on arriving at the DARE Center and a copy made of your photo ID. If you do not have a photo ID, we will take a picture for the file.

The DARE Center is a dry shelter in that guests may never drink, possess, or distribute alcohol or controlled substances on the premises.

The shelter may admit guests who may have been drinking as long as they follow common rules of behavior.

Guests' hours will be filled with use of the Center facilities for showers, laundry, etc. and activities developed by the volunteer staff. In addition, all guests will complete tasks of shelter cleaning, maintenance, and other duties to keep our space clean and livable.

No illegal substances (street drugs, etc.) or alcoholic beverages are permitted on DARE property, indoors or outside, at any time.

No firearms or knives are permitted on DARE property, indoors or outside, at any time. This includes concealed weapons.

All guests and volunteers shall enter and leave the shelter only through designated entrances.

Do not open doors for persons outside wanting to come into the Center through fire exits or other unauthorized entrances.

When walking to any destination in the city, stay on sidewalks and main streets in neighborhoods.

Be respectful of private property everywhere and common areas downtown.

Smoking is permitted in the designated smoking area.

The Center reserves the right to recycle unattended belongings left at DARE.

**Drop-In and Respite (DARE) Center
Rights and Responsibilities**

page 2

Shower if asked by a staff person to control odor in the common areas.

Casual gathering and resting on the ground is not allowed on the Kentucky Street side of the building.

Behavior at the DARE Center

Individuals coming to the DARE Center must respect the people in the building and in the neighborhood. No food, medicine, or other items that may decay or draw infestations will be stored in the building. Personal possessions are the responsibility of each individual owner not the staff.

Staff/volunteers and guests will treat each other with courtesy and will show respect for other people's feelings, physical space, and property.

No fighting or threatening.

Refrain from physical contact during conflict situations.

No offensive language (racist, sexist, homophobic, etc.)

Abstain from sexually explicit behavior in, near, or on DARE property.

Any behavior or action that is dangerous, disruptive, or disrespectful of others will be handled individually by the staff on duty. A guest who causes difficulties for others may be asked to visit with a staff counselor in order to continue staying at the Drop-In, or may be asked to leave.

Dog Contract

Guests who have an established relationship with a service or pet dog is responsible for behavior and care of the animal.

Off Site Behavior

The shelter does not support guests who panhandle.

DARE guests are guests also of the surrounding neighborhoods and businesses. It is important to remember that there are City ordinances against aggressive panhandling and trespassing and that loitering is poor behavior.

Be respectful of Drop-In neighbors and their property on your way to and from the elsewhere, and while you are around the Drop-In.

Do not drink, smoke, hang out on, or walk across private property without permission.

Walking on or across private property is trespassing and is unacceptable

11/15/18

Signature _____

Date _____

Drop In and Respite (DARE) Center

A project of the Coalition for Homeless Concerns, Inc.

Homeless Bill of Rights

Laws that segregate, make criminals of people based on their status rather than their behavior, or prohibit certain people's right to be in public spaces are not just sad relics from the past:

Today, numerous laws infringe on the ability of poor people to exist in public space or obtain basic needs such as housing, employment, and equal protection under the law. The Homeless Bill of Rights campaign is to create bills that protect the following rights and prohibit the enforcement of any local laws that violate these rights:

1. Right to move freely, rest, sleep, and pray
and be protected in public spaces without discrimination
2. Right to occupy a legally parked vehicle
3. Right to share food and eat in public
4. Right to legal counsel if being prosecuted
5. Right to 24-hour access to "hygiene facilities"

11/19/18

Drop In and Respite (DARE) Center Safety Plan

For Crises Involving Potential Threat to Staff in Public Areas

1. Staff should not hesitate to call 911 if there is eminent danger to themselves or others.
2. In the event of an escalating situation involving two or more guests, staff should immediately attempt to verbally separate the individuals involved. If guests refuse to obey, staff members are encouraged to give a verbal warning that failure to obey will result in bans. If guests refuse to respond, staff members should tell the individuals that they will contact the police. Continued failure to obey, staff members should ask others in the area to contact the police, while not leaving the scene themselves. Staff members should never put themselves in harms way by positioning themselves between two or more feuding individuals. An alternative is to direct the lesser aggressive guest into their office in order to dissolve the situation. After the situation has deescalated, staff are encouraged to discuss the situation with the involved guests individually and support them in reaching acceptable solutions to the situation. When appropriate and safe to do so, staff may ask individuals involved to have a group meeting to discuss the matter peacefully.
3. In the event of an escalating situation involving one guest, staff members should instruct the guest to calm down and be respectful of other guests. DO NOT attempt to talk through the difficulties of the person if you are uncomfortable or feel the situation is escalating out of control too quickly. In this situation, staff should: ask the guest to leave and/or contact the police. If staff feels they can work with the guest calmly and safely, continue speaking with the person to see if the difficulty can be resolved.
4. If this is the case, staff should remove the person from the public setting and use an office to speak with them in private as soon as it is safe to do so. If necessary, staff should inform other staff members of the situation so they can be close at hand for further help.

For Crises Occurring Within a Staff Office

5. If staff feel that a guest may be a danger, or is in an emotional state where they do not have a normal level of self-control, it is ALWAYS okay to leave the door open.
6. Remember to use supportive words and try to help the client find acceptable choices for how to work through the crisis. Talk calmly with a person in crisis only while it is profitable. If the situation deteriorates and the threat of harm or injury increases, determine whether it is safer to call for assistance or try to leave the room. As far as it is successful, try to contain the crisis within the office so it is less likely to impact other guests. If you have to ask a guest to leave your office or the shelter, please follow them out so you can be on hand if the crisis continues and other people are put at risk.
7. If necessary, possible exit strategies include: breaking the office windows or using designated exits, as appropriate.

Physical Restraint

8. Physical restraint or seclusion shall be used as a method of intervention only when all other methods of de-escalation have failed and only when necessary for the protection of the staff and others.
9. No practice utilized shall be intended to humiliate, frighten, or physically harm a guest.
10. No practice that becomes necessary to implement shall continue longer than necessary to resolve the behavior at issue.

Post-crisis Procedures

11. After the crisis, witnessing staff members are to complete an incident report if the situation warranted action. If necessary, log any police calls made.
12. Witnessing staff should collaborate and set ban for individual(s) involved.
13. Decision for ban duration should be reported to the guests only after the individual(s) involved have deescalated. The ban should be communicated to the guest as a decision made by the agency as a whole and not one individual. Further, staff members may wish to have other staff present when guests are informed of ban.
14. Bans are to be posted and staff should inform other staff of incident at the staff meeting.

11/19/18



JAMIE SHEW
DOUGLAS COUNTY CLERK
1100 Massachusetts
Lawrence, KS 66044

Marni Penrod-Chief Deputy Clerk
Heather Dill-Deputy Clerk Elections

November 13, 2018

A CERTIFIED PROPERTY OWNERSHIP LIST WITHIN 400 FT OF 944 KENTUCKY ST
(U01544). 11/13/2018. REQUESTED BY LORING HENDERSON.

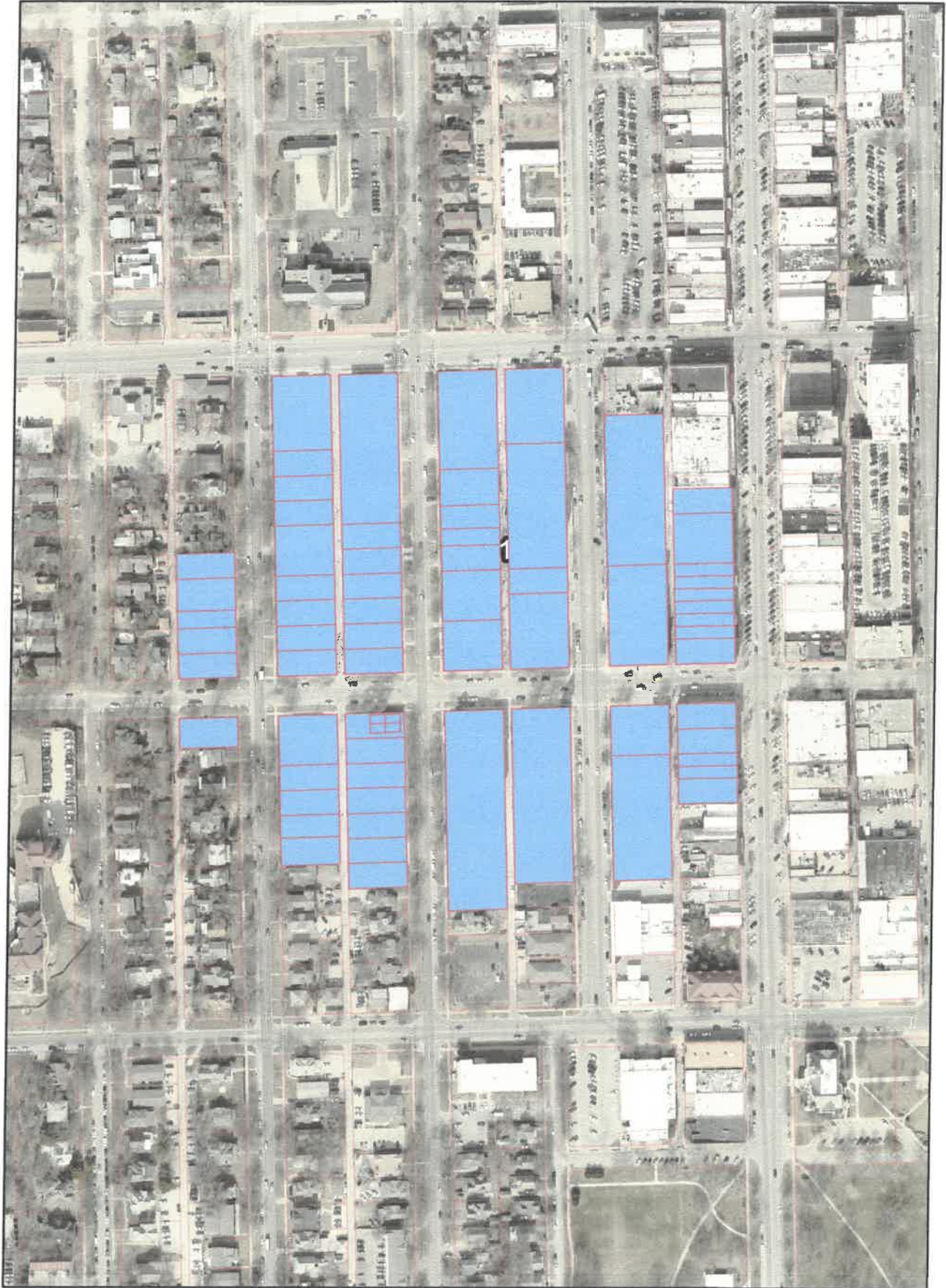
JOHN R. NICHOLS
DOUGLAS COUNTY CLERK'S OFFICE
1100 MASSACHUSETTS ST
LAWRENCE, KS 66044

785-832-5147

jnichols@douglascountyks.org

Douglas County Real Estate Division
County Clerk's Office. I do hereby certify
the Property Ownership listed hereto, to be
true and accurate.

CERTIFIED POL WITHIN 400 FT OF
944 KENTUCKY ST (U01544)



Special Use Permit Application for

**City of Lawrence
Douglas County
Planning & Development Services**

**Drop In and Respite (DARE) Center
A project of the Coalition for Homeless Concerns, Inc.**

November 19, 2018

Re: Traffic Impact Study

Dear Members of the Lawrence-Douglas County Planning Commission
and
Mayor and Commissioners for the City of Lawrence

This is to request a waiver from the Traffic Impact Study, listed as an item on the special use permit application checklist, since the Drop In and Respite (DARE) Center use would not be associated with increasing traffic because users of the Drop In will be on foot.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Loring Henderson".

