



City of Leavenworth
100 N. 5th Street
Leavenworth, Kansas 66048

CITY COMMISSION REGULAR MEETING
COMMISSION CHAMBERS
TUESDAY, FEBRUARY 25, 2025 6:00 P.M.

Welcome to your City Commission Meeting – Please turn off or silence all cell phones during the meeting
Meetings are televised everyday on Channel 2 at 6 p.m. and midnight and available for viewing on YouTube

CALL TO ORDER – Pledge of Allegiance Followed by Silent Meditation

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

1. Minutes from February 11, 2025 Regular Meeting **Action:** Motion (pg. 02)

NEW BUSINESS:

Public Comment: (i.e. Items not listed on the agenda or receipt of petitions)-Public comment is limited to 2-3 minutes and no action will be taken by the Commission on public comment items - Please state your name and address. A signup sheet will be provided in the commission chambers for anyone wishing to speak.

General Items:

2. Consider Approval of Special Event Street Closure Policy **Action:** Motion (pg. 06)
3. Update on Unsafe and Dangerous Fire Damaged Structure 3851 Tonganoxie Dr. **Action:** Motion (pg. 12)

Resolutions:

4. Resolution B-2391 Annual Report for Stormwater 2024 **Action:** Motion (pg. 13)
5. Resolution B-2392 Section Eight Management Assessment Program (SEMAP) Certification **Action:** Motion (pg. 37)
6. Resolution B-2393 Resolution of Support for Leavenworth Waterworks Federal Grant Application **Action:** Motion (pg. 44)
7. Resolution B-2394 Setting Public Hearing for Unsafe Fire Damaged Structures **Action:** Motion (pg. 46)

Bids, Contracts and Agreements:

8. Consider Award of Study and Design Services for 2025 Switchgear Replacement Project **Action:** Motion (pg. 52)
9. Consider Award of Supplemental Design Services Amendment for the 10th & Limit Project **Action:** Motion (pg. 61)

First Consideration Ordinances:

10. First Consideration Ordinance for Special Use Permit to Allow a Two-Family Dwelling at 1112 Spruce Street **Action:** Consensus (pg. 64)

Consent Agenda:

Claims for February 7, 2025 to February 20, 2025, in the amount of \$1,272,027.58; Net amount for Payroll #3 effective February 7, 2025 in the amount of \$424,072.75 (No Police & Fire pension). **Action:** Motion

Other:

Adjournment

Action: Motion



CALL TO ORDER - The Governing Body met for a regular meeting and the following commission members were present in the commission chambers: Mayor Holly Pittman, Mayor Pro Tem Nancy Bauder, Commissioner Edd Hingula and Griff Martin. Absent: Commissioner Jermaine Wilson.

Staff members present: City Manager Scott Peterson, Assistant City Manager Penny Holler, Public Works Director Brian Faust, City Attorney David E. Waters and City Clerk Sarah Bodensteiner.

Mayor Pittman asked everyone to stand for the pledge of allegiance followed by silent meditation.

PROCLAMATION:

Susan B. Anthony Day, February 15th – Mayor Pittman read the proclamation proclaiming February 15th as Susan B. Anthony Day. The proclamation was accepted by Lisa Weakley of the Leavenworth County Historical Society.

OLD BUSINESS:

Consideration of Previous Meeting Minutes:

Commissioner Hingula moved to accept the minutes from the January 28, 2025 regular meeting. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

NEW BUSINESS:

Public Comment: (*Public comment on non-agenda items or receipt of petitions- limited to 2-3 minutes*)
None.

Public Hearing:

Public Hearing for Waiver of Distance Requirement for Temporary Liquor Permits for St. Joseph Church & Immaculate Conception Church:

Open Public Hearing:

Commissioner Martin moved to open the public hearing. Commissioner Hingula seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

Staff and Public Comment:

City Clerk Sarah Bodensteiner reviewed the request for the waiver.

- City Code allows for a waiver to permit alcoholic liquor to be sold or served from a location within 300 feet from any church, school, nursing home, library or hospital
- Immaculate Conception Church located at 711 N 5th is having its annual St. Patrick's Corned Beef and Cabbage dinner on March 9, 2025, and St. Joseph Church located at 306 N Broadway St. is

having its Annual Germanfest Dinner & Dance on October 4, 2025, and are requesting waivers to apply for the temporary liquor licenses

- Letters were sent to all property owners within 300 feet of both locations notifying them of the public hearing

John and Theresa Williams:

- Provided history and details of the annual events to the Commission

Close Public Hearing:

Commissioner Bauder moved to close the public hearing. Commissioner Martin seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

Commissioner Hingula moved to approve the request to waive the 300 foot requirement from any church, school, nursing home, library or hospital for the St. Patrick's Corned Beef and Cabbage event at Immaculate Conception Church and the Annual Germanfest Dinner & Dance at St. Joseph Church. Commissioner Martin seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

General Items:

Mayor's Appointments:

Mayor Pittman moved to appoint to the Convention & Tourism Committee Jen Anders to an unexpired term ending January 31, 2027. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

Review Draft of 2024 KDHE Annual Report for Stormwater – Public Works Director Brian Faust reviewed the draft report. The report summarizes the actions the City has taken the previous year to protect and enhance stormwater quality. The guidelines for the activities to be reported on are set by the revised Stormwater Management Program which was adopted by the City Commission on October 27, 2020 and these guidelines have been used since 2021. The report is required to be submitted annually and it is suggested by KDHE and EPA that the report be available for review in a public forum and allow time for public comment. The report will come back to the City Commission for approval at the February 25, 2025 meeting to allow time for public comments. No action is needed by the Commission at this time. Key narratives in the report are:

- Executive Summary
- Six minimum control measures: Discussion on effectiveness and annual performance measures:
 - Public education and outreach
 - Public involvement and participation
 - Illicit discharge detection and elimination
 - Construction site stormwater runoff and control
 - Post construction stormwater management in new development and post development projects
 - Pollution prevention and good housekeeping

Bids, Contracts and Agreements:

Consider Award of Bid for Stormwater Orange Fence Project #5 - 9th & Osage – Public Works Director Brian Faust presented for consideration award of bid for the Stormwater Orange Fence Project #5 located at 9th and Osage, including the alley south of Osage. The Public Works Department was informed of a cross-road culvert wall collapse on March 19, 2021. After visiting the site, it was determined that the wall and the cross-road culvert stone arch needed to be replaced to ensure the long-term safety of the traveling public and enhance the stormwater runoff through the area. The corrugated metal pipe in the alley directly south of the Osage Street stone arch rusted to the point where it collapse on January 20, 2015. The alley has remained closed since then. In September 2021, the City engaged Napier Engineering for the design of the project. The project was advertised for bid and bids were opened on February 5, 2025 with four bids being received. The cost for construction is \$290,380 and funding is available in the Stormwater Capital Fund. Inspection will be done by City Staff.

