

**Special Event Permit
October 8, 2013
Consent Agenda**

SE-13-00386: A Special Event for a Free Concert to be held in the private parking lot south of The Granada on October 19, 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 11 th & Massachusetts Street; Watkins Museum.

STAFF REVIEW

A Temporary Special Event Permit has been requested to allow the owner of The Granada to hold a free concert in a private parking lot located south of The Granada. The private parking lot is owned by Allen Press, Inc., who has granted permission for the applicant to use the lot.

The event date is Saturday, October 19th when the applicant proposes to use the parking lot between the hours of 4 p.m. and 10:30 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 in the event parking lot.

Article 15 of Chapter 6 of the City Code regulates Temporary Special Events. This event is 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 second 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.

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 October 19, 2013 from 4 p.m. until 10:30 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.