Loring Henderson, DARE Director



*Site Planning & Land Development
Civil Engineering, Design & Consulting*

November 16, 2018

Andy Enszt, P.E.
City of Lawrence
Department of Utilities
720 West 3rd Street
Lawrence, KS 66044

RE: Drop-In Center
944 Kentucky Street
Site Plan

Mr. Enszt,

A Site Plan for a Drop-In Center at 944 Kentucky Street is being submitted for facility redevelopment of the property. As part of the Site Plan process, we are submitting this letter and attached fixture count analysis as required by the City of Lawrence's administrative policy AP-76.

The existing sanitary sewer service will be used to service the property. The existing service connects to the public sanitary sewer downstream of manhole NW311220-029. The redevelopment of the building will not increase the total number of fixtures to the City sanitary sewer system. The attached spreadsheet indicates the existing/proposed fixture configuration with the estimated wastewater flow to 4.7 gpm.

Please feel free to contact me if you have any questions or comments regarding this study as submitted.

Sincerely,

J. Dean Grob, P.E.
Grob Engineering Services, LLC

cc: Owner

Pre and Post-Developed Condition Fixture Count Comparison

Type of Fixture or Group of Fixtures ^a	Fixture DFU ^a	Existing Fixture Count	Existing DFU by Fixture	Proposed Fixture Count	Proposed DFU by Fixture
Automatic Clothes Washer	3	1	3	1	3
Bathroom Group consisting of a water closet, lavatory and bathtub or shower	6	4	24	4	24
Bathtub ^b (with or without overhead shower)	2	0	0	0	0
Bidet	1	0	0	0	0
Clinic Sink	6	0	0	0	0
Combination Sink and Tray with Food Waste Grinder	4	0	0	0	0
Combination Sink and Tray with one 1 1/2 in. Trap	2	0	0	0	0
Combination Sink and Tray with separate 1 1/2 in. Traps	3	0	0	0	0
Dental Unit or Cuspidor	1	0	0	0	0
Dental Lavatory	1	0	0	0	0
Drinking Fountain	0.5	0	0	0	0
Dishwasher, Domestic	2	0	0	0	0
Floor Drains with 2 in. Waste	3	0	0	0	0
Kitchen Sink, Domestic, with one 1 1/2 in. Trap	2	0	0	0	0
Kitchen Sink, Domestic, with Food Waste Grinder	2	0	0	0	0
Kitchen Sink, Domestic, with Food Waste Grinder and Dishwasher 1 1/2 in. Trap	3	1	3	1	3
Kitchen Sink, Domestic, with Dishwasher 1 1/2 in. Trap	3	0	0	0	0
Lavatory with 1 1/4 in. Waste	1	0	0	0	0
Laundry Tray (1 or 2 Compartments)	2	0	0	0	0
Shower Stall, Domestic	2	0	0	0	0
Showers, Group, Per Head ^c	2	0	0	0	0
Sinks:		0	0	0	0
Surgeons	3	0	0	0	0
Flushing Rim (with Valve)	6	0	0	0	0
Service (trap standard)	3	0	0	0	0
Service (P trap)	2	2	4	2	4
Pot, scullery, etc. ^c	4	0	0	0	0
Urinal, Pedestal, syphon jet blowout	6	0	0	0	0
Urinal, Wall lip	4	0	0	0	0
Urinal, Stall, Washout	4	0	0	0	0
Urinal, Trough (each 6ft. Section)	2	0	0	0	0
Wash Sink (circular or multiple) Each Set of Faucets	2	0	0	0	0
Water Closet, Private	4	3	12	3	12
Water Closet, Public	6	0	0	0	0
Fixtures Not Listed Above		0	0	0	0
Trap Size 1 1/4 in. or less	1	0	0	0	0
Trap Size 1 1/2 in.	2	0	0	0	0
Trap Size 2 in.	3	0	0	0	0
Trap Size 2 1/2 in.	4	0	0	0	0
Trap Size 3 in.	5	0	0	0	0
Trap Size 4 in.	6	0	0	0	0
Total DFU			46		46
Total Theoretical Discharge (gpm)			45		45
Estimated Wastewater Flow (=0.7(theoretical load)0.5) (gpm)			4.7		4.7

^aTaken from table 3-10, Gravity Sanitary Sewer Design and Construction, p43 & 44 Amercian Society of Civil Engineers

^bA showerhead over a bathtub does not increase the fixture unit value

^cSee Section 11.4.2 of Ref 18 for method of computing equivalent fixture unit values for devices or equipment which discharge continuous or semi-continuous flows into sanitary drainage systems.



SPECIAL USE PERMIT APPLICATION CHECKLIST

Application Requirements

Application materials must be submitted in both print and electronic format (on disc).

If you are not able to provide the application materials in electronic format, please contact the Planning Office at 785-832-3150.

This checklist has been provided to assist you, the applicant, as you prepare your application. Submission of less information than necessary to adequately review and process your application will delay the review process.

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Planning Staff will determine the completeness, accuracy, and sufficiency of the application within five (5) working days of submission. Incomplete applications will be returned to the applicant.

Pre-Application Meeting

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the application.

Pre-submittal Date 10-11, 2018

Planner's Name mkM / SLD

Target Submission Date , 20

Fee \$500 + \$50 Legal Ad Fee + \$175 Ordinance Publication Fee

During the meeting Planning Staff will assist the applicant to determine **if** the following items are Required (R) or Not Applicable (NA):

- | R | NA | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Traffic Impact Study, in both print (3 copies) and electronic format. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Drainage Study, in both print (2 copies) and electronic format. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Stormwater Pollution Prevention Plan (SWP3), in both print and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | Market Study, in both print (2 copies) and electronic format. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Downstream Sanitary Sewer Analysis (DSSA), in both print (2 copies) and electronic format. <i>(Fixture Sheet Analysis)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | Plan: Area, Corridor, Nodal, other. |
- Letter*



General Special Use Permit Submittal Requirements

❖ **Application Form, in both print and electronic format (on disc).**

- ☐ A complete Application Form, in both print and electronic format.
 - Page 1 – Owner, Applicant, and Property information
 - Page 2 – Description and details of proposal
 - Page 3 – Description and details/signature page

❖ **Attachments Required, in both print and electronic format.**

- ☐ Owner Authorization Form **if** applicant is not the legal owner of the property.
- ☐ Legal description of property in print (see Page 10 of this packet) and electronic format (MS Word).
- ☐ Site Plan meeting the requirements of 20-1305(f) 2 paper copy, and 1 electronic (TIF format preferred).
- ☐ Property Owner List certified by the County Clerk of all property owners within the notification area of the subject property.
- ☐ Property Ownership List Certification
- ☐ Sign Posting Affidavit submitted at least 7 days before the public hearing, sign must be posted at least 20 days before public hearing
- ☐ Copy of letter of notification

❖ **Other**

- ☐ Payment of review fee. (Make check payable to the City of Lawrence.)
- ☐ Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.



**City of Lawrence
Douglas County**
PLANNING & DEVELOPMENT SERVICES

**Lawrence Douglas County
Metropolitan Planning Office**
6 East 6th Street, P.O. Box 708, Lawrence, KS 66044
(785) 832-3150 Fax (785) 832-3160
<http://www.lawrenceks.org/pds/>

Pre-Application Meeting
required minimum 7 days
before submission
Planner MKM/SLD
Date 10-11-18
Fee _____
Fee: \$500 (+\$50 Legal Ad
& \$175 Ordinance)

SPECIAL USE PERMIT APPLICATION

OWNER INFORMATION

Name(s) James Dunn
Contact N/A
Address 936 Kentucky
City Lawrence State KS ZIP 66044
Phone (785) 865-6754 Fax () N/A
E-mail lorddunn@aol.com Mobile/Pager (785) 843-5272

APPLICANT/AGENT INFORMATION

Contact Loring Henderson
Company Coalition for Homeless Concerns, Inc. - Drop In and Respite (DARE) Center
Address ~~944 Kentucky~~ 1350 Westbrooke Street
City Lawrence State KS ZIP 66044
Phone (785) 764-2095 Fax () N/A
E-mail loringrh@gmail.com Mobile/Pager (785) 764-2095
Pre-Application Meeting Date 10/11/18 Planner MKM/SLD

PROPERTY INFORMATION

Present Zoning District RMD-UC Proposed Zoning District NO change
Present Land Use Storage Proposed Land Use Drop In Center for homeless
Legal Description (may be attached) Lot 90 & 92, Kentucky Street, Lawrence
original town site, Lawrence, Douglas County, Kansas
Address of Property 944 Kentucky, Lawrence, KS 66044
Total Site Area 11,700 SQ FT Lot area
Number and Description of Existing Improvements or Structures One building
with first floor and lower level



Are you also submitting any of the following applications?			
• Building Permit	• Subdivision Plat	• Special Use Permit <i>YES</i>	• Zoning Change
• Variance	• Other (specify)		

Please indicate the reason for your request . (Attach additional sheets if needed.)

*Facility to be used for day time respite center
for homeless individuals and families*

In reviewing and making decisions on proposed Special Use Permits, the Planning Commission and the City Commission are required consider the following criteria. The Development Code places the burden on the applicant to show that an application complies with such criteria. Please respond to the following criteria to the best of your knowledge. (Attach additional sheets if needed.)

1. Does the proposed use comply with the applicable provisions of the Development Code?

Yes

2. Is the proposed use compatible with adjacent uses in terms of scale, site design, operating characteristics, including hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts?

Yes



City of Lawrence Douglas County

PLANNING & DEVELOPMENT SERVICES

Lawrence Douglas County Metropolitan Planning Office

6 East 6th Street, P.O. Box 708, Lawrence, KS 66044

(785) 832-3150 Fax (785) 832-3160

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

3. Will the proposed use cause a substantial diminution in value of other property in the neighborhood in which it is located?

No

4. Will the proposed use cause significant adverse impacts on the natural environment?

No

SIGNATURE

I/We, the undersigned am/are the **(owner(s))**, **(duly authorized agent)**, **(Circle One)** of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for rezoning as indicated above.

Signature(s): Loring R Henderson Date 11/16/18

Date _____

Date _____

STAFF USE ONLY

Application No. _____

Date Received _____

Planning Commission Date _____

Fee \$ _____

Date Fee Paid _____



**City of Lawrence
Douglas County**
PLANNING & DEVELOPMENT SERVICES

**Lawrence Douglas County
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6 East 6th Street, P.O. Box 708, Lawrence, KS 66044
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OWNER AUTHORIZATION

I/WE James C. Dunn, hereby referred to as the "Undersigned", being of lawful age, do hereby on this 16th day of Nov., 20 18, make the following statements to wit:

1. I/WE the Undersigned, on the date first above written, am are the lawful owners ~~is~~ in fee simple absolute of the following described real property:

See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.

2. I/WE the undersigned, have previously authorized and hereby authorize Loring R. Henderson (Herein referred to as "Applicant"), to act on my our behalf for the purpose of making application with the Planning Office of Lawrence/Douglas County, Kansas, regarding 944 Kentucky (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

James C. Dunn
Owner

Owner

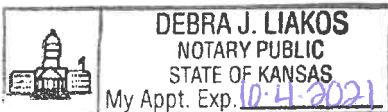
STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this 16th day of November, 20 18,

by James C. Dunn

My Commission Expires: 10/4/2021

Debra J. Liakos
Notary Public





**City of Lawrence
Douglas County**
PLANNING & DEVELOPMENT SERVICES

**Lawrence Douglas County
Metropolitan Planning Office**
6 East 6th Street, P.O. Box 708, Lawrence, KS 66044
(785) 832-3150 Fax (785) 832-3160
<http://www.lawrenceks.org/pds/>

Exhibit A, Legal Description

Lot 90 & 92, Kentucky Street, Lawrence

Original town site, Lawrence, Douglas County, Kansas



PROPERTY OWNERSHIP LIST CERTIFICATION

As required by Article 13, Section 20-1301(q) of the Development Code, the applicant is responsible for providing certified Ownership information (including names and mailing addresses) of all real property owners within a defined radius from the subject property. The Planning Department is required by the Development Code to use the submitted Ownership list to mail notice of the public hearing to surrounding property owners regarding this Application.