Commissioner Hingula moved to award the bid and authorize the Mayor to sign the contract for the Stormwater Orange Fence Project #5 at 9th and Osage, including the alley, with Linaweaver Construction Inc., in an amount not to exceed \$290,380.00. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

Consider Award of Bid for Construction Observation Services for 4th Street (Rees to Poplar) Project – Public Works Director Brian Faust presented for consideration award of bid for construction observation services for the 4th Street Improvements Project (K-7 from Rees St. to Poplar Street). This project is part of the KDOT City Connecting Link Improvement Program for Surface Preservation (CCLIP-SP). In April 2023, the City submitted a CCLIP-SP application to KDOT for a mill/overlay project on K-7/4th Street between Rees and Poplar. The project will consist of a mill/overlay, localized full-depth base repairs, spot curb and sidewalk replacement, along with any needed ADA upgrades at ramps. The City generally uses the design engineering firm for Construction Observation Services if that firm employs qualified inspections. Since KDOT is funding a portion of the project, it is required that a KDOT certified inspector be used. City Staff reviewed qualifications, staffing and scheduling to be sure the selected firm could satisfactorily provide the services. Funding for this is available in the Grant Matching Capital Projects Fund.

Commissioner Martin moved to approve and authorize the Mayor to sign the Construction Observation Services Contract for the improvements to K-7/4th Street from Rees Street to Poplar Street with JEO Consulting Group, in an amount not to exceed \$72,565.00. Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

Staff Report:

Special Event Street Closure Policy Discussion – City Manager Scott Peterson reviewed the amended draft policy for Special Event Street Closure Policy based on discussions and feedback received at the January 21, 2025 City Commission Study Session. Staff reconfigured the notification system for affected businesses and residents. Instead of requiring event coordinators to get signatures from all impacted businesses and residents, they will instead be required to only get signatures from affected businesses. For residences, they will be provided with a template letter that they will be required to either mail or deliver to all impacted residences. The letter does not require a signature from anyone living in each unit. The event coordinator will then be required to provide a list of all residence that were sent or delivered the letter. Staff believes this adequately addresses the concerns that some Commissioners had with requiring event coordinators to interact with every resident in the special event area.

Consent Agenda:

Commissioner Martin moved to approve claims for January 24, 2025, through February 6, 2025, in the amount of \$1,923,456.57; Net amount for Payroll #2 effective January 24, 2025, in the amount of \$438,154.12 (Includes Police & Fire Pension in the amount of \$7,753.58). Commissioner Bauder seconded the motion and the motion was unanimously approved. Mayor Pittman declared the motion carried 4-0.

Other:

City Manager Scott Peterson:

- Crews are preparing for the snow event
- RideLV will be a late start tomorrow

Commissioner Bauder:

- Would like to have an update from RideLV

Commissioner Hingula:

- Happy Valentine's Day to everyone

Mayor Pittman:

- Hope everyone has recovered from the Chief's loss

Adjournment:

Commissioner Martin moved to adjourn the meeting. Commissioner Hingula seconded the motion and the motion was unanimously approved and the meeting was adjourned.

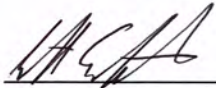
Time Meeting Adjourned 6:37 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC

**POLICY REPORT
FIRST CONSIDERATION OF STREET CLOSURE REQUEST POLICY**

FEBRUARY 25, 2025

Prepared by:



Scott Peterson
City Manager

BACKGROUND:

The City Commission provided consensus at the February 11, 2025 Regular Meeting to proceed with the proposed Street Closure Request Policy for events that would close streets in the downtown area.

In crafting the policy, staff utilized feedback from the City Commission, key stakeholders, and impacted businesses and residents to help address the concerns of all parties involved. Among the primary concerns raised in the last two (2) years have been:

1. Businesses and residents were not informed of a street closure, impacting their ability of customers to access their businesses or residents to access their homes.
2. The approved closure area was not fully being utilized, causing “wasted” space of streets that did not need to be closed.
3. Requests for trash cans and dumpsters to be provided, and sometimes emptied, by the City.
4. Additional requests for electrical hookups, street sweeping, etc., that required City manpower and resources, occasionally at the last minute.

Based on the above feedback, the proposed policy would provide a framework by which event organizers and city staff could properly administer street closures and notification to impacted businesses and residents.

The attached policy provides the full details, but some areas of note are as follows:

- Applicants must provide an application for Street Closure Request a minimum of 8 weeks in advance of the proposed event.
 - Applicants must provide a list of signatures of impacted business owners notifying them of the proposed closure.
 - Applicants must also provide a list of residential units that were either mailed or given a letter notifying them of the proposed closure. Applicants do not need to get signatures of impacted residents.

- Staff will notify affected businesses and residents of the closure if the application is approved.
- Barricades will be provided by staff at a designated drop off location. The event coordinator will be required to set up the barricades for the event. After the event, the event coordinator will be required to place the barricades back at the designated drop off location. City staff will pick up the barricades from the drop off location.

ACTION:

Staff Recommends Approval of the Proposed Street Closure Request Policy.



Street Closure Request Policy

Contact the Office of the City Clerk for Questions

913-682-9201 option 9

Street Closure Request Application must be turned in no less than 8 weeks prior to the requested street closure date. Applications submitted after that may not be considered.

Availability:

- Street Closures **will not be available** to be requested on the following days:
 - Any Federal Holidays
 - Days where a Parade is already scheduled
 - Days of Camp Leavenworth (September)
 - The Friday before Thanksgiving (November) - Mayor's Tree Lighting Ceremony
 - The Friday following Thanksgiving – City Offices are closed

Types of Events this Policy Does Not Apply To:

- Parades
- Walk/Runs
- Events occurring outside of the Central Business District (CBD) Zoning District

Applicant's Responsibilities:

- Street Closure Request Form.*
- Acknowledgement of Impacted Business Notification for Street/Block Closure Form (must include signatures of all impacted businesses within the road closure request area).*
- List of all residential units that received a letter notifying them of the application for a street/block closure.*
- Sample of letter that was sent or delivered to all impacted residential units notifying them of the application for a street/block closure.*
- Non-refundable Fee of \$25.00 Per Street Closure Request Event.*

***Must be submitted, and complete, a minimum of eight (8) weeks prior to the scheduled event date.**

City's Responsibilities if Request is Approved:

- City Staff will notify Businesses and Residents, from the submitted forms and lists submitted above, of the approval, location, and date of closure.
- Provide one (1) twenty (20) ton roll off dumpster for use during the event.
- If closure area contains City Trash Cans, appropriate City Staff will empty those within the road closure area up to 24 hours in advance of the closure and place trash can liners in them.
- If closure area contains City Trash Cans, a roll of trash can liners will be made available for pickup from the Municipal Service Center by the Event Coordinator in advance of the event.
- Police Officers will place flyers on cars parked in the road closure area several days in advance of the closure.
- The day before the schedule event, the City will place all event barricades at a single designated location, for set-up by the Applicant.
- Police Officers will attempt to locate car owners to move vehicles within the road closure.
- Police Officers will move cars from the area via Tow Company.

