

**Special Event Permit
September 17, 2013
Consent Agenda**

SE-13-00385: A Special Event for a Free Concert to be held in the private parking lot south of The Granada on September 20, 2013; a Free Movie on Massachusetts Street in the 1000 block coupled with a Beer Garden and Food Court/Concession Stand in the private parking lot south of The Granada on September 26, 2013; and, a Final Friday Event for local artists with food concessions on September 27, 2013. Submitted by Mike Logan, owner of The Granada, with permission from Allen Press Inc., property owner of record.

GENERAL INFORMATION

Current Zoning and Land Use: CD (Downtown Commercial) District; private parking and public street right-of-way.

Surrounding Zoning and Land Use: CD (Downtown Commercial) District to the north, south, east and west; commercial uses.

OS (Open Space) District to the southwest; Japanese Friendship Garden Park.

GPI (General Public and Institutional Use) District on the northwest corner of 11th & Massachusetts Street; Watkins Museum.

STAFF REVIEW

A Temporary Special Event Permit has been requested to allow the owner of The Granada to hold several different activities on different calendar days in a private parking lot located south of The Granada. The three events are being considered with one Special Event Permit application because the scheduled dates fall within the code allowed 14 consecutive days. The private parking lot is owned by Allen Press, Inc., who has granted permission for the applicant to use the lot.

The first event date is Friday, September 20th when there will be a Free Concert. The applicant proposes to use the parking lot between the hours of 4 p.m. and 11:30 p.m. An approximate 16' x 24' stage will be erected at the east end of the parking lot for the band; and, a beer booth and food booth (approximately 6' x 8') will be set up on opposite sides of the parking lot. Entrance to the concert will be limited to the Massachusetts Street side of the property with egress occurring from both ends of the parking lot. The applicant will use private security for crowd control and to keep alcohol consumption contained to the event parking lot.

The second event date is Thursday, September 26th when the applicant plans to have a Beer Garden with a Food Court/Concession Stand set up in the parking lot. These activities will operate in tandem with the showing of a Free Movie on Massachusetts Street. The applicant is seeking approval of a Temporary Use of Public Right-of-Way Permit from the City Commission, which is on the regular agenda. The Free Movie event proposes the closure of the 1000 block of Massachusetts Street from 4 p.m. until 11 p.m. An inflatable movie screen, approximately 11' x 20' wide will be placed near the south end of the block. No fixed seating will be provided;

people are expected to bring blankets or lawn chairs to sit in to watch the movie. No alcohol will be allowed in the public right-of-way during the event. Private security will be used during the event.

The third event date is Friday, September 27th. The applicant plans to use the private parking lot for a Final Friday Event featuring local artists and food concessions. The applicant proposes to use the parking lot between the hours of 4 p.m. and 11:30 p.m. for this event. Setup for the event is the same as with the free concert except there will be no stage area. Private security will be used to monitor the activities during the event.

Article 15 of Chapter 6 of the City Code regulates Temporary Special Events. All three of these events are classified as a Type 5 event (public events intended primarily for entertainment or amusement, such as concerts or festivals). The City Commission is charged with considering Type 5 temporary special events as well as other special events that do not meet the standards in the city code necessary to qualify for administrative approval by city staff. This application represents the first temporary special event permit request for this property location this year.

The Temporary Special Event Permit application was forwarded to other City Departments for review. Several comments and recommendations were received from the Police Department and Fire Department. They are addressed as conditions in the staff recommendation for each separate event.

RECOMMENDATION: Planning Staff recommends approval of the Temporary Special Event Permit for a **Free Concert** to be held in the private parking lot south of The Granada (parking lot is more specifically located north of and adjacent to the building located at 1040 Massachusetts Street) on September 20, 2013 from 4 p.m. until 11:30 p.m. subject to the following conditions:

1. The Special Event Permit must be displayed on site during hours of operation.
2. A copy of the State ABC Office approval and/or City of Lawrence Temporary Liquor License shall be available for inspection during the event.
3. Temporary sign permit must be obtained from Development Services for any temporary signage.
4. The parking lot occupant load is set at 781 occupants.
5. A minimum of 2 Exits will be provided. These should be placed at the east and west side of the parking lot to provide required egress width for the event. The total width of all exits shall be a minimum of 156" [13 feet].
6. The applicant will have private security personnel stationed at the entrance/exit locations at all times during the event for crowd control and to keep alcohol consumption contained to the event parking lot. No alcohol consumption on the public right-of-way will be permitted.
7. Fire extinguisher should be placed near the stage area for staff in case of an emergency.
8. The applicant shall provide trash receptacles or other sanitation provisions as needed.

RECOMMENDATION: Planning Staff recommends approval of the Temporary Special Event Permit for a **Beer Garden and Food Court/Concession Stand** in the private parking lot south of The Granada (parking lot is more specifically located north of and adjacent to the building located at 1040 Massachusetts Street) on September 26, 2013 from 4 p.m. until 11 p.m. in conjunction with the showing of a Free Movie on Massachusetts Street in the 1000 block, subject to the following conditions:

1. There cannot be any fixed equipment, seating, barricades installed as to create any obstruction of the access road during events. In the event of an emergency you will have staff on site that will assist in removal of temporary screen, patrons, and barricades in this area to provide access to emergency vehicles.
2. The Special Event Permit must be displayed on site during hours of operation.
3. A copy of the State ABC Office approval and/or City of Lawrence Temporary Liquor License shall be available for inspection during the event.
4. Temporary sign permit must be obtained from Development Services for any temporary signage.
5. The parking lot occupant load is set at 781 occupants.
6. A minimum of 2 Exits will be provided. These should be placed at the east and west side of the parking lot to provide required egress width for the event. The total width of all exits shall be a minimum of 156" [13 feet].
9. The applicant will have private security personnel stationed at the entrance/exit locations at all times during the event for crowd control and to keep alcohol consumption contained to the event parking lot. No alcohol consumption on the public right-of-way will be permitted.
7. The applicant shall provide trash receptacles or other sanitation provisions as needed.

RECOMMENDATION: Planning Staff recommends approval of the Temporary Special Event Permit for a **Final Friday Event** for local artists with food concessions to be held in the private parking lot south of The Granada (parking lot is more specifically located north of and adjacent to the building located at 1040 Massachusetts Street) on September 27, 2013 from 4 p.m. until 11:30 p.m. subject to the following conditions:

1. The Special Event Permit must be displayed on site during hours of operation.
2. A copy of the State ABC Office approval and/or City of Lawrence Temporary Liquor License shall be available for inspection during the event.
3. Temporary sign permit must be obtained from Development Services for any temporary signage.
4. The parking lot occupant load is set at 781 occupants.
5. A minimum of 2 Exits will be provided. These should be placed at the east and west side of the parking lot to provide required egress width for the event. The total width of

all exits shall be a minimum of 156" [13 feet].

6. The applicant will have private security personnel stationed at the entrance/exit locations at all times during the event for crowd control and to keep alcohol consumption contained to the event parking lot. No alcohol consumption on the public right-of-way will be permitted.
7. Fire extinguisher should be placed near the stage area for staff in case of an emergency.
8. The applicant shall provide trash receptacles or other sanitation provisions as needed.