Ownership Information

The applicant is responsible for providing certified Ownership information. Current Ownership information shall be obtained from the Douglas County Clerk. Ownership information will be considered current if it is **no more than 30 days old** at the time an application is submitted to the Planning Department.

Radius of Notification

The Ownership list shall include the record Owner of the subject property and all Owners of property located within 400 feet of the subject property. If the subject property is adjacent to the City limits the area of notification shall be extended to at least 1,000 feet into the unincorporated area.

A map of the "Radius of Notification" can be obtained **at the Applicant's request** at the Planning Office. The map indicates ownership of each property and can be used to check the accuracy and completeness of the Ownership List. The map will be supplied **at the Applicant's expense. Allow 10 business days** to receive the map.

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

I certify that I have read and understood the above information and that the submitted Ownership list:

1. was a) obtained from and b) certified by the Douglas County Clerk,
2. is current (**no more than 30 days old**), and
3. includes all property owners within the required notification radius of the subject property.

Loring R. Henderson
Signature

11/16/18
Date

LORING R. HENDERSON
Printed Name



SIGN POSTING PROCEDURES AND AFFIDAVIT

Sign Posting Procedures

The applicant is required to post one or more notification sign(s) on the property. The applicant is responsible for obtaining the sign(s) from the Planning Office of Lawrence/Douglas County, Kansas and for posting and maintaining the sign(s) as prescribed below:

1. When the provisions of the Development Code require that "Posted Notice" be provided, the applicant shall ensure that notice is posted on the subject property.
2. Posted notice shall be in the form of official signs provided by the Planning Office.
3. Posted notice shall be clearly visible to neighboring residents and passers-by from each public street bordering the subject property. At least one sign shall be posted on each street frontage. The Planning Director is authorized to require the posting of additional signs when deemed necessary for effective public notice, but not more than one sign per 300 feet of Street Frontage may be required.
4. Posted notice shall remain in place for **at least 20 days** before the public hearing, meeting, or date of action that is the subject of the notice.
5. During the required notice period, the applicant shall periodically check the condition of the sign and shall replace it if it is no longer legible for any reason, whether through act of God, vandalism, defect in installation or vegetative growth.
6. For any application requiring posted notice, the applicant shall supplement the application with an affidavit of posting and notice **at least seven days** before the scheduled hearing. **Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the agenda on the hearing date, at the discretion of the Planning Commission.**
7. The applicant shall remove notice signs required by this section within 10 days of the date that the decision-making body takes action or the date that the application is withdrawn.
8. Failure to properly post or maintain such signs is grounds for deferral or denial of the application
9. For applications that do not abut public streets, the Planning Director is authorized to approve an alternative form of posted notice that will be visible to passers-by.



Sign Posting Affidavit

THE FOLLOWING AFFIDAVIT SHALL BE COMPLETED AT LEAST SEVEN DAYS BEFORE THE SCHEDULED HEARING. Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the agenda on the hearing date, at the discretion of the Planning Commission.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

I, _____ (printed name), hereby state that I have received a copy of the Sign Posting Procedures and that the required sign(s) have been posted and maintained as prescribed in the Sign Posting Procedures.

Signature

Date

Application No. _____

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____,

by _____.

My Commission Expires:

Notary Public



SPECIAL USE PERMIT

DETERMINATION OF COMPLETENESS, ACCURACY, AND SUFFICIENCY (Completed by Staff)

The following items apply to Special Use Permit applications. Submission of less information than necessary to adequately review and process your application may delay the review process. The following submittal requirements will be deemed either fully completed and Provided (P) or Not Provided (NP) or by the applicant or Not Applicable (NA) based on the pre-application meeting.

Pre-Application Meeting

P NP NA

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Pre-Application Meeting. The applicant shall meet with Planning Staff at least seven (7) business days prior to submittal of the application. During the meeting Planning Staff will assist the applicant to determine if the following items are required: |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Traffic Impact Study, in print (3 copies) and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Drainage Study, in print (2 copies) and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stormwater Pollution Prevention Plan (SWP3), in print and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Market Study, in print (3 copies) and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Downstream Sanitary Sewer Analysis (DSSA), in print (3 copies) and electronic format. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plan: Area, Corridor, Nodal, other in print and electronic format. |

General Submittal Requirements

P NP

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A complete application form. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Payment of review fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Owner Authorization form if applicant is not the legal owner of the property. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Site Plan, 2 copies, folded to a size of 8.5" by 11" in size, image side out, and one copy in electronic format (PDF or TIF preferred). |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Legal description of the property in print and electronic (Microsoft Word) formats. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. A list certified by the County Clerk of all property owners within the notification area of the subject property. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Ownership List Certification form. |



Requirements for Public Notification of the Public Hearing

- ☐ ☐ 1. Post a sign (supplied by the Planning Office) at least twenty days before the public hearing.
- ☐ ☐ 2. Submit Sign Posting Procedures and Affidavit form at least seven days before the public hearing.

Other Requirements

- ☐ ☐ 1. Drawings and data necessary to demonstrate that the proposal is in general conformance with the Comprehensive Plan.
- ☐ ☐ 2. Verify the existence of and notify all registered Neighborhood Associations whose boundaries include or are contiguous to the subject property. (To be completed by Staff).
- ☐ ☐ 3. The site plan must be submitted in both print and electronic format (TIF Preferred).



City of Lawrence Douglas County

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Determination Of Completeness, Accuracy, and Sufficiency

I have reviewed the rezoning application submitted by:

Name: _____ Date: _____

Application No. _____

Based upon the submitted information, I find the application to be:

- ☐ Complete (based upon the items reviewed)
- ☐ Incomplete, inaccurate, or insufficient (circle) for the following reasons:
 - ☐ The application or plan contains one or more significant inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.
 - ☐ The application contains multiple minor inaccuracies or omissions that hinder timely or competent evaluation of the plan's/application's compliance with Development Code standards.
 - ☐ The application or plan cannot be approved without a variance or some other change or modification that the decision-making body for that application or plan does not have the authority to make.
 - ☐ Other

Planner _____

Date _____

Resubmit by _____ to be placed on the agenda for the Planning Commission meeting on _____. (All resubmitted materials must be deemed to be complete, accurate, and sufficient.)



Consult the chart below for additional site plan drawing requirements.

Site Plan Drawing Requirements		
✓	NA	Section 20-1305(f)(1)
		Be prepared by an architect, engineer, landscape architect, or other qualified professional and show the name, business address and licensing information for that professional in the information block on each sheet
		Be prepared at a scale of one inch equals 30 feet or larger for sites of five or fewer acres and be prepared at a scale of one inch equals 40 feet for sites over five acres
		Be arranged so that the top of the plan represents north or, if otherwise oriented, is clearly and distinctly marked
		Show boundaries and dimensions graphically, and contain a written legal description of the property; identification of a known vertical & horizontal reference mark approved by the city engineer; and, show a written and graphic scale
		Show existing public and private Street system, platted or unplatted Ownership, type and location of Structures, curb cuts on adjacent properties and along the opposite side of the Street
		Show topography extending 50 feet beyond the outside boundaries of the proposed site plan for infill development sites
		Show present and proposed topo. Present and proposed topography (contour interval not greater than 2 feet) shall be consistent with City of Lawrence aerial topography. Where land disturbance, grading or development has occurred on a site or within 100 feet of the subject site since the date the City of Lawrence obtained aerial topography, an actual field survey shall be required;
		Show the location of existing utilities and Easements on and adjacent to the site including power lines, telephone lines, & gas lines. Show the vertical elevation (if available) and horizontal location of existing sanitary sewers, water mains, storm sewers and culverts within and adjacent to the site. The location of ground mounted transformers and air conditioning units shall be shown on the site plan and such units shall be Screened if visible from the Street or when adjacent to a Structure on an adjoining Lot(s). In any instance, the location of such units shall occur behind the Front and Side Setback lines as set forth in Sec. 20-601, in the Density and Dimensional Standards Tables;
		Show, by use of directional arrow, the proposed flow of storm drainage from the site. Provide the supplemental stormwater information required by City Regulations, and provide on the site plan a site summary table which indicates: the area (in sq. ft.) and percentage of the site proposed for development as a Building(s); development as a paved surface; undeveloped and planted with grass, Ground Cover, or similar vegetative surface
		Show the location of existing and proposed Structures and indicate the number of stories, Floor Area, and entrances to all Structures



Site Plan Drawing Requirements

✓	NA	Section 20-1305(f)(1)
		Show the location and dimensions of existing and proposed curb cuts, Access aisles, off-Street Parking, loading zones and walkways
		Indicate location, Height, and material for Screening walls and fences
		List the type of surfacing and base course proposed for all Parking, loading and walkway areas
		Show the location and size, and provide a landscape schedule for all perimeter and interior Landscaping including grass, Ground Cover, trees and Shrubs
		Show both Gross and Net public areas for proposed offices and commercial establishments. The proposed use, the required number of off-Street Parking Spaces, and the number of off-Street Parking Spaces shown shall be listed on the site plan. If the exact use is not known at the time a site plan is submitted for review, the off-Street Parking requirements shall be calculated by the general use group using the greatest off-Street Parking requirement of that use group
		Show the proposed location, direction and amount of illumination of proposed lighting. Provide information on Screening proposed for the lighting and steps taken to prevent glare
		Designate a trash storage site on each site plan or a note explaining how refuse removal will be handled. The size of the trash storage receptacle, its location and an elevation of the enclosure shall be approved by the Director of Public Works prior to approval of the site plan. If a modification to the location of the trash storage area is required during the construction phase, both the Planning and Public Works Directors must approve the modification before it occurs
		For CN2, CC and CR Districts, be prepared for all of the contiguous area in that Zoning District under the same Ownership. If the entire site is not proposed for development in the immediate future, then the initial Site Plan application shall contain a proposed phasing schedule, showing which sections of the property shall be developed in which order and showing in which phases the Easements, Driveways, Parking Areas and Landscaping will be included. The review body may require adjustments in the provision of Easements, Driveways, Parking Areas and Landscaping among the various phases as a condition of approval
		Provide at least one north-south and one east-west elevation of the property from the Street right-of-way (property line) at a reasonable scale to illustrate Building shape, Height, and Screening proposed
		A note shall be provided on the site plan for a public or governmental Building(s) and facility(ies) indicating that it has been designed to comply with the provisions of the Americans with Disabilities Act Accessibility Guidelines (ADAAG) for Buildings and facilities, appendix A to 28 CFR Part 36



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Site Plan Drawing Requirements

✓	NA	Section 20-1305(f)(1)
		If the site plan is for a multiple-Family residential Structure containing at least four Dwelling Units, a note shall appear on the site plan indicating it has been designed to comply with the minimum provisions of the Final Fair Housing Accessibility Guidelines, 24 CFR, Chapter 1, Subchapter A, Appendix II, of the Fair Housing Act of 1968, as amended.
		Provide a photometric plan pursuant to Section 20-1103(c). Show the proposed location, direction and amount of illumination of proposed lighting. Provide information on Screening proposed for the lighting and steps taken to prevent glare.



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SITE PLAN PERFORMANCE AGREEMENT

The undersigned owners of the property located at _____, and legally described as _____ and project known as _____ have requested approval of a site plan for certain improvements to be made thereon, do hereby agree and covenant that said improvements will be made in complete compliance and in accordance with the requirements of the laws of the City of Lawrence, Kansas, and the duly enacted regulations of said City covering and controlling construction and improvements of real property within the City jurisdiction of said City.