Applicant's Responsibilities if Request is approved:

- If closure area contains City Trash Cans, retrieving the roll of trash can liners from the Municipal Service Center in advance of the event.
- Applicant will be responsible for placing and maintaining all barricades at the designated locations throughout the event. The City will provide all necessary barricades the day prior to the event.
- Once the approved event is completed, Applicant will be responsible for removing all barricades and returning them to the designated location where they were dropped off prior to the event. The City will pick up all barricades from

the designated location.

- Any other logistics, including but not limited to, temporary trash cans (cardboard bins), temporary trash can liners, electrical needs, portable restrooms, picnic tables, or security associated with the event, will be the sole responsibility of the Event Coordinator.
- Applicant must supply and set up their own tables, chairs, pop-up tents, and equipment necessary for the operation of their event. All items must be along the curb, so as to allow room for an Emergency Vehicle to access the area down the middle of the road is necessary.
- Closure area must be kept clean, and the applicant is responsible for cleaning the area at the end of their event and picking up litter and placing it in the trash cans.
- In case of inclement weather, where the event is canceled in full, the applicant may contact the City Clerk's Office to discuss the possibility of rescheduling the event.
- Applicant must comply with any other permitting that the proposed event may require, including, but not limited to, Special Event Permit, Noise Permit, Temporary Food Permit, or Temporary Liquor Permits.

Required of Applicant

Impacted Business Notification for Street/Block Closure

We, the undersigned, do hereby acknowledge notification of the street closure(s) for the _____ (name of event) event on _____ (date) From: _____ (time) To: _____ (time) as detailed on the attached.

SIGNATURE	NAME OF BUSINESS	ADDRESS OF BUSINESS	DATE

Subject: Notification of Upcoming Street Closure for Community Event

Dear Businesses and Residents,

We are writing to inform you that there has been a request submitted to temporarily close [Street Name] on [Date] to accommodate a community event. The closure is planned to take place between [time] and [time] and will affect the area from [location] to [location]. The closure is necessary to ensure the safety and smooth execution of the event, which is expected to attract a large number of attendees.

We kindly request that you take note of the planned closure and make necessary arrangements to redirect your daily activities. We understand that this may cause some inconvenience to local businesses and residents, and we apologize for any disruptions this may cause. If you have any concerns or questions regarding the event or street closure, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name/Authority]

Event Coordinator

Contact Information (phone and email)

POLICY REPORT PWD NO. 25-19

**UPDATE FOR UNSAFE STRUCTURE
3851 TONGANOXIE DRIVE**

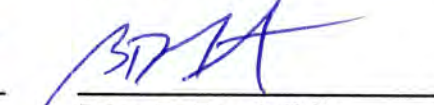
February 25, 2025

Prepared by:



Harold D. Burdette,
Chief Building Inspector

Reviewed by:



Brian D. Faust, P.E.,
Director of Public Works

Reviewed by:



Scott Peterson,
City Manager

ISSUE:

Consider the status of the fire-damaged structure located at 3851 Tonganoxie Drive.

BACKGROUND:

This structure was damaged by fire on May 24, 2024. The City received a check from the insurance company for \$44,696.40. A Public Hearing was held on September 10, 2024, regarding the status of the structure. The Commission adopted Resolution No. B-2378, which stated that the owner was given 90 days for repair or removal of the structure. The Commission extended the time for repairs at the January 14, 2025 meeting for another 60 days.

The garage portion of the house has been reconstructed, but the exterior of it still needs to be painted. The interior work has progressed to the point that inspections have been performed and the project has been approved for sheetrock installation.

When structures are damaged by fire and other hazards and the damage is severe enough that the settlement from the insurance company exceeds 75% of the face value of the policy covering the structure, the insurance company is required to draft a payment to the City of Leavenworth for 15% of the settlement. This money is to be used to either remove the structure if the owner decides not to repair it, or return the money to the property owner once repairs have progressed to a reasonable point or are completed and the structure is ready for occupancy.

RECOMMENDATION:

Staff recommends that the City Commission determine that the structure is no longer considered unsafe or hazardous, and authorizes the return of the insurance proceeds to the owner.

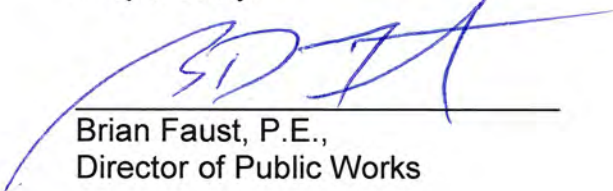
POLICY REPORT PWD NO. 25-15

**REVIEW FINAL 2024 KDHE ANNUAL REPORT
FOR STORMWATER AND ADOPT RESOLUTION NO. B-2391**

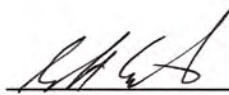
February 25, 2025

Prepared by:

Submitted by:



Brian Faust, P.E.,
Director of Public Works



Scott Peterson,
City Manager

ISSUE:

Adopt a resolution approving the annual KDHE report for 2024 stormwater activities.

BACKGROUND:

The City of Leavenworth is regulated by the Kansas Department of Health and Environment (KDHE) and US Environmental Protection Agency (EPA) as a Phase II City for stormwater purposes. The City has been required to submit an annual report on stormwater activities every year since 2003. The report summarizes actions the City has taken the previous year to protect and enhance stormwater quality.

The draft report was reviewed by the Commission on February 11, 2025 and is available on the City's website. No input or concerns were received from residents regarding the report.

The final report includes statements that the City has reduced pollution in accordance with the requirements to the "Maximum Extent Practicable" (MEP). Staff opinion is that the City has met the intent of the regulations to reduce pollution through the Six Minimum Control Measures as described in the report.

There is considerable additional information in the appendices that will be included when the report is submitted.

RECOMMENDATION:

The report is due at KDHE on February 28, 2025 via digital delivery. It is recommended the City Commission adopt Resolution B-2391 supporting the final report.

ATTACHMENTS:

- Resolution 2391
- Final Report (partial)
 - Executive Summary
 - Comments on Section IV of the Permit (Final Report)
 - Stormwater Management Program Requirements (Six Minimum Control Measures)
 - Links – Final Draft KDHE Report for 2024:
<https://www.leavenworthks.org/publicworks/page/2024-kdhe-annual-stormwater-report-final-draft>
 - Previous KDHE Annual Reports:
<https://www.leavenworthks.org/publicworks/page/annual-stormwater-reports>

Executive Summary

To satisfy the requirements of the NPDES permit, this annual report summarizes the City of Leavenworth's plans and actions to reduce the discharge of pollutants from the municipal separate storm sewer system (MS4) to the maximum extent practicable, to protect water quality, and to meet the appropriate water quality requirements of the Clean Water Act. The information contained within this report was obtained through interviews with City staff, review of permits and projects from 2024, and examining communications and publications made available to the citizens of Leavenworth.

