

Attachment C:

City of Lawrence
Administrative Policy

SUBJECT Downtown Urban Conservation Overlay Conservation District		APPLIES TO Planning/Neighborhood Resources	
EFFECTIVE DATE September 5, 2001	REVISED DATE		NEXT REVIEW DATE
APPROVED BY City Commission	TOTAL PAGES 2	POLICY NUMBER AP-82	

1.0 **Purpose**

To establish procedures and practices regarding the Downtown Urban Conservation Overlay District pursuant to the City of Lawrence, Kansas Code Chapter 20-14C Urban Conservation Overlay District.

2.0 **Policy**

- a. It is hereby declared to be the policy of the City of Lawrence that the Downtown Design Guidelines, adopted by City Commission by Ordinance 7395 shall be the governing document for design review of proposed projects within the Downtown Urban Conservation Overlay District. Proposed projects are defined as demolition, new construction and alterations of exterior façade elements covered by the Downtown Design Guidelines document.

3.0 **Procedure**

- a. Prior to the commencement of any work on a proposed project, the City of Lawrence shall require a Design Guidelines Certificate (DGC) for exterior modifications covered by the Downtown Design Guidelines. Applications for a DGC shall be made in the either in the Planning Department or the Building Inspections Division. Application materials and process shall be determined jointly by the Planning Department and the Building Inspections Division.
- b. The Historic Resources Administrator shall be responsible for the review of proposed projects within the Downtown Urban Conservation Overlay District. In the absence of the Historic Resources Administrator, the Planning Director shall appoint a member of the planning staff to review proposed projects.

- c. If the Historic Resources Administrator determines that the proposed project does not meet the Downtown Design Guidelines, an ad hoc committee consisting of the Code Enforcement Manager (or his/her appointee), the Director of Planning (or his/her appointee) and the Historic Resources Administrator shall meet and review the proposed project.
- d. If a majority of the ad hoc committee determines that the proposed project meets the Downtown Design Guidelines the project shall be allowed to proceed.
- e. If the ad hoc committee determined that the proposed project does not meet the Downtown Design Guidelines the applicant shall be notified and informed of the appeal process pursuant to Chapter 20-14C, et. seq..
- f. At the applicant's request the Historic Resources Administrator shall forward a report to the Historic Resources Commission for their comment outlining how the proposed project does not meet the Downtown Design Guidelines. The Historic Resources Commission shall than make a determination as to whether the proposed project meets the Downtown Design Guidelines. This determination shall be forwarded to the City Commission for consideration. Projects which are subject to K.S.A. 75-2475 and/or Chapter 22 of the City of Lawrence Kansas Code shall meet all applicable provisions related to an appeal.
- g. The City Commission shall be the final determining body with regards to whether the proposed project meets the Downtown Design Guidelines.

4.0 **Fees**

There shall be no additional review fees charged under this policy.