Therefore, in consideration of the granting of this site plan approval, the undersigned owner agrees to, both for himself/or itself and his/or its heirs, executors, administrators and assigns to complete said improvements in accordance with the approved site plan. The owner affirmatively acknowledges that he/or it is fully knowledgeable of the content and meaning of this agreement and being so informed agrees that no permanent utility hook-ups will be approved by the Building Inspector until full compliance with the site plan has been accomplished. The parties to this agreement covenant and agree that the seasons of the year and adverse weather conditions shall be given reasonable consideration in determining the period of time for landscaping, provided that the owners post an appropriate cash bond, surety bond, or letter of credit to cover such landscaping.

Dated at Lawrence, Kansas, this _____ day of _____, _____.

Owner _____

Please print name _____

STATE OF _____)

COUNTY OF _____)

:SS

Notary Public _____

My Commission Expires _____

Site plan approved on _____, 20____.

Performance agreement accepted/signed on _____, 20____.

City of Lawrence, Kansas - a Municipal Corporation

ATTEST:

City Clerk _____

Notary Public _____

My Commission Expires _____

By _____

Mayor _____

STATE OF _____)

COUNTY OF _____)

:SS



APPROVAL AND EXTENSION TIME PERIOD

LAND DEVELOPMENT CODE

ARTICLE 13

No action by the City shall be necessary to cause the approval to expire. Its expiration shall be considered a condition of the original approval.

SITE PLANS:

[Section 20-1305(o)(1)]

Approval time period -- Building permit must be obtained within **24 months** of final approval of the site plan or the approval shall expire.

Extension -- Extension of **up to 24 months** may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

SPECIAL USE PERMITS:

[Section 20-1306(k)]

Approval time period -- Building permit must be obtained within **24 months** of the effective date of the decision on the Special Use or the approval shall expire.

Extension -- Extension of **up to 24 months** may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

PRELIMINARY DEVELOPMENT PLAN:

[Section 20-1304(d)(12)]

Approval time period -- Application for a Final Development Plan must be submitted within **24 months** after final approval of the preliminary development plan or within 6 months after the date shown on an approved development schedule or the approval shall expire.

Extension -- Extension of **up to 24 months**, or the proposed phasing schedule may be modified to extend all dates by a period **up to one-half the original period allowed for development of that phase**, may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

FINAL DEVELOPMENT PLAN

[Section 20-1304(e)(2)(vii)]

Approval time period -- A building permit must be obtained within **24 months** after the final approval of the Final Development Plan or the approval shall expire.

Extension -- Extension of **up to 24 months**, or the proposed phasing schedule may be modified to extend all dates by a period up to **one-half the original period allowed for development of that phase** may be approved by City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.



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INSTITUTIONAL DEVELOPMENT PLAN

[Section 20-1307(g)]

Approval time period -- A building permit must be obtained within **24 months** after the final approval of the Institutional Development Plan or the approval shall expire.

Extension -- Extension of **up to 24 months** may be approved by the City Commission for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

ZONING VARIANCES

[Section 20-1309(k)]

Approval time period -- A building permit must be obtained within **24 months** after the variance has been granted or the variance will expire. The variance will also expire upon expiration of a building permit.

Extension -- Extension of up to **24 months** may be approved by the Board of Zoning Appeals for good cause shown if written request is made by letter to the Planning Director before the expiration date. Additional extensions may be requested, if necessary.

APPROVAL AND EXTENSION TIME PERIOD SUBDIVISION REGULATIONS

PRELIMINARY PLAT*

[Section 20-809(j)]

Approval time period -- A final plat must be submitted within **24 months** of the date approval of the preliminary plat was granted by the Planning Commission or the approval of the preliminary plat shall expire.

- * Per Section 20-1304(d)(10) of the Development Code, approval of a Preliminary Development Plan constitutes approval of a preliminary plat. The approval and extension timeframe for Preliminary Development Plans that served as Preliminary Plats are provided in the Development Code section on the previous page.

Extension -- An extension of **up to 24 months** may be granted by the Planning Commission for a Preliminary Plat if the cause of failure to submit a final plat is beyond the subdivider's control. A written request must be provided to the Planning Director prior to the expiration date. Additional extensions may be requested, if necessary.

FINAL PLAT

[Section 20-809(n)(5)]

Approval time period -- Approval of a Final Plat shall be effective for no more than **24 months** from the date of approval unless all conditions of approval have been completed.

Extension -- An extension may be granted by the Planning Director for good cause. A written request for extension must be provided to the Planning Director prior to the expiration of the original 24 month approval period.



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MINOR SUBDIVISION/REPLAT

(Section 11-108(k))

Approval of a Minor Subdivision/Replat by the Planning director and acceptance of dedications by the Governing Body shall be effective for no more than **24 months** from the date of acceptance unless all conditions of approval have been completed or an extension has been granted by the Planning Director for good cause.

Extension – The extension request must be submitted to the Planning Director prior to the expiration of the original 24 month approval period.

Drop In and Respite (DARE) Center

A project of the Coalition for Homeless Concerns, Inc. (CHC)

Management and Operations Plan

Mission Statement: The mission of the Drop In and Respite (DARE) Center, operating as a volunteer program of the Coalition for Homeless Concerns, Inc., is to offer a daily refuge with basic services to provide physical and emotional comfort for people who are homeless or at risk of homelessness.

1. Narrative description of the nature and characteristics of the use and descriptions of all services provided.

The DARE Center will offer a place of refuge initially as a part time program operating from 2:30 to 6:30 pm each day at 944 Kentucky, every day of the year depending on a sufficient number of volunteers. There will be coffee, showers, sofas and chairs, a TV, and a telephone to give the participants a minimum of comfort and resources. The DARE Center will not provide case management or more structured programs. All of the staff will be volunteers. There will be two staff present at all times. The Drop In will provide, however, referrals and guidance to resources within the Lawrence and Douglas County community that serve homeless and low-income individuals and families.

The DARE Center is a part time day shelter for individuals and families seeking a temporary refuge from extreme weather and from the challenges of living homeless. Guests will provide basic information and identification upon first arrival at the Center and statistics will be kept on the number, frequency, demographics, and issues and concerns of the guests. Case management will not be part of the program. Guests will be referred to other agencies and resources within the community for case management and in-depth services. It is intended, however, that the Center will be an information source about local programs for homelessness. The conduct of guests of DARE is governed by the Rights and Responsibilities and Homeless Bill of Rights, copies of which are attached.

Specific programs envisioned at the beginning and later of the Center's operations are:

- Freedom House -- a volunteer Christian ministry to homeless people who desire growth and transformation from personal destructive paths to freedom and newness of life. A short worship service will be offered each week plus opportunities for Bible study and spiritual support

- Referrals for services to other area resources and agencies

- Arts activities led by local artists

- Other activities/workshops at the Center as offered by local volunteers

- Coffee, donated snacks

- Restrooms

- Showers

- TV but no computers

- Telephone

- Laundry washer and dryer

Volunteers will be recruited from the wide community of Lawrence, Douglas County, KU, and Haskell. Volunteers will be trained in DARE Center workshops and will always be accompanied by a second volunteer staff person.

2. Interior floor plan showing sleeping areas, common areas, emergency exits, and bathrooms

Attached -- site plan. The DARE Center is not an overnight shelter and does not have sleeping areas.

3. Rules of conduct for guests

All family and individual guests will provide basic information and identification for intake upon first arrival and will sign the Rights and Responsibilities (attached) as a contract for their use of the Center.

4. Maintenance plan that establishes standards for regular building and site maintenance, including regular removal of litter

Daily maintenance of the building and grounds will be completed by volunteer staff and by individual guests.

Building maintenance and repairs often will be accomplished by the network of plumbers, carpenters, HVAC, and other specialists who have worked for the property owner or other local social service agencies.

5. Communications plan that establishes how the shelter will regularly communicate with neighbors and police

The DARE Center will hold an annual public meeting to inform the community of events and developments at the Center, to receive suggestions and comments from neighbors, to conduct neighborhood projects, and to cooperate on security issues.

The Center director will always meet with neighbors, at their request. Contact information including the Center's telephone number will be printed and distributed. Volunteer opportunities at the Shelter will be made available specifically for anyone in the neighborhood with a desire to help.

The DARE Center will call the police as required for incidents at the Center requiring their intervention. Volunteer staff training will be designed to ensure that all parties are cooperating as fully as possible to educate the staff and to maintain a constructive relationship. The DARE Center defers to the Lawrence Police Department for keeping statistics of the number and types of calls to the property to track categories over time. The Center will work closely with

the Lawrence Police Department and Douglas County Sheriff's office to exchange information and work closely with these agencies. Guest information will be shared with the Lawrence Police Department, as appropriate.

Camping on public or private property is illegal, and all neighbors are encouraged to call the police if they encounter such behavior. Loitering on Center, neighbor's, or other private property is and will be a violation of DARE policy, and guests will be denied shelter services for a period of time for such actions. Neighbors are asked to call the Center directly when a possible violation is in progress so the staff may take prompt action.

6. Response plan for emergencies that occur at the site

DARE Center staff will be trained to call the Lawrence Police Department or the Lawrence/Douglas County ambulance service, when an emergency occurs. Staff will be trained also by the local American Red Cross chapter for CPR, by Bert Nash Community Mental Health Center on First Aid for Mental Health, and by the various university degrees in psychology or social welfare that individual staff members may have. The DARE Center will use the Safety Plan developed by case managers with the Kansas University School of Social Welfare for the guidance of interns, volunteers, and staff dealing with an incident. [see attached Safety Plan]

7. Adequate staffing levels given the number of guests served and the nature of the facility and population served

There will be two or more volunteer staff, plus potential interns, during the operating hours of 2:30 pm to 6:30 0 pm, every day.

Attachments: Rights and Responsibilities, Homeless Bill of Rights, Safety Plan

11/19/18

Drop In and Respite (DARE) Center

RIGHTS AND RESPONSIBILITIES

House Rules

Respect yourself and others

No alcohol or drugs

No weapons

No sexually suggestive comments or actions

No violence or threats of violence

No smoking inside the shelter

No littering, inside or outside

No trespassing on private property

Welcome to the Drop In and Respite Center (DARE)

The DARE Center strives to maintain a comfortable, safe, and peaceful environment, and requires all persons – both working at and visiting the Center – treat others with respect and dignity.

Hours and Schedules

In addition to the below times and information, guests will be informed about the schedule of activities and services during the staff orientation for new guests.

The DARE Center is a part time refuge for families and individuals experiencing homelessness.

All guests are signed in at the time of arrival each day.

After entering the Center, guests are asked to remain on the property unless leaving for appointments for work, school, etc. Relaxation and smoking outside areas are provided for guests.

The Drop-In is a part time project staffed by volunteers that will be open from 2:30 pm to 6:30 pm every day, until further notice.

All Guests – Conditions of Stay

All guests will complete an intake form on arriving at the DARE Center and a copy made of your photo ID. If you do not have a photo ID, we will take a picture for the file.

The DARE Center is a dry shelter in that guests may never drink, possess, or distribute alcohol or controlled substances on the premises.

The shelter may admit guests who may have been drinking as long as they follow common rules of behavior.

Guests' hours will be filled with use of the Center facilities for showers, laundry, etc. and activities developed by the volunteer staff. In addition, all guests will complete tasks of shelter cleaning, maintenance, and other duties to keep our space clean and livable.

No illegal substances (street drugs, etc.) or alcoholic beverages are permitted on DARE property, indoors or outside, at any time.

No firearms or knives are permitted on DARE property, indoors or outside, at any time. This includes concealed weapons.

All guests and volunteers shall enter and leave the shelter only through designated entrances.

Do not open doors for persons outside wanting to come into the Center through fire exits or other unauthorized entrances.

When walking to any destination in the city, stay on sidewalks and main streets in neighborhoods.

Be respectful of private property everywhere and common areas downtown.

Smoking is permitted in the designated smoking area.

The Center reserves the right to recycle unattended belongings left at DARE.

**Drop-In and Respite (DARE) Center
Rights and Responsibilities**

page 2

Shower if asked by a staff person to control odor in the common areas.