The City of Leavenworth continues to struggle with filling vacant positions in our Operations and Water Pollution Control Divisions. Significant increases in construction costs and supply chain issues have also impacted our day-to-day operations. The City has created a two-person stormwater team that works out of our Municipal Service Center. This team address stormwater complaints and failures for City infrastructure.

City staff pursued activities in all of the Six Minimum Control Measures throughout the year. Key observations for the purposes of this report are shown below.

- 1. Were there any aspects of the program that appeared especially effective at reducing pollutants in your stormwater discharge?**
 - Contractor and public compliance with implementation of the Land Disturbance Permit requirements has improved over the initial years and is generally satisfactory.
 - Street sweeping is an effective tool for removing pollutants.
 - Use of "Stormwater Utility" funds to address long-standing issues has reduced erosion in several locations through the "Orange Fence Repair Projects".

- 2. Were there any aspects of the program that provided unsatisfactory results?**

While most items identified as BMPs (Best Management Practices) are believed to be effective at some level, the passive education and information sharing such as leaving material at the Library and City Hall along with informational brochures available on the City's website were probably the least effective tools identified.

- 3. What was the most successful part of the program?**

The visibly effective measures of correctly installed construction site runoff control and post-construction activities were the most successful parts of the program. On numerous public improvement projects, City staff ensured that measures were installed and maintained. These activities are very visible to residents living in the area and to the traveling public.

- 4. What was the most challenging aspect of the program?**

The most challenging aspect was having developers install and properly maintain construction site runoff control. New development remained slow in 2024 with the higher interest rates and a limited number of buildable lots. The City does notify all developers with a land disturbance permit of their responsibilities each time there is more than 0.5" of rain. The City has had to remind developers on multiple occasions to inspect, repair and maintain their measures. The City issued a Stop Work Order for a commercial site that was under construction. Despite plans showing erosion control measures and despite verbal and written communication from the City about the need to address deficiencies on their site, the contractor did not correct the issues. The Stop Work Order was issued and the contractor corrected the outstanding issues.

5. Describe any City/County area MS4 clean ups and the participation.

- The City of Leavenworth sponsored a “City-Wide” clean-up day. This event was held on April 20, 2024.
- Leavenworth County provides HHW (Household Hazardous Waste) services throughout the year and a special event to dispose of HHW was held at the Municipal Service Center in April 2024.
- The City has a “Three-Mile Creek” monthly clean-up program in which citizens pick up trash. In 2024, there were seven citizen groups that received a \$500 donation per group from Convention & Visitor’s Bureau grant payments.

6. Describe the elected officials' participation in the stormwater pollution elimination.

The City Commission has supported stormwater pollution elimination by creating a “Stormwater Utility” that is funded by a fee on all properties. This fee is used to address longstanding stormwater issues in the community, including reduction or elimination of erosion caused by failing roadways and culverts along with impacts to streambanks from shifting channel alignments. The Commission has also supported the goal of having public and private projects with some level of permanent water quality improvement included.

The City Commission reviewed and approved the new Stormwater Management Plan (SMP) on October 27, 2020. Staff was also directed to proceed with ordinances related to fees/fines for operation of BMP installations, construction sites, grease traps and general maintenance of permanent water quality structures.

7. Describe the collaboration with other organizations to eliminate stormwater pollution.

- The City coordinated a “City-Wide” clean-up day on April 20, 2024.
- Leavenworth County provided one HHW (Household Hazardous Waste) collection service in April 2024.

8. If an audit/inspection of your MS4 program was conducted by EPA or KDHE during the year, list the items the audit/inspection report identified as required changes and provide a narrative explanation of how the changes were implemented or explain the plan to implement the changes and identify a target date for final implementation.

There were no known inspections of the MS4 program by KDHE or EPA in 2024.

TOPICS REQUIRED TO BE ADDRESSED IN THIS REPORT AS IDENTIFIED IN PART IV OF THE PERMIT

Within the next one or two pages, or perhaps more if so desired, provide comments addressing the following items:

- 1. Provide the status of compliance with permit conditions, an assessment of the appropriateness of the implemented Best Management Practices, progress towards achieving the statutory goal of reducing the discharge of pollutants to the maximum extent practicable (MEP), and the measurable goals with an indication of the progress toward meeting the goals for each of the six minimum control measures.**

City of Leavenworth's opinion is that the information shown in each of the "Six Minimum Control Measures" tables support the conclusion that meaningful reduction in discharge of pollutants has occurred. The ability of our residents to attend and participate in public meetings and events has reached pre-pandemic levels. As a result, the City's efforts related to Public Education/Outreach as well as the Public Involvement/Participation minimum control measures have improved.

- 2. Provide results of information collected and analyzed, (for example test results, surveys or public comments/inputs) during the annual reporting period. This may include monitoring data used to assess the success of best management practices with respect to reduction in pollutant discharge. Include an interpretation of the information which addresses success or failure of the portion of the program for which the information applies.**

The City has collected information on a wide variety of municipal activities associated with various BMPs. This includes data on street sweeping, deicing use (salt as well as salt brine), grease trap program, land disturbance permit issuance, SSO reporting and others. There has been no overall "trend" noticed in this data, but it is indicative of the effort of our community to be aware of important issues related to water quality. Specific data for many of these reporting items is in the assessment of the various BMP activities for the last year. It is clear that staff, public, contractors and businesses are aware of the various permitting programs associated with the SMP, and water quality is improved and/or maintained as a result.

- 3. Provide results of information collected and analyzed, if any, during the annual reporting period, including monitoring data used to assess the success of the program at reducing the TMDL regulated pollutants.**

Part II (TMDL BMP and Surface Water Monitoring) and Part III (Industrial Stormwater Discharges) are not applicable to this permit.

- 4. Provide a summary of the stormwater activities that were scheduled to be undertaken during the previous calendar year and the status of these activities.**

The following key programs associated with stormwater activities were conducted in 2024. There are many other smaller programs as well.

- ✓ Building Permits, Fills, Excavations are evaluated for needing an NOI, Land Disturbance Permit, Basic Erosion Control, SWPP and other clean water-related elements.
- ✓ Projects under construction are inspected and deficiencies brought to the attention of the contractor, owner or other appropriate person.
- ✓ City-wide civic effort for "Spring Clean-up".
- ✓ Grease Trap Program inspections and reports.
- ✓ Street Sweeping Program.
- ✓ Legacy Tree Program replaces old trees with new ones.
- ✓ Leaf Collection by the Refuse Service and free drop off at the City's brush site.
- ✓ Free Drop-Off Recycling Program.
- ✓ Household Hazardous Waste Program (Coordinated with Leavenworth County).
- ✓ Free drop-off refuse disposal once per month.
- ✓ Maintain "Clean up your Dog Poop" effort at selected City parks.
- ✓ Adopt-A-Park Program to help maintain/clean City parks.
- ✓ Aggressive response to SSO calls 24/7.
- ✓ Sewer line cleaning and TV program.
- ✓ Stormwater articles in City newsletters and brochures placed at City Hall.

