



**City of Lawrence**  
PLANNING & DEVELOPMENT SERVICES

1 Riverfront Plaza, Suite 110  
P.O. Box 708  
Lawrence, KS 66044

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

Phone 785-832-7700  
Tdd 785-832-3205  
Fax 785-832-3110

January 29, 2014

Shots  
1008 Massachusetts  
Lawrence, Ks. 66044

RE: Sidewalk Dining License

Dear Shots,

On October 29, 2013, the City Clerk's Office mailed a letter (attached) to the owner/manager that the sidewalk dining license was due for renewal and that the renewal must be paid by November 15, 2013 in order to avoid a 10% late fee. Our records indicate that there is an outstanding balance of \$693.00 dollars for the sidewalk dining license plus a 10% late fee for a total of \$762.00 for the establishment. Therefore, the City Clerk's office must receive payment in full by February 14, 2014. In addition to the fees, the other identified items in the attached letter must be submitted to complete the application process.

Failure to submit all required documents by February 14th will result in the City removing all fixtures placed on the sidewalk. The business shall be responsible for any costs incurred in the removal of the fixtures. If the business is no longer a tenant of the property at the time the removal is required, the owner of the property shall be responsible for any costs incurred in the removal of the fixtures and the return of the sidewalk to City pavement standards.

You may contact me at 785-832-3111 if you have questions regarding this matter.

Sincerely,

Brian Jimenez  
Code Enforcement Manager

CC: Sherri Riedemann, Administrative Assistant, City Clerk's Office  
Berkeley Company LC