Casual gathering and resting on the ground is not allowed on the Kentucky Street side of the building.

Behavior at the DARE Center

Individuals coming to the DARE Center must respect the people in the building and in the neighborhood. No food, medicine, or other items that may decay or draw infestations will be stored in the building. Personal possessions are the responsibility of each individual owner not the staff.

Staff/volunteers and guests will treat each other with courtesy and will show respect for other people's feelings, physical space, and property.

No fighting or threatening.

Refrain from physical contact during conflict situations.

No offensive language (racist, sexist, homophobic, etc.)

Abstain from sexually explicit behavior in, near, or on DARE property.

Any behavior or action that is dangerous, disruptive, or disrespectful of others will be handled individually by the staff on duty. A guest who causes difficulties for others may be asked to visit with a staff counselor in order to continue staying at the Drop-In, or may be asked to leave.

Dog Contract

Guests who have an established relationship with a service or pet dog is responsible for behavior and care of the animal.

Off Site Behavior

The shelter does not support guests who panhandle.

DARE guests are guests also of the surrounding neighborhoods and businesses. It is important to remember that there are City ordinances against aggressive panhandling and trespassing and that loitering is poor behavior.

Be respectful of Drop-In neighbors and their property on your way to and from the elsewhere, and while you are around the Drop-In.

Do not drink, smoke, hang out on, or walk across private property without permission.

Walking on or across private property is trespassing and is unacceptable

11/15/18

Signature _____

Date _____

Drop In and Respite (DARE) Center

A project of the Coalition for Homeless Concerns, Inc.

Homeless Bill of Rights

Laws that segregate, make criminals of people based on their status rather than their behavior, or prohibit certain people's right to be in public spaces are not just sad relics from the past:

Today, numerous laws infringe on the ability of poor people to exist in public space or obtain basic needs such as housing, employment, and equal protection under the law. The Homeless Bill of Rights campaign is to create bills that protect the following rights and prohibit the enforcement of any local laws that violate these rights:

1. Right to move freely, rest, sleep, and pray
and be protected in public spaces without discrimination
2. Right to occupy a legally parked vehicle
3. Right to share food and eat in public
4. Right to legal counsel if being prosecuted
5. Right to 24-hour access to "hygiene facilities"

11/19/18

Drop In and Respite (DARE) Center Safety Plan

For Crises Involving Potential Threat to Staff in Public Areas

1. Staff should not hesitate to call 911 if there is eminent danger to themselves or others.
2. In the event of an escalating situation involving two or more guests, staff should immediately attempt to verbally separate the individuals involved. If guests refuse to obey, staff members are encouraged to give a verbal warning that failure to obey will result in bans. If guests refuse to respond, staff members should tell the individuals that they will contact the police. Continued failure to obey, staff members should ask others in the area to contact the police, while not leaving the scene themselves. Staff members should never put themselves in harms way by positioning themselves between two or more feuding individuals. An alternative is to direct the lesser aggressive guest into their office in order to dissolve the situation. After the situation has deescalated, staff are encouraged to discuss the situation with the involved guests individually and support them in reaching acceptable solutions to the situation. When appropriate and safe to do so, staff may ask individuals involved to have a group meeting to discuss the matter peacefully.
3. In the event of an escalating situation involving one guest, staff members should instruct the guest to calm down and be respectful of other guests. DO NOT attempt to talk through the difficulties of the person if you are uncomfortable or feel the situation is escalating out of control too quickly. In this situation, staff should: ask the guest to leave and/or contact the police. If staff feels they can work with the guest calmly and safely, continue speaking with the person to see if the difficulty can be resolved.
4. If this is the case, staff should remove the person from the public setting and use an office to speak with them in private as soon as it is safe to do so. If necessary, staff should inform other staff members of the situation so they can be close at hand for further help.

For Crises Occurring Within a Staff Office

5. If staff feel that a guest may be a danger, or is in an emotional state where they do not have a normal level of self-control, it is ALWAYS okay to leave the door open.
6. Remember to use supportive words and try to help the client find acceptable choices for how to work through the crisis. Talk calmly with a person in crisis only while it is profitable. If the situation deteriorates and the threat of harm or injury increases, determine whether it is safer to call for assistance or try to leave the room. As far as it is successful, try to contain the crisis within the office so it is less likely to impact other guests. If you have to ask a guest to leave your office or the shelter, please follow them out so you can be on hand if the crisis continues and other people are put at risk.
7. If necessary, possible exit strategies include: breaking the office windows or using designated exits, as appropriate.

Physical Restraint

8. Physical restraint or seclusion shall be used as a method of intervention only when all other methods of de-escalation have failed and only when necessary for the protection of the staff and others.
9. No practice utilized shall be intended to humiliate, frighten, or physically harm a guest.
10. No practice that becomes necessary to implement shall continue longer than necessary to resolve the behavior at issue.

Post-crisis Procedures

11. After the crisis, witnessing staff members are to complete an incident report if the situation warranted action. If necessary, log any police calls made.
12. Witnessing staff should collaborate and set ban for individual(s) involved.
13. Decision for ban duration should be reported to the guests only after the individual(s) involved have deescalated. The ban should be communicated to the guest as a decision made by the agency as a whole and not one individual. Further, staff members may wish to have other staff present when guests are informed of ban.
14. Bans are to be posted and staff should inform other staff of incident at the staff meeting.

11/19/18



JAMIE SHEW
DOUGLAS COUNTY CLERK
1100 Massachusetts
Lawrence, KS 66044

Marni Penrod-Chief Deputy Clerk
Heather Dill-Deputy Clerk Elections

November 13, 2018

A CERTIFIED PROPERTY OWNERSHIP LIST WITHIN 400 FT OF 944 KENTUCKY ST
(U01544). 11/13/2018. REQUESTED BY LORING HENDERSON.

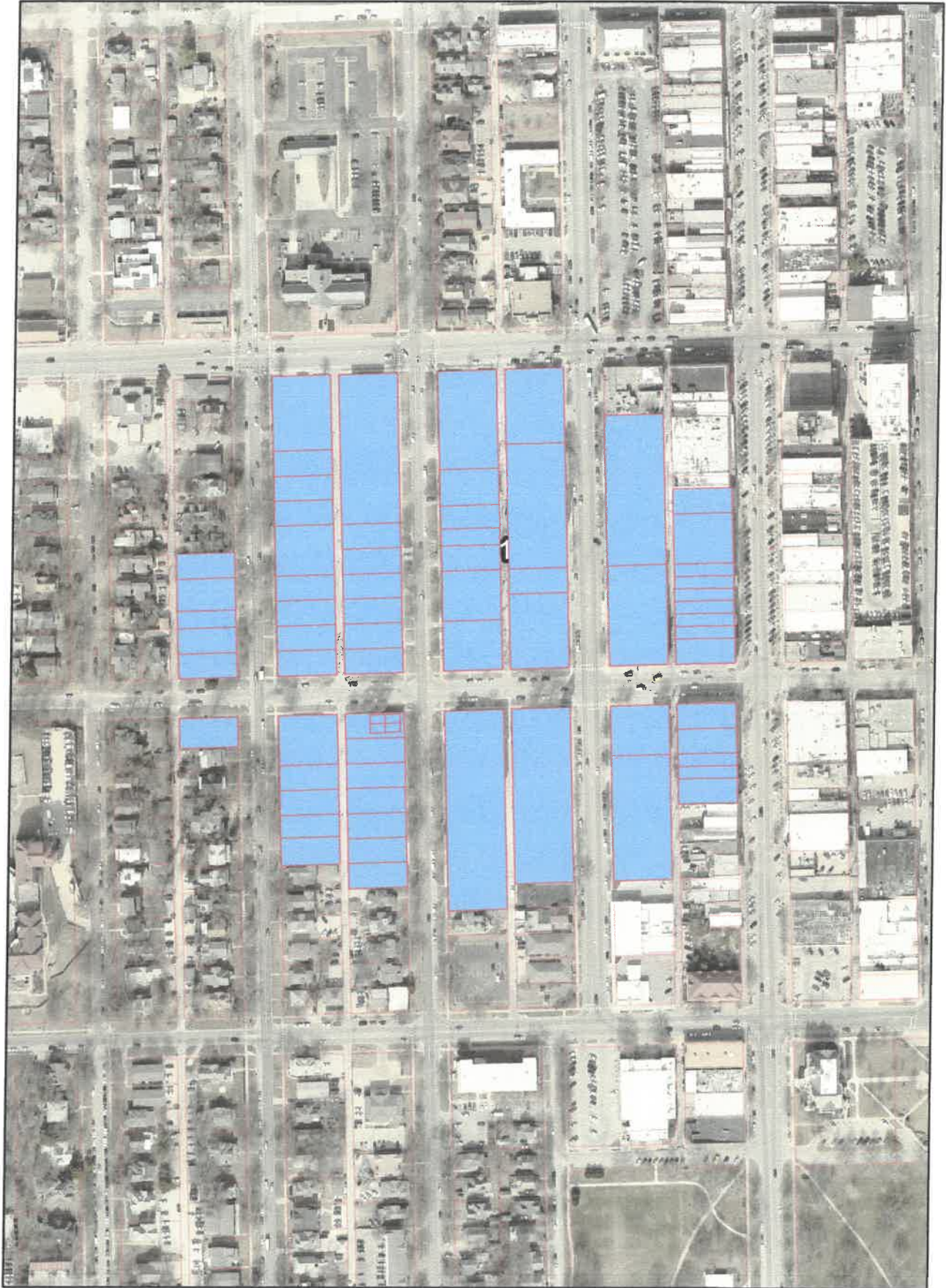
JOHN R. NICHOLS
DOUGLAS COUNTY CLERK'S OFFICE
1100 MASSACHUSETTS ST
LAWRENCE, KS 66044

785-832-5147

jnichols@douglascountyks.org

Douglas County Real Estate Division
County Clerk's Office. I do hereby certify
the Property Ownership listed hereto, to be
true and accurate.

CERTIFIED POL WITHIN 400 FT OF
944 KENTUCKY ST (U01544)



Special Use Permit Application for

**City of Lawrence
Douglas County
Planning & Development Services**

**Drop In and Respite (DARE) Center
A project of the Coalition for Homeless Concerns, Inc.**

November 19, 2018

Re: Traffic Impact Study

Dear Members of the Lawrence-Douglas County Planning Commission
and
Mayor and Commissioners for the City of Lawrence

This is to request a waiver from the Traffic Impact Study, listed as an item on the special use permit application checklist, since the Drop In and Respite (DARE) Center use would not be associated with increasing traffic because users of the Drop In will be on foot.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Loring Henderson".

Loring Henderson, DARE Director



*Site Planning & Land Development
Civil Engineering, Design & Consulting*

November 16, 2018

Andy Enszt, P.E.
City of Lawrence
Department of Utilities
720 West 3rd Street
Lawrence, KS 66044

RE: Drop-In Center
944 Kentucky Street
Site Plan

Mr. Enszt,

A Site Plan for a Drop-In Center at 944 Kentucky Street is being submitted for facility redevelopment of the property. As part of the Site Plan process, we are submitting this letter and attached fixture count analysis as required by the City of Lawrence's administrative policy AP-76.

The existing sanitary sewer service will be used to service the property. The existing service connects to the public sanitary sewer downstream of manhole NW311220-029. The redevelopment of the building will not increase the total number of fixtures to the City sanitary sewer system. The attached spreadsheet indicates the existing/proposed fixture configuration with the estimated wastewater flow to 4.7 gpm.

Please feel free to contact me if you have any questions or comments regarding this study as submitted.