5. Provide a summary of the stormwater activities which are scheduled to be undertaken during the next calendar year (including an implementation schedule).

All activities as noted in #4 are expected to be continued in 2025. City Staff and Commission will continue to evaluate the measures taken and update any associated BMPs in 2025.

6. Provide a map showing changes in the permittee's Permit Area if the permit area has changed within the year.

There were no changes to the City Limits in 2024.

7. Provide a description of significant changes in any of the BMPs.

There were no significant changes to the BMPs in 2024.

8. Provide a list of any ordinances or resolutions which were updated in the last year and are associated with the SMP. Please note, page one of this report requires submission of any new stormwater related ordinances or resolutions or any such updated ordinances or resolution be submitted with this annual report.

There were no updates to ordinance or resolution in 2024 associated with the SMP.

9. Provide a list of other parties (such as other municipalities or consultants), which are responsible for implementing any of the program areas of the Stormwater Management Program.

There were no other municipalities or consultants involved with implementing the SMP.

SIX MINIMUM CONTROL MEASURES FOR MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s) WITH NPDES PERMITS

The following outlines the NPDES permit requirements for implementation of the Six Minimum Control Measures as required under Kansas MS4 permits issued by the KDHE. The NPDES permit provided to the MS4 authority should be reviewed for additional requirements associated with implementation of the Six Minimum Control Measures such as deadlines for the implementation of the requirements or supplemental requirements associated with the individual measures. The general requirements are as follows:

A. Six Minimum Controls - The permittee shall develop and implement Best Management Practices (BMPs with measurable goals for each of the six minimum control measures. The six minimum control measures and the associated requirements are listed and explained as follows:

1. Public Education and Outreach

The permittee shall implement a public education program which includes distribution of educational materials to the community or conducting equivalent outreach activities which address the impacts of stormwater discharges on water bodies and the steps the public can take to reduce pollutants in stormwater runoff.

2. Public Involvement and Participation

The permittee shall implement a public involvement and participation program to solicit public comment and recommendations regarding the BMPs and measurable goals utilized by the permittee to comply with the permit. The permittee shall comply with state and local public notice requirements when implementing a public involvement and participation program.

3. Illicit Discharge Detection and Elimination

The permittee shall:

- a. Develop, implement and enforce a program to detect and eliminate illicit discharges into the MS4.
- b. Develop a storm sewer system map of the permittee's MS4, showing the location of all outfalls, either pipes or open channel drainage, showing the names and location of all streams or lakes that receive discharges from those outfalls. A copy of the map shall be submitted to KDHE. This map may be submitted as a PDF file(s) on a CD or DVD.
- c. Enact ordinances or resolutions to prohibit non-stormwater discharges into the storm sewer system and implement appropriate enforcement procedures and actions if the permittee has such authority. A copy of the ordinances or resolutions shall be submitted to KDHE.
- d. Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste, and
- e. Develop and implement a plan to detect and address prohibited non-stormwater discharges, including, but not limited to illegal dumping, to the storm sewer system. Unless identified by either the permittee or KDHE as a significant source of pollutants to waters of the state, the following examples of non-stormwater discharges are not prohibited from entering the MS4.

1. Water line flushing
2. Diverted stream flow
3. Rising groundwaters
4. Uncontaminated groundwater infiltration as defined under 40 CFR 35.2005(20) to separate storm sewers
5. Uncontaminated pumped groundwater
6. Contaminated groundwater if authorized by KDHE and approved by the municipality
7. Discharges from potable water sources
8. Foundation drains
9. Air conditioning condensate
10. Irrigation waters
11. Springs
12. Water from crawl space pumps
13. Footing drains
14. Lawn watering
15. Individual residential car washing
16. Occasional not-for-profit car wash activities
17. Flows from riparian habits and wetlands
18. Dechlorinated swimming pool discharges excluding filter backwash
19. Street wash water (excluding street sweepings which have been removed from the street)
20. Discharges of flows from firefighting activities
21. Heat pump discharge waters (residential only)
22. Treated wastewater meeting requirements of a NPDES permit
23. Sump pump drains
24. Other discharges determined not to be a significant source of pollutants to water of the state, a public health hazard, or a nuisance

4. Construction Site Stormwater Runoff Control

The permittee shall develop, implement, and enforce a program to reduce pollutants in any stormwater runoff to the MS4 from construction activities that result in a land disturbance of greater than or equal to one acre. Reduction of stormwater discharge from construction activity disturbing less than one acre must be included in the program if that construction activity is part of a larger common plan of development or sale that would disturb one acre or more. The program must include the development and implementation, at a minimum, of the following:

- a. Permittees which have the authority to enact ordinances or resolutions shall enact such ordinances or resolutions to require erosion and sediment controls, as well as sanctions to ensure compliance, to the extent allowable under state and local law.
- b. Requirements for constructions site owners or operators to implement appropriate erosion and sediment control best management practices.
- c. Requirements for construction site owners or operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that are likely to cause adverse impacts to water quality.
- d. Procedures for site plan review which incorporate consideration of potential water quality impacts.
- e. Procedures for receipt and consideration of information submitted by the public.
- f. Procedures for site inspection and enforcement of control measures.

5. Post-Construction Stormwater Management in New Development and Redevelopment Projects

The permittee shall develop, implement, and enforce a program to address post-construction stormwater runoff from new development and redevelopment projects that disturb greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development and implementation, at a minimum of the following:

- a. BMPs to prevent or minimize adverse water quality impacts.
- b. Strategies which include a combination of structural and/or non-structural BMPs appropriate for the municipality.
- c. For permittees which have the authority, ordinances or resolutions to address post-construction runoff from new development and redevelopment projects to the extent allowable under state and local law.
- d. Ensure adequate long-term operation and maintenance of BMPs.

6. Pollution Prevention/Good Housekeeping for Municipal Operations

The permittee shall develop and implement an operation and maintenance program that includes employee training to prevent and reduce stormwater pollution from municipal operations activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance.

B. Stormwater Management Program

Please place an "X" in the left boxes to complete the table below.

YES	NO	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the Stormwater Management Program (SMP) been developed and implemented?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the SMP been modified or updated during this reporting period?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the current SMP been submitted to KDHE via KEIMS?

If the answer to item 3 is a "NO", a copy of the updated SMP must be uploaded to KEIMS. If it is anticipated a measurable goal cannot be met in the next year, the SMP should be modified and submitted to KDHE for review. The modifications may include different BMPs and/or revised goals to avoid being in a position of non-compliance. However, reasonable BMPs with reasonable goals must be implemented or KDHE may require the permittee to modify the SMP to include additional or better BMPs and/or more reasonable goals.

