

**Special Event Permit
April 3, 2012
City Commission
Consent Agenda**

SE-2-3-12: A Special Event request for an antique auto show parking to be located on the west portion of the Farmland property adjacent to the Douglas County Fairgrounds. Submitted by Ralph Reschke, for the Antique Automobile Club of American.

GENERAL INFORMATION

Current Zoning and Land Use:

GPI (General Public and Institutional) existing Douglas County Fairgrounds and unzoned Farmland property along the east side of E 1575 Road.

Surrounding Zoning and Land Use:

CS (Commercial Strip) District and UR (Urban Reserve) District to the south (along the east side of E 1575 Road and the north side of E. 23rd Street. Existing businesses.

RS7 (Single-Dwelling Residential) District to the south (on the west side of E 1757 Road. Existing manufactured housing park.

IG (General Industrial) District to the north; existing auto salvage businesses.

STAFF REVIEW

A Special Event Permit has been requested to allow parking on City property associated with an annual event to take place on the Douglas County Fairgrounds May 4 - May 6, 2012.

This annual event is known as the "Lawrence Swap Meet" hosted by the Lawrence Region Antique Automobile Club of America. The event activities occur primarily within the Douglas County Fairgrounds with parking for trailers and guest parking provided on the Farmland ground on the east side of E 1575 Road.

Article 15 of Chapter 6 of the City Code regulates Special Events. Per Code, a Type 5 Special Event Permit [Public events intended primarily for entertainment or amusement, such as concerts or festivals] requires City Commission approval. Events that occur at the Fairgrounds are exempt from this requirement. However, the property being requested for the parking portion of the event is owned by the City. In past years this event has taken place in the same location and with a private agreement for parking between the Antique Automobile Club of America and the previous owners of Farmland.

The west side of the Farmland property has in the past been accessible from E 1575 Road. This area is now leased to SurePoint Medical for the construction of a temporary parking lot. A new access is to be constructed by the applicant to the north of the existing access and north of the leased area. The existing two gates will be relocated to the new access. Approximately one week before the event the applicant will seek access to the field and mow the field to establish access aisles and parking areas. At the end of the event the property is re-graded and reseeded, as necessary, to restore the field damaged by vehicles or ruts.



The City Stormwater Engineer has reviewed the request to determine if the proposed parking will interfere or conflict with plans to demolish equipment on the Farmland property. A natural tree line provides a boundary for the parking area. This is sufficient to separate the parking

area from the main facility located on the eastern portion of the Farmland property.

| Hours of operation for the public portions of the event are as follows: | | |
|---|----------------------|-------------------------|
| | Public Access | Vendor Access |
| Friday, May 4 | 1:00 p.m. to dark | 12:00 p.m. to 8:00 p.m. |
| Saturday, May 5 | 6:30 a.m. to 2 p.m. | 6:00 a.m. to 5:00 p.m. |
| Sunday, May 6 | 8:00 a.m. to noon | 7:00 a.m. to dark |

Staff Recommendation: Planning Staff recommends approval of the Special Event for an "Antique Auto Show" May 4 – 6, 2012 for the event subject to the following conditions:

1. Property shall be restored to pre-event condition immediately following the event.
2. The Special Event Permit must be displayed on site during hours of operation.
3. Temporary sign permit must be obtained from Development Services for proposed temporary signage.
4. No structures shall be allowed in the Farmland portion of the activity area.
5. The applicant shall provide trash receptacles or other sanitation provisions as needed.
6. Provision of appropriate documents demonstrating liability insurance for the event.
7. No use of the property currently leased to SurePoint Medical for the special event.
8. New site access shall be provided by the applicant.