Sincerely,

J. Dean Grob, P.E.
Grob Engineering Services, LLC

cc: Owner

Pre and Post-Developed Condition Fixture Count Comparison

Type of Fixture or Group of Fixtures ^a	Fixture DFU ^a	Existing Fixture Count	Existing DFU by Fixture	Proposed Fixture Count	Proposed DFU by Fixture
Automatic Clothes Washer	3	1	3	1	3
Bathroom Group consisting of a water closet, lavatory and bathtub or shower	6	4	24	4	24
Bathtub ^b (with or without overhead shower)	2	0	0	0	0
Bidet	1	0	0	0	0
Clinic Sink	6	0	0	0	0
Combination Sink and Tray with Food Waste Grinder	4	0	0	0	0
Combination Sink and Tray with one 1 1/2 in. Trap	2	0	0	0	0
Combination Sink and Tray with separate 1 1/2 in. Traps	3	0	0	0	0
Dental Unit or Cuspidor	1	0	0	0	0
Dental Lavatory	1	0	0	0	0
Drinking Fountain	0.5	0	0	0	0
Dishwasher, Domestic	2	0	0	0	0
Floor Drains with 2 in. Waste	3	0	0	0	0
Kitchen Sink, Domestic, with one 1 1/2 in. Trap	2	0	0	0	0
Kitchen Sink, Domestic, with Food Waste Grinder	2	0	0	0	0
Kitchen Sink, Domestic, with Food Waste Grinder and Dishwasher 1 1/2 in. Trap	3	1	3	1	3
Kitchen Sink, Domestic, with Dishwasher 1 1/2 in. Trap	3	0	0	0	0
Lavatory with 1 1/4 in. Waste	1	0	0	0	0
Laundry Tray (1 or 2 Compartments)	2	0	0	0	0
Shower Stall, Domestic	2	0	0	0	0
Showers, Group, Per Head ^c	2	0	0	0	0
Sinks:		0	0	0	0
Surgeons	3	0	0	0	0
Flushing Rim (with Valve)	6	0	0	0	0
Service (trap standard)	3	0	0	0	0
Service (P trap)	2	2	4	2	4
Pot, scullery, etc. ^c	4	0	0	0	0
Urinal, Pedestal, syphon jet blowout	6	0	0	0	0
Urinal, Wall lip	4	0	0	0	0
Urinal, Stall, Washout	4	0	0	0	0
Urinal, Trough (each 6ft. Section)	2	0	0	0	0
Wash Sink (circular or multiple) Each Set of Faucets	2	0	0	0	0
Water Closet, Private	4	3	12	3	12
Water Closet, Public	6	0	0	0	0
Fixtures Not Listed Above		0	0	0	0
Trap Size 1 1/4 in. or less	1	0	0	0	0
Trap Size 1 1/2 in.	2	0	0	0	0
Trap Size 2 in.	3	0	0	0	0
Trap Size 2 1/2 in.	4	0	0	0	0
Trap Size 3 in.	5	0	0	0	0
Trap Size 4 in.	6	0	0	0	0
Total DFU			46		46
Total Theoretical Discharge (gpm)			45		45
Estimated Wastewater Flow (=0.7(theoretical load)0.5) (gpm)			4.7		4.7

^aTaken from table 3-10, Gravity Sanitary Sewer Design and Construction, p43 & 44 American Society of Civil Engineers

^bA showerhead over a bathtub does not increase the fixture unit value

^cSee Section 11.4.2 of Ref 18 for method of computing equivalent fixture unit values for devices or equipment which discharge continuous or semi-continuous flows into sanitary drainage systems.



**City of Lawrence
Douglas County**
PLANNING & DEVELOPMENT SERVICES

**Lawrence Douglas County
Metropolitan Planning Office**

6 East 6th Street, P.O. Box 708, Lawrence, KS 66044
(785) 832-3150 Fax (785) 832-3160
<http://www.lawrenceks.org/pds/>

Pre-Application Meeting
required minimum 7 days
before submission
Planner _____
Date _____
Fee _____
Fee: \$500 (+\$50 Legal Ad
& \$175 Ordinance)

SPECIAL USE PERMIT APPLICATION

OWNER INFORMATION

Name(s) 100 E 9th, UC
Contact DOUG COMPTON
Address PO BOX 1797
City Lawrence State KS ZIP 66044
Phone (785) 841-7333 Fax (____)
E-mail Vtarghi@firstmanagementinc.com Mobile/Pager (____)

APPLICANT/AGENT INFORMATION

Contact Amanda Habiger
Company First Management, Inc
Address PO Box 1797
City Lawrence State KS ZIP 66044
Phone (785) 841-7333 Fax (____)
E-mail amandah@firstmanagementinc.com Mobile/Pager (620) 562-0190
Pre-Application Meeting Date _____ Planner _____

PROPERTY INFORMATION

Present Zoning District CD-UC Proposed Zoning District No change
Present Land Use _____ Proposed Land Use No change
Legal Description (may be attached) Attached as Exhibit A
Address of Property 888 New Hampshire St, Lawrence, KS
Total Site Area 0.67 acres
Number and Description of Existing Improvements or Structures 1 mixed-use
(Multi-family/commercial) building



Are you also submitting any of the following applications?			
• Building Permit	• Subdivision Plat	• Special Use Permit <input checked="" type="checkbox"/>	• Zoning Change
• Variance	• Other (specify)		

Please indicate the reason for your request. (Attach additional sheets if needed.)

To obtain a special use permit to apply for a short term rental license for 888 New Hampshire St. Apartments to be short term rentals are as follows: # 208, #209, #210.

In reviewing and making decisions on proposed Special Use Permits, the Planning Commission and the City Commission are required consider the following criteria. The Development Code places the burden on the applicant to show that an application complies with such criteria. Please respond to the following criteria to the best of your knowledge. (Attach additional sheets if needed.)

1. Does the proposed use comply with the applicable provisions of the Development Code?

Yes

2. Is the proposed use compatible with adjacent uses in terms of scale, site design, operating characteristics, including hours of operation, traffic generation, lighting, noise, odor, dust, and other external impacts?

Yes



**City of Lawrence
Douglas County**
PLANNING & DEVELOPMENT SERVICES

**Lawrence Douglas County
Metropolitan Planning Office**

6 East 6th Street, P.O. Box 708, Lawrence, KS 66044
(785) 832-3150 Fax (785) 832-3160
<http://www.lawrenceks.org/pds/>

3. Will the proposed use cause a substantial diminution in value of other property in the neighborhood in which it is located?

NO.

4. Will the proposed use cause significant adverse impacts on the natural environment?

NO.

SIGNATURE

I/We, the undersigned am/are the **(owner(s))**, **(duly authorized agent)**, **(Circle One)** of the aforementioned property. By execution of my/our signature, I/we do hereby officially apply for rezoning as indicated above.

Signature(s): [Signature] Date 11-19-18

Date _____

Date _____

STAFF USE ONLY

Application No. _____

Date Received _____

Planning Commission Date _____

Fee \$ _____

Date Fee Paid _____



OWNER AUTHORIZATION

I/WE Douglas Compton, hereby referred to as the "Undersigned", being of lawful age, do hereby on this 19 day of November, 20 18, make the following statements to wit:

1. I/We the Undersigned, on the date first above written, am/are the lawful owner(s) in fee simple absolute of the following described real property:

See "Exhibit A, Legal Description" attached hereto and incorporated herein by reference.

2. I/We the undersigned, have previously authorized and hereby authorize First Management Inc (Herein referred to as "Applicant"), to act on my/our behalf for the purpose of making application with the Planning Office of Lawrence/Douglas County, Kansas, regarding 888 New Hampshire St, Lawrence KS (common address), the subject property, or portion thereof. Such authorization includes, but is not limited to, all acts or things whatsoever necessarily required of Applicant in the application process.

3. It is understood that in the event the Undersigned is a corporation or partnership then the individual whose signature appears below for and on behalf of the corporation or partnership has in fact the authority to so bind the corporation or partnership to the terms and statements contained within this instrument.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

Owner Douglas Compton

Owner

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this 19 day of Nov., 20 18,

by Douglas Compton

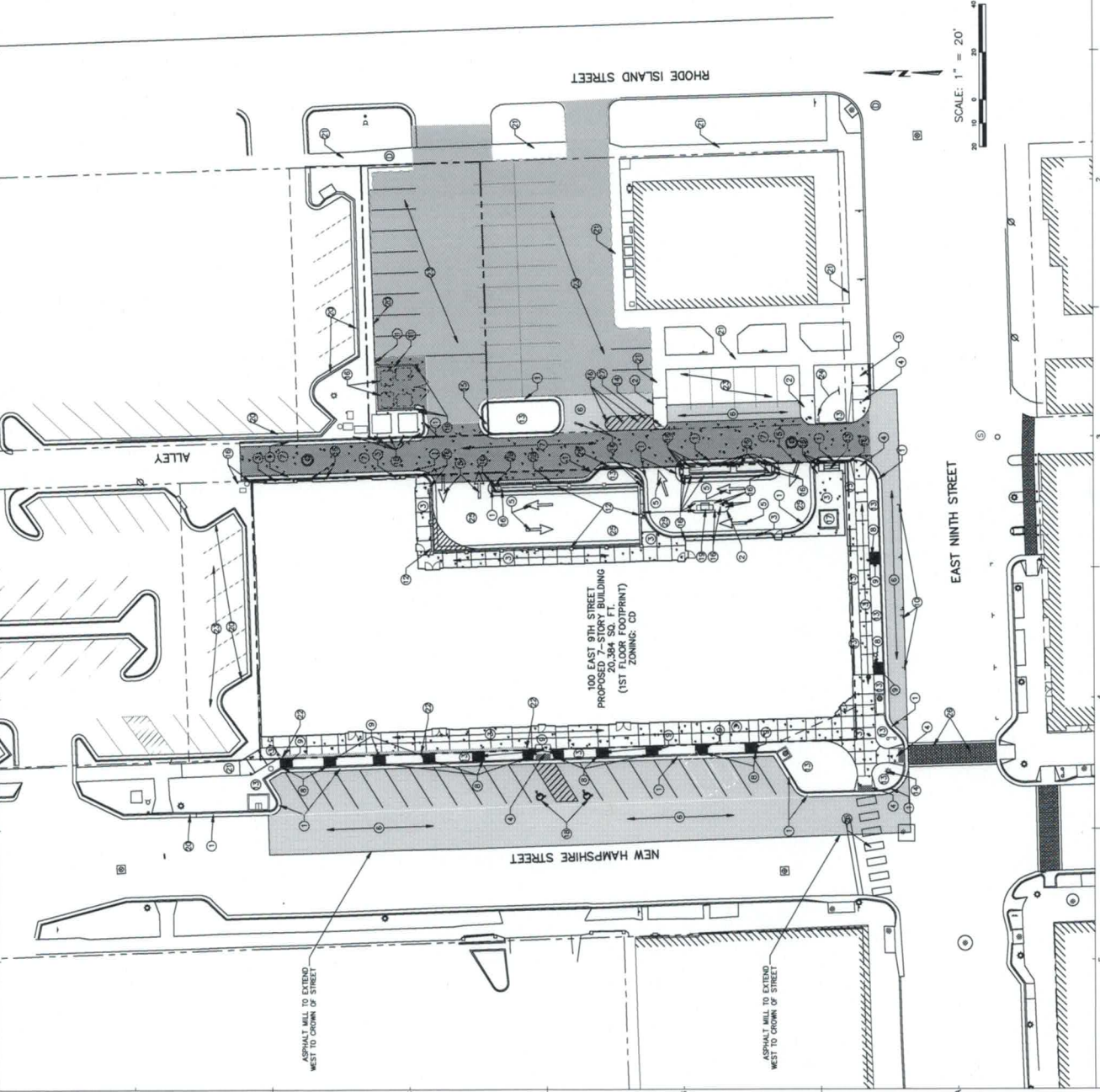
My Commission Expires: 6-28-2019

Victoria J. Zanghi
Notary Public



EXHIBIT A, LEGAL DESCRIPTION

NEW HAMPSHIRE STREET LTS 60,62,64,66 & 68 (U01022,1025,1028,1030 & 1032 COMBINED
1986)