C. Stormwater Management Program Requirements (Six Minimum Control Measures)

- 1. Public Education and Outreach

Please place an "X" in the left boxes to complete the table below.

YES	NO	N/A	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has a program been developed and implemented to educate the public about stormwater topics?

C. Stormwater Management Program Requirements (Six Minimum Control Measures)

1. Public Education and Outreach (Table)

List all of the public education and outreach BMPs as identified in the SMP and provide the requested information in the following table. The BMPs listed in the below table should add up to a minimum of 7 points.

BMP ID NUMBER	BRIEF BMP DESCRIPTION	PROGRESS ACHIEVING GOAL(S) (MEASURED RESULT)	POINTS CLAIMED
PE&O - 1	Maintain a stormwater webpage for the permittee.	Stormwater webpage - https://www.leavenworthks.org/citymanager/page/stormwater-projects	2
PE&O - 2	Distribute educational materials (either flyers, brochures, catalog mailings, handouts, or e-mails) addressing various pertinent stormwater public education topics.	Flyers and educational materials are available on the City's website and in City Hall.	2
PE&O - 3	Provide either training or educational materials to permittee identified businesses at high risk of contributing to stormwater pollution.	Stormwater Education Brochures - https://www.leavenworthks.org/publicworks/page/stormwater-report-documents	2
PE&O - 4	Apply notification, placard, covers/hatches with message, or stencil, on stormwater inlets to provide a message similar to "No Dumping - Drains to River".	Not taking any points. Unable to verify that the City has met the 5% threshold	0
PE&O - 5	Post the municipality's MS4 permit and SMP document on either the stormwater webpage or the municipal webpage.	SMP - https://www.leavenworthks.org/publicworks/page/public-works-documents MS4 Permit - https://www.leavenworthks.org/publicworks/page/stormwater-report-documents	1
PE&O - 12	Create a stormwater information brochure to provide to the public at public meetings and/or hearings.	Stormwater-related brochures can be found at: https://www.leavenworthks.org/publicworks/page/stormwater-report-documents	1
PE&O - 15	Develop or participate in an ongoing social media program to share pertinent stormwater public education topics.	There were 10 social media posts related to public education about improving, reducing or listing the dangers of polluting the City's stormwater system.	2
TOTAL POINTS CLAIMED FOR PUBLIC EDUCATION AND OUTREACH →			10

C. Stormwater Management Program Requirements (Six Minimum Control Measures)

1. Public Involvement and Participation

Please place an "X" in the left boxes to complete the table below.

YES	NO	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a public involvement and participation program been developed and implemented to solicit public comments and recommendations regarding BMPs and measurable goals utilized to comply with the permit?

C. Stormwater Management Program Requirements (Six Minimum Control Measures)

2. Public Involvement and Participation (Table)

List all public involvement and participation BMPs as identified in the SMP and provide the requested information in the following table. The BMPs listed in the below table should add up to a minimum of 6 points

BMP ID NUMBER	BRIEF BMP DESCRIPTION	PROGRESS ACHIEVING GOAL(S) (MEASURED RESULT)	POINTS CLAIMED
P I/P - 1	Hold a public hearing or public forum to notify the public about stormwater program activities and to solicit public comments regarding stormwater issues.	<p>City Commission reviewed the 2023 KDHE Annual Stormwater Reports on February 13 and 27, 2024. The City Commission reviewed the 2024 KDHE Annual Stormwater Reports on February 11 and 25, 2024. The meetings were also broadcast on the City's channel Cable TV station and YouTube.</p> <p>City Commission reviewed stormwater projects for CIP in 2024, and approved design and construction of several projects which can be found at: https://www.leavenworthks.org/citymanager/page/stormwater-projects</p> <p>Stormwater-related documents are at: https://www.leavenworthks.org/publicworks/page/stormwater-report-documents</p>	2
P I/P - 3	Hold a park or stream bank clean-up event for public volunteers to aid municipal staff in removing trash, debris, or pollutant sources from the selected clean-up area.	City-wide Spring Clean-up - April 20, 2024. Services offered to residents include open Brush Site, Recycling Center, large-item drop off and electronics recycling. City coordinated with Leavenworth County and a special event to dispose of HHW was held at the City Municipal Center in April 2024 where a total of 3,252 pounds of HHW was collected.	3
P I/P - 5	Provide at least two events for residents to engage in clean-up activities and improve water quality in the municipality.	The City has a "Three-Mile Creek" monthly clean-up program (March through November) in which citizens pick up trash. In 2024, there were 7 citizen groups that participated.	3
TOTAL POINTS CLAIMED FOR PUBLIC EDUCATION AND OUTREACH →			8

C. SMP Requirements (Six Minimum Control Measures)

3. Illicit Discharge Detection and Elimination

Please place an "X" in the left boxes to complete the table below.


YES	NO	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a program/plan been developed and is it presently implemented to detect and address illicit/prohibited discharges into the MS4, including dry weather monitoring?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a map of the MS4 been developed, showing the location of all outfalls, either pipes or open channel drainage, showing names and location of all streams or lakes receiving discharges from the outfalls? If yes, attach map. Map can be found at: https://www.leavenworthks.org/publicworks/page/additional-stormwater-documents
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have ordinances, or resolutions, or regulations to prohibit non-stormwater discharges into the storm sewer system been enacted? If yes, list ordinances/resolutions and their effective dates below: <ul style="list-style-type: none"> • Ordinance No. 8201 was adopted on December 16, 2022, and enforcement began in 2023. • Ordinance No. 8201 - Amending Division 5, Chapter 46, Regulating and Permitting the Operation of Facilities Producing Grease-Laden Waste and Service Providers for Grease Interception Devices
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Have the ordinances, resolutions, or regulations been modified? If yes, list ordinances/resolutions and their effective dates below:

List all the Illicit Discharge Detection and Elimination BMPs as identified in the SMP and provide the requested information in the following table.

C. Stormwater Management Program Requirements (Six Minimum Control Measures)

3. Illicit Discharge Detection and Elimination (Table)

List all illicit discharge detection and elimination BMPs as identified in the SMP and provide the requested information in the following table. The BMPs listed in the below table should add up to a minimum of 7 points.

BMP ID NUMBER	BRIEF BMP DESCRIPTION	PROGRESS ACHIEVING GOAL(S) (MEASURED RESULT)	POINTS CLAIMED
IDD&E - 6	Inspect, by televising pipelines or direct visualization of open channel drainage, 2% of the MS4 system within the permit area all conducted within a 12-month period to aid in identifying illicit discharges as well as evaluate the condition of the storm sewer lines/drainage channels-ditches.	The City visually inspected open channels and televised storm lines across the City. Televising lines was done by Water Pollution Control staff while open channels/ditch lines were inspected by our dedicated stormwater staff at our Municipal Service Center.	3
IDD&E - 7	Implement a Household Hazardous Waste Collection Program (HHWCP) or document others have implemented such a program to provide such service to all property owners or residents located within the permit area.	Leavenworth County provides HHW services throughout the year, and a special event to dispose of HHW was held at the Municipal Service Center in April 2024 where a total of 3,252 pounds of HHW was collected.	3
IDD&E - 9	Provide a contribution to area recycle programs or programs (such as household hazardous waste disposal facilities, e-cycle facilities, paper shred facilities, pharmaceutical disposal facilities, etc.) designed to properly dispose of types of waste or materials which have previously been discarded to or adjacent to either the MS4, streams, or lake within or adjacent to the permittee's permit area.	The City has a Recycling Center (free to the City of Leavenworth residents) that accepts the following items: tin and aluminum cans, car batteries and rechargeable batteries, e-waste, used automotive oil, plastics, to name a few. A complete list can be found at: https://www.leavenworthks.org/publicworks/page/leavenworth-recycling-center	2
IDD&E - 10	Inspect 5% of the MS4 system stormwater inlets and/or outfalls within the permit area all conducted within a 12-month period to aid in identifying illicit discharges.	Stormwater crew inspected and/or maintained approximately 5,330 inlets and area drains, and other stormwater facilities. Number of inlets cleaned - 998	3
TOTAL POINTS CLAIMED FOR PUBLIC EDUCATION AND OUTREACH 			11

C. SMP Requirements (Six Minimum Control Measures)

4. Construction Site Stormwater Runoff Control

Please place an "X" in the left boxes to complete the table below.

YES	NO	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The permit requires the permittee, if they have such authority, to enact ordinances or resolutions. Have ordinances or resolutions to address construction site runoff from new development/redevelopment projects been enacted?
			If yes, list ordinances/resolutions and their effective dates below: Review Stormwater Management Land Disturbance Permits - December 6, 2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a procedure or program been developed requiring construction site owners and/or operators to implement appropriate erosion and sediment control best management practices?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a procedure or program been developed requiring construction site owners and/or operators to control waste such as discarded building materials, concrete truck washout, chemicals, paint, litter, and sanitary waste at construction sites likely to cause adverse impacts to water quality?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a procedure been developed and implemented requiring site plan review which includes consideration of potential water quality impacts?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a procedure been developed for the receipt and consideration of information submitted by the public?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a procedure been developed and implemented for construction site inspection and enforcement of the control measures?

List all the construction site stormwater runoff control BMPs as identified in the SMP and provide the requested information in the following table.

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C. Stormwater Management Program Requirements (Six Minimum Control Measures)

4. Construction Site Stormwater Runoff Control (Table)

List all construction site stormwater runoff control BMPs as identified in the SMP and provide the requested information in the following table. The BMPs listed in the below table should add up to a minimum of 6 points.

BMP ID NUMBER	BRIEF BMP DESCRIPTION	PROGRESS ACHIEVING GOAL(S) (MEASURED RESULT)	POINTS CLAIMED
CSSRC - 1	Implement a requirement for a Soil Erosion and Sediment Control (SESC) Plan for any land disturbance sites which are either equal to or greater than one acre or for which there is construction activity disturbing less than one acre which is part of a larger common plan of development or sale that in total disturbs one acre or more.	The City requires a land disturbance permit (LDP) for any land disturbance. This includes submittal of a plan identifying all needed erosion control measures. Examples of residential and commercial LDPs can be found at: https://www.leavenworthks.org/publicworks/page/2024-kdhe-annual-stormwater-report-final-draft	2
CSSRC - 2	Develop and adopt a design manual for erosion and sediment control BMPs which are required to be used on sites disturbing sites equal to or greater than one acre or for construction activity disturbing less than one acre which is part of a large common plan of development or sale that in total disturbs one acre or more.	The City follows MARC erosion control BMPs and APWA 5600. Examples can be found at: https://www.leavenworthks.org/publicworks/page/additional-stormwater-documents	2
CSSRC - 4	Develop a site plan review process which considers potential water quality impacts which may occur during construction as well as post construction impacts	The City reviews every site plan for both water quantity and water quality. Building permits are not issued until the water quality is addressed.	2
CSSRC - 7	Acquire or develop a software tracking system to track inspections and related tasks.	The City uses MUNIS to track and schedule inspections.	1
TOTAL POINTS CLAIMED FOR PUBLIC EDUCATION AND OUTREACH →			7

C. SMP Requirements (Six Minimum Control Measures)

5. Post-Construction Site Stormwater Management in New Development and Redevelopment

Please place an “X” in the left boxes to complete the table below.

YES	NO	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The permit requires the permittee, if they have such authority, to enact ordinances or resolutions. Have ordinances or resolutions to address construction site runoff from new development and redevelopment projects been enacted?
			If yes, list ordinances/resolutions and their effective dates below: In December, 2016, City staff implemented the requirement to obtain a Land Disturbance Permit (LDP) for any construction activity within the City. Ordinance No. 8021 can be found at: https://www.leavenworthks.org/publicworks/page/land-disturbance-and-excavation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a post-construction stormwater runoff program been implemented?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have post-construction sites been inspected this past year?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are BMPs specified to minimize adverse water quality impacts?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have strategies been developed to include a combination of structural and/or non-structural BMP appropriate for the municipality?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have measures been implemented to ensure adequate long-term operation and maintenance of structural BMPs?

List all the post-construction site stormwater management in new development and redevelopment BMPs as identified in the SMP and provide the requested information in the following table.

C. Stormwater Management Program Requirements (Six Minimum Control Measures)

5. Post-Construction Stormwater Management (Table)

List all post-construction stormwater management BMPs as identified in the SMP and provide the requested information in the following table. The BMPs listed in the below table should add up to a minimum of 7 points.

BMP ID NUMBER	BRIEF BMP DESCRIPTION	PROGRESS ACHIEVING GOAL(S) (MEASURED RESULT)	POINTS CLAIMED
PCSM - 1	Develop and adopt a custom design manual for Post-Construction Stormwater Management which specifies various structural BMPs which are required for new development and re-development construction sites which are greater than one acre or for which there is construction activity disturbing less than one acre which is part of a larger common plan of development or sale that in total disturbs one acre or more.	Link to APWA/MARC manuals posted at City's website: https://www.leavenworthks.org/publicworks/page/additional-stormwater-documents Link to the City of Leavenworth Manual of Infrastructure Standards: https://www.leavenworthks.org/publicworks/page/designs-studies-reports	3
PCSM - 2	Develop a list of post-construction structural or non-structural BMPs which are required to be incorporated in any development/re-development project. The list must include guidance regarding the BMPs which must be incorporated in various projects as determined appropriate by the permittee. The list is to be provided to entities involved with the design of projects prior to site plan review by the permittee.	The City requires that water quality impacts be addressed for development activities. Water quality BMPs may consist of rain gardens, bio-swales, basins that detain runoff until silt/pollutant settle out or other approved BMPs. In areas where there is sufficient space for larger BMPs, hydrodynamic separators are being utilized.	2
PCSM - 3	Develop and implement a program to ensure adequate long-term cleaning, operation and maintenance of all municipally owned or operated post-construction structural stormwater BMP facilities.	The City has a software maintenance program that identifies and schedules inspections.	2
PCSM - 5	Develop and implement a program for inspection of permittee-owned structural BMPs which includes implementation of needed maintenance to ensure long-term operation of the BMPs.	The City inspected City-owned structural BMPs at random times and after significant storm events. These BMPs mostly consist of hydrodynamic separators (Thornton and Eisenhower) and "beehive" grates. No points taken.	2
PCSM - 6	Develop and implement a program for inspection of privately-owned structural BMPs which includes providing the owner of the BMPs an inspection report which specifies needed maintenance to ensure long-term operation of the BMPs.	Due to personnel changes, a Detention Public Meeting was not held. Staff did inspect the majority of the privately-owned basins in 2024 and we are creating a rotation inspection schedule for all of these basins. No points taken.	2
TOTAL POINTS CLAIMED FOR PUBLIC EDUCATION AND OUTREACH →			11