- KEY NOTES**
- CONCRETE CURB AND GUTTER. SEE DETAILS 1, 2 AND 3, SHEET C500.
 - INTEGRAL CURB ISLAND. SEE DETAIL 9, SHEET C500.
 - 4" THICK CONCRETE SIDEWALK. SEE DETAIL 5, SHEET C500.
 - SIDEWALK RAMP. SEE DETAIL 10, SHEET C500.
 - THERMOPLASTIC DIRECTIONAL ARROW MARKINGS. SEE DETAIL 6, SHEET C500.
 - 8" THICK ASPHALT PAVEMENT. SEE DETAIL 5, SHEET C500.
 - PAVING WITH PUBLIC RIGHT-OF-WAY (STREET OR ALLEY) TO BE PER CITY OF LAWRENCE STANDARD DETAILS.
 - 8" THICK CONCRETE PAVEMENT. SEE DETAIL 4, SHEET C500.
 - PAVING WITH PUBLIC RIGHT-OF-WAY (STREET OR ALLEY) TO BE PER CITY OF LAWRENCE STANDARD DETAILS.
 - PAVING VERONA SERIES II 5"x24" MERRIAM BLEND PAVERS. SEE DETAIL 1, SHEET C501.
 - PROPOSED LIGHT POLE WITH PARKING METER. COORDINATE PLACEMENT AND POLE TYPE WITH CITY OF LAWRENCE.
 - 6" WIDE "T" OR "L" SHAPED PARKING STALL STRIPING. 8" WIDE STRIPE, TYPICAL.
 - DAMPPROOF ENCLOSEURE. SEE DETAIL D1, SHEET A501.
 - CAST-IN-PLACE CONCRETE PILLARS WITH DECORATIVE FINISH. REFER TO ARCHITECTURAL/STRUCTURAL PLANS FOR DETAILS.
 - PLANTER/LANDSCAPE AREA. SEE SHEET L100 FOR PLANTINGS AND DETAILS.
 - 18"x24" "ONE WAY" SIGN WITH LEFT ARROW (R8-2J) SIGN.
 - 24"x24" "NO RIGHT TURN" (R3-1) SIGN.
 - 4" DIA. ROLLARD. SEE DETAIL 7, SHEET C500.
 - AIR INTAKE TO GARAGE. REFER TO ARCHITECTURAL/MEP DRAWINGS FOR DETAILS.
 - ADA ACCESSIBLE STALLS WITH SIGNAGE. SEE DETAIL 4, SHEET C501.
 - REMOTE TELLER LOCATION AND ATM. VERIFY FINAL LOCATION WITH BANK EQUIPMENT SUPPLIER.
 - EXISTING CONCRETE CURB AND GUTTER TO REMAIN.
 - EXISTING SIDEWALK TO REMAIN.
 - EXISTING ASPHALT TO REMAIN.
 - EXISTING "SPEED LIMIT 10" SIGN TO BE RELOCATED AS SHOWN.
 - PAVEMENT WITHIN THE BUILDING ENVELOPE REFER TO ARCHITECTURAL/STRUCTURAL CROSSWALK TO BE PER CITY OF LAWRENCE STANDARD. CONTRACTOR TO COORDINATE WITH CITY ON CROSSWALK INSTALLATION.
 - STRIPED ISLAND. STRIPES TO BE 4" WIDE PAINTED WHITE. DIAGONAL STRIPES TO BE SPACED AT 2.5' ON CENTER AT 45° ANGLE FROM PERMETER STRIP.
 - PAINT CURB RED AND STENCIL 4" TALL WHITE LETTERS "FIRE LANE NO PARKING" (R1-1) SIGN.

- GENERAL NOTES**
- CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND REGULATIONS FOR THE U.S. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA).
 - ALL SITE WORK MUST ALSO COMPLY WITH APPLICABLE ENVIRONMENTAL REQUIREMENTS.
 - ALL ON-SITE CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE PROJECT SPECIFICATIONS.
 - ALL CONSTRUCTION IN THE CITY BLOCKS AND/OR EXISTING SIDEWALKS SHALL BE IN ACCORDANCE WITH THE CITY OF LAWRENCE PERMITS AND REGULATIONS. CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO ANY WORK WITHIN CITY STREET AND ALLEY RIGHTS OF WAY.
 - THE CONTRACTOR TO COORDINATE WITH ALL APPLICABLE UTILITY COMPANIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRS TO ANY EXISTING IMPROVEMENTS DURING CONSTRUCTION, SUCH AS, BUT NOT LIMITED TO, DRAINAGE, UTILITIES, PAVEMENT, SIDEWALKS, LANDSCAPING, PARKING METERS, ETC. REPAIRS SHALL BE EQUAL TO OR BETTER THAN EXISTING CONDITIONS.
 - TOPOGRAPHIC INFORMATION ON THESE PLANS IS BASED ON A SURVEY CONDUCTED BY IN2 LLC SURVEYING & MAPPING IN MAY 2012. IF THE CONTRACTOR FINDS A DISCREPANCY WITH THE TOPOGRAPHIC INFORMATION ON THESE PLANS, HE/SHE SHOULD CONTACT TREANOR ARCHITECTS IMMEDIATELY PRIOR TO PROCEEDING, OR DO SO AT HIS/HER OWN RISK.
 - THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND REGULATIONS FOR THE U.S. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) AND SHALL REPAIR OR REPLACE AT HIS OWN EXPENSE, BENCHMARKS AND MONUMENTATION DISTURBED DURING CONSTRUCTION.
 - IF THE CONTRACTOR RELOCATES OR SETS NEW BENCHMARKS, THE VERTICAL ELEVATIONS OF THE BENCHMARKS SHALL BE SET WITHIN A TOLERANCE 0.010 FEET.
 - DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.
 - THE CONTRACTOR SHALL MATCH EXISTING PAVEMENT IN GRADE TYPE AND ALIGNMENT.
 - THE CONTRACTOR SHALL MATCH EXISTING CURB AND GUTTER IN GRADE, SIZE, TYPE AND ALIGNMENT.
 - ALL STRIPING, PAVEMENT MARKINGS, AND TRAFFIC SIGNAGE SHALL BE IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR TRAFFIC CONTROL DEVICES, LATEST EDITION, UNLESS OTHERWISE NOTED ON THE PLANS.
 - UNDERGROUND UTILITIES SHOWN ON THE PLANS ARE IN APPROXIMATE LOCATIONS ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATIONS AND ELEVATIONS OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRS TO ANY EXISTING UTILITIES COMPANIES FOR LOCATIONS OF THEIR UTILITIES AT LEAST 48 HOURS BEFORE COMMENCING CONSTRUCTION. IN THE EVENT THAT ANY UTILITIES ARE DISTURBED DURING CONSTRUCTION, THE CONTRACTOR SHALL REPAIR OR REPLACE AT HIS OWN EXPENSE, IMMEDIATELY.
 - THE CONTRACTOR IS RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH OCCUR DUE TO HIS FAILURE TO LOCATE AND PRESERVE ANY AND ALL UTILITIES.
 - ALL AREAS DISTURBED BY CONSTRUCTION SHALL BE RESTORED AND GRADED TO ORIGINAL GRADE AND FINISH.

DATE PRINTED: 1/13/2015 4:52 PM
FILE PATH: H:\2015\08\08 North Project at 9th & New Hampshire\Drawings\Site\CVL\C200 SITE LAYOUT PLAN.DWG

APPROVED BY:

DATE	BY	CHK	APP
	MT		
	MT		

TREANOR ARCHITECTS P.A.
1040 Lawrence Street
Lawrence, Kansas 66044
Tel: 785.842.7554
Fax: 785.842.6858
www.treanorarchitects.com

1040 Lawrence Street
North Project - Mixed Use
100 East 9th Street Lawrence, Kansas 66044

C200

SITE LAYOUT PLAN

© 2015 Treanor Architects P.A.

C200

SITE LAYOUT PLAN

14. ALL STOPPING, PAVEMENT MARKINGS, AND TRAFFIC SIGNALS SHALL BE IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION, UNLESS OTHERWISE NOTED ON THE PLANS.
15. THE CONTRACTOR SHALL DETERMINE THE PLANS ARE IN APPROPRIATE LOCATIONS ONLY. THE CONTRACTOR SHALL SUBMIT THE EXACT LOCATIONS AND ELEVATIONS OF ALL EXISTING UTILITIES TO THE ENGINEER FOR REVIEW AND APPROVAL. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLETING THE LOCATIONS OF UTILITIES AT LEAST 48 HOURS BEFORE COMMENCING CONSTRUCTION. IN THE EVENT THAT A UTILITY IS STRUCK SUCH THAT CONSTRUCTION MUST BE STOPPED, THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REPAIR AND ANY DAMAGES, SHALL BE REMOVED IMMEDIATELY.
16. THE CONTRACTOR IS RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH OCCUR DUE TO HIS FAILURE TO LOCATE AND PRESERVE ANY AND ALL UTILITIES.
17. ALL UTILITIES NOT IDENTIFIED BY THE CONTRACTOR SHALL BE RESTORED AND GRADED TO ORIGINAL CONDITION, UNLESS OTHERWISE NOTED.

PROPOSED 8" ASPHALT PAVEMENT. SEE DETAIL 6, SHEET C500.

PROPOSED 4" CONCRETE PAVEMENT. SEE DETAIL 5, SHEET C500.

PROPOSED 8" REINFORCED CONCRETE PAVEMENT. SEE DETAIL 4, SHEET C500.

PAVEMENT PAVERS. SEE DETAIL 1, SHEET C501.





PROPERTY OWNERSHIP LIST CERTIFICATION

As required by Article 13, Section 20-1301(q) of the Development Code, the applicant is responsible for providing certified Ownership information (including names and mailing addresses) of all real property owners within a defined radius from the subject property. The Planning Department is required by the Development Code to use the submitted Ownership list to mail notice of the public hearing to surrounding property owners regarding this Application.

Ownership Information

The applicant is responsible for providing certified Ownership information. Current Ownership information shall be obtained from the Douglas County Clerk. Ownership information will be considered current if it is **no more than 30 days old** at the time an application is submitted to the Planning Department.

Radius of Notification

The Ownership list shall include the record Owner of the subject property and all Owners of property located within 400 feet of the subject property. If the subject property is adjacent to the City limits the area of notification shall be extended to at least 1,000 feet into the unincorporated area.

A map of the "Radius of Notification" can be obtained **at the Applicant's request** at the Planning Office. The map indicates ownership of each property and can be used to check the accuracy and completeness of the Ownership List. The map will be supplied **at the Applicant's expense. Allow 10 business days** to receive the map.

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

I certify that I have read and understood the above information and that the submitted Ownership list:

1. was a) obtained from and b) certified by the Douglas County Clerk,
2. is current (**no more than 30 days old**), and
3. includes all property owners within the required notification radius of the subject property.

Signature

11-19-18

Date

Amanda Habiger

Printed Name



JAMIE SHEW
DOUGLAS COUNTY CLERK
1100 Massachusetts
Lawrence, KS 66044

Marni Penrod-Chief Deputy Clerk
Heather Dill-Deputy Clerk Elections

November 15, 2018

A CERTIFIED PROPERTY OWNERSHIP LIST WITHIN 400 FT OF 888 NEW HAMPSHIRE ST (U01011A). 11/15/2018. REQUESTED BY AMANDA HABIGER OF FIRST MANAGEMENT.

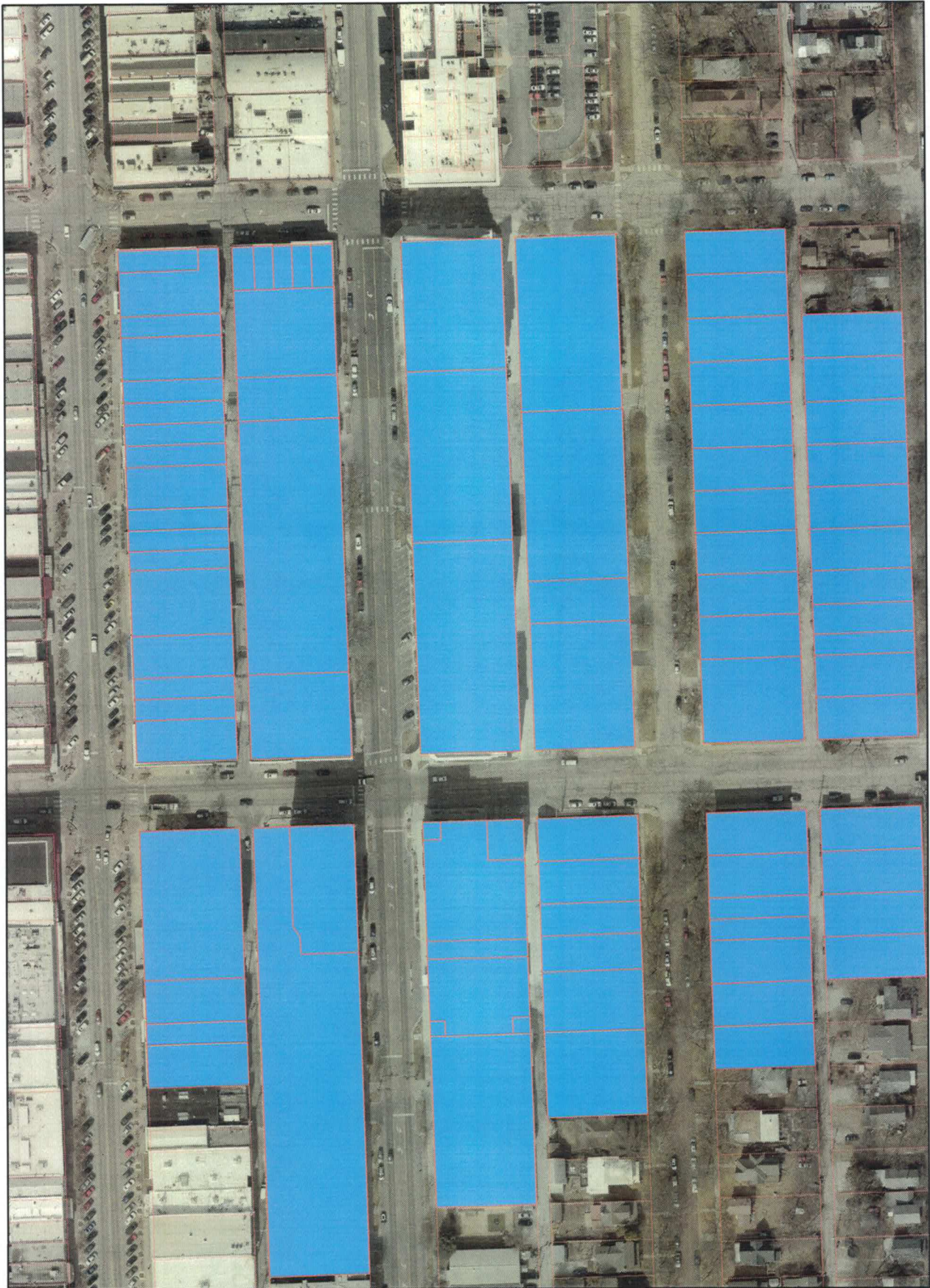
JOHN R. NICHOLS
DOUGLAS COUNTY CLERK'S OFFICE
1100 MASSACHUSETTS ST
LAWRENCE, KS 66044

785-832-5147

jnichols@douglascountyks.org

Douglas County Real Estate Division
County Clerk's Office. I do hereby certify
the Property Ownership listed hereto, to be
true and accurate.

CERTIFIED POL WITHIN 400 FT OF 888 NEW HAMPSHIRE S
(U01022A)



079-31-0-20-18-008.01-0	0.53674015	CITY OF LAWRENCE	PO BOX 708	LAWRENCE	KS	66044	U01043A	023-079-31-0-20-18-006.01-0	R15952	940 NEW HAMPSHIRE ST
079-31-0-20-18-008.01-0	0.53674015	CITY OF LAWRENCE	PO BOX 708	LAWRENCE	KS	66044	U01043A	023-079-31-0-20-18-006.01-0	R15952	940 NEW HAMPSHIRE ST
079-31-0-20-18-008.01-0	0.53674015	CITY OF LAWRENCE	PO BOX 708	LAWRENCE	KS	66044	U01043A	023-079-31-0-20-18-006.01-0	R15952	940 NEW HAMPSHIRE ST
079-31-0-20-18-008.01-0	0.13456245	TERRA FIRMA LTD	1221 SUMMIT ST	LAWRENCE	KS	66044	U01255	023-079-31-0-20-19-004.01-0	R15979	920 MASSACHUSETTS ST
079-31-0-20-19-004.01-0	0.00902712	SNAPP BETH ELSIE BERTELSMEYER TRUST	3106 S COLUMBIA CIR	TULSA	OK	74105	U01034-504	023-079-31-0-20-18-002.54-2	R334654	900 NEW HAMPSHIRE ST 504
079-31-0-20-18-002.54-2	0.00902712	SNAPP BETH ELSIE BERTELSMEYER TRUST	3106 S COLUMBIA CIR	TULSA	OK	74105	U01034-504	023-079-31-0-20-18-002.54-2	R334654	900 NEW HAMPSHIRE ST 504
079-31-0-20-18-002.54-2	0.00902712	SNAPP BETH ELSIE BERTELSMEYER TRUST	3106 S COLUMBIA CIR	TULSA	OK	74105	U01034-504	023-079-31-0-20-18-002.54-2	R334654	900 NEW HAMPSHIRE ST 504
079-31-0-20-18-002.54-2	0.00902712	SNAPP BETH ELSIE BERTELSMEYER TRUST	3106 S COLUMBIA CIR	TULSA	OK	74105	U01034-504	023-079-31-0-20-18-002.54-2	R334654	900 NEW HAMPSHIRE ST 504
079-31-0-20-18-002.02-2	0.04511195	900 NEW HAMPSHIRE LLC	6811 SHAWNEE MISSION PKWY STE 210	OVERLAND PARK	KS	66202	U01034C	023-079-31-0-20-18-002.02-2	R334651	900 NEW HAMPSHIRE ST C
079-31-0-20-18-002.52-2	0.00998061	WARD THOMAS S	2920 VERONA RD	MISSION HILLS	KS	66208	U01034-500	023-079-31-0-20-18-002.52-2	R334651	900 NEW HAMPSHIRE ST 500
079-31-0-20-18-002.52-2	0.00726265	3 RE LLC	8100 E 22ND ST BLDG 700	WICHITA	KS	67226	U01034-500	023-079-31-0-20-18-002.01-2	R334652	900 NEW HAMPSHIRE ST B
079-31-0-20-18-002.01-2	0.22395912	900 NEW HAMPSHIRE LLC	6811 SHAWNEE MISSION PKWY STE 210	OVERLAND PARK	KS	66202	U01034B	023-079-31-0-20-18-002.01-2	R334650	900 NEW HAMPSHIRE ST B
079-31-0-20-18-002.00-0	0.05626532	900 NEW HAMPSHIRE LLC	6811 SHAWNEE MISSION PKWY STE 210	OVERLAND PARK	KS	66202	U01034	023-079-31-0-20-18-002.00-0	R15947	900 CMV NEW HAMPSHIRE ST



SIGN POSTING PROCEDURES AND AFFIDAVIT

Sign Posting Procedures

The applicant is required to post one or more notification sign(s) on the property. The applicant is responsible for obtaining the sign(s) from the Planning Office of Lawrence/Douglas County, Kansas and for posting and maintaining the sign(s) as prescribed below:

1. When the provisions of the Development Code require that "Posted Notice" be provided, the applicant shall ensure that notice is posted on the subject property.
2. Posted notice shall be in the form of official signs provided by the Planning Office.
3. Posted notice shall be clearly visible to neighboring residents and passers-by from each public street bordering the subject property. At least one sign shall be posted on each street frontage. The Planning Director is authorized to require the posting of additional signs when deemed necessary for effective public notice, but not more than one sign per 300 feet of Street Frontage may be required.
4. Posted notice shall remain in place for **at least 20 days** before the public hearing, meeting, or date of action that is the subject of the notice.
5. During the required notice period, the applicant shall periodically check the condition of the sign and shall replace it if it is no longer legible for any reason, whether through act of God, vandalism, defect in installation or vegetative growth.
6. For any application requiring posted notice, the applicant shall supplement the application with an affidavit of posting and notice **at least seven days** before the scheduled hearing. **Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the agenda on the hearing date, at the discretion of the Planning Commission.**
7. The applicant shall remove notice signs required by this section within 10 days of the date that the decision-making body takes action or the date that the application is withdrawn.
8. Failure to properly post or maintain such signs is grounds for deferral or denial of the application
9. For applications that do not abut public streets, the Planning Director is authorized to approve an alternative form of posted notice that will be visible to passers-by.



Sign Posting Affidavit

THE FOLLOWING AFFIDAVIT SHALL BE COMPLETED AT LEAST SEVEN DAYS BEFORE THE SCHEDULED HEARING. Failure to make timely delivery of such affidavit to the Planning Director shall render the application incomplete and subject it to removal from the agenda on the hearing date, at the discretion of the Planning Commission.

IN WITNESS THEREOF, I, the Undersigned, have set my hand and seal below.

I, Douglas Compton (printed name), hereby state that I have received a copy of the Sign Posting Procedures and that the required sign(s) have been posted and maintained as prescribed in the Sign Posting Procedures.

Signature

11/20/18

Date

Application No. _____

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this 19 day of November, 2018,

by Douglas Compton.

My Commission Expires: 6-28-2019



Notary Public

December 13, 2018

Via Regular US Mail and email to sboleyn@lawrenceks.org

Stuart Boley
Mayor of the City of Lawrence
City Hall
PO Box 708
Lawrence, KS 66044

RE: Historic Resources Commission support for development of
East Lawrence Design Guidelines

Dear Mr. Boley,

As the current Chair and Vice Chair of the Historic Resources Commission (“HRC”), we are writing you on behalf of the HRC to express support for the development of Design Guidelines for East Lawrence.

The purpose of Design Guidelines is multi-faceted. Design Guidelines identify character defining elements that support a neighborhood’s unique sense of place. Design Guidelines provide the following:

- Help protect the city’s valuable cultural and historic resources
- Establish a common understanding of expectations for new development in a neighborhood. This allows applicants to design projects that will meet the purpose of the review, thus reducing the amount of time the applicant spends in the review process
- Increase consistency during the review process by City Staff and the HRC, and any other review board
- Bring a neighborhood together to identify and establish common goals

The HRC has seen an increase in development projects in East Lawrence over the past few years. A common goal of Design Guidelines is to build upon the historic character of Lawrence and foster diversity by guiding development that is differentiated from the historic properties but still compatible with the character and goals of the neighborhood.

There has been a lot of work and effort put into preserving East Lawrence. The *Living in East Lawrence* context document which includes 42 properties and an overall Architectural and Historic Significance statement was used to list 12 properties in the East Lawrence neighborhood to the Lawrence Landmark Register in 2014. Also, in the *2000 East Lawrence Revitalization Plan* establishing Design Guidelines was identified as a goal for the neighborhood, see Appendix D. Design Guidelines would consolidate, expand and enrich the suggested design guidelines in Appendix D plus consolidate and synthesize many other existing resources.

Most of all, Design Guidelines provide an accurate account of what exists and what is important, which frames the bases of understanding and sets expectations bridging all possible stakeholders and project reviewers together to achieve a common goal.

The HRC supports the development of Design Guidelines for East Lawrence, and hopes the City Commission will also provide support for this effort by providing assistance and city staffing, if and when deemed appropriate.