C. SMP Requirements (Six Minimum Control Measures)

6. Municipal Pollution Prevention/Housekeeping

Please place an "X" in the left boxes to complete the table below.

YES	NO	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The permit requires the permittee to enact a program to address pollution prevention/good housekeeping for Municipal Operations. Has such a program been enacted?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a program to ensure proper use and storage of pesticides, herbicides, and fertilizers at permittee owned facilities? The City follows SDS (Safety Data Sheet).

List all the municipal pollution prevention/good housekeeping BMPs as identified in the SMP and provide the requested information in the following table.

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D. Total Maximum Daily Load (TMDL) Best Management Practices (BMPs)

Some permittees are required to implement BMPs to reduce the discharge of listed TMDL regulated pollutants (potentially any or all of the following pollutants - bacteria, nutrients, and sediment)

Please place an "X" in the left boxes to complete the table below.

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were any BMPs intended to reduce the discharge of TMDL regulated pollutants implemented? See your permit to determine if TMDL regulated pollutants are listed for the receiving stream affected by your stormwater system (TMDL Table).

List all the TMDL BMPs as identified in the SMP and provide the requested information in the following table.

CITY NOT REQUIRED TO REPORT

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D. TMDL BMP Table

The BMPs listed in the below table should add up to a minimum of **6** points.

BMP ID	BRIEF BMP DESCRIPTION	PROGRESS ACHIEVING GOAL(S) (MEASURED RESULT)	POINTS CLAIMED
	CITY NOT REQUIRED TO REPORT		
TOTAL POINTS CLAIMED FOR TMDL →			

RESOLUTION NO. B-2391

A RESOLUTION APPROVING THE 2024 KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT (KDHE) ANNUAL REPORT FOR STORMWATER AND AUTHORIZING THE CITY OF LEAVENWORTH, KANSAS, TO SUBMIT THE REPORT TO KDHE.

WHEREAS, the City of Leavenworth, Kansas is regulated by the Kansas Department of Health and Environment (KDHE) and the US Environmental Protection Agency (EPA) as a Phase II City for stormwater purposes; and

WHEREAS, the City of Leavenworth, Kansas has prepared the Annual Report for Stormwater as required and reviewed such report at the February 11, 2025 City Commission meeting allowing time for public review and input prior to approval by the Governing Body.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LEAVENWORTH, KANSAS:

Section 1. That the 2024 Annual Report for Stormwater reflects the direction, efforts and accomplishments by City of Leavenworth for calendar year 2024. It shall be an official record of these actions to meet the requirements of Kansas Department of Health and Environment (KDHE) for an Annual Report until or unless changed by official action.

PASSED AND APPROVED this 25th day of February 2025.

CITY OF LEAVENWORTH, KANSAS

Holly Pittman, Mayor

ATTEST:

Sarah Bodensteiner, CMC, City Clerk

(SEAL)

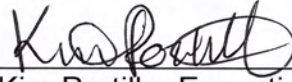
**POLICY REPORT NO.
RESOLUTION SUBMITTING SEMAP CERTIFICATION
FEBRUARY 25, 2025**

PREPARED BY:



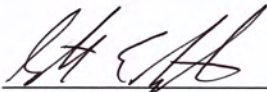
Patrick Tooley, Section 8 Coordinator
Leavenworth Housing Authority

REVIEWED BY:



Kim Portillo, Executive Director

APPROVED BY:



Scott Peterson
City Manager

ISSUE:

Consider a resolution submitting the Section Eight Management Assessment Program (SEMAP) Certification to the U.S. Department of Housing & Urban Development for the operation of the Housing Choice Voucher (Section 8) program.

SEMAP:

The Section 8 program is scored under the Section Eight Management Assessment Program (SEMAP). This assessment is an annual process and is submitted electronically after your approval. The certification is attached.

Overview of Section 8 program:

The Section 8 program consists of the Housing Choice Voucher program and the Veterans Affairs Supportive Housing program. Both programs enable low income families to live in apartments, duplexes or houses in the community that they would be unable to afford on their own. The families rent portion is based on their income. This program is 100% federally funded including all admin costs.

COMMISSION ACTION:

Motion to adopt the attached resolution submitting the SEMAP certification to HUD.



Patrick Tooley
(MAT977)
PIC Main

Assessment Profile

Reports

Submission

List

Summary

Certification

Profile

Comments

Field Office: 7APH KANSAS CITY HUB OFFICE

Housing Agency: KS068 LEAVENWORTH HOUSING AUTHORITY

PHA Fiscal Year End: 12/31/2024

SEMAP

Logoff

OMB Approval No. 2577-0215

SEMAP CERTIFICATION (Page 1)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Check here if the PHA expends less than \$300,000 a year in federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))

a. The HA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

b. The PHA's quality control samples of applicants reaching the top of the waiting list and admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

a. The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

b. The PHA's quality control sample of tenant files for which a determination of reasonable rent was required to show that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response **At least 98% of units sampled** **80 to 97% of units sampled**
 Less than 80% of units sampled

3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files show that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response **At least 90% of files sampled** **80 to 89% of files sampled**
 Less than 80% of files sampled

4 Utility Allowance Schedule (24 CFR 982.517)

The PHA maintains an up-to-date utility schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response **Yes** **No**

5 HQS Quality Control (24 CFR 982.405(b))

The PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of cross section of inspectors.

PHA Response **Yes** **No**

6 HQS Enforcement (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response **At least 98% of cases sampled** **Less than 98% of cases sampled**

7 Expanding Housing Opportunities.

(24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12))

Applies only to PHAs with jurisdiction in metropolitan FMR areas

Check here if not applicable

a. The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response **Yes** **No**

b. The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response **Yes** **No**

c. The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response **Yes** **No**

d. The PHA's information packet for certificate and voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response **Yes** **No**

e. The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response **Yes** **No**

f. The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response **Yes** **No**

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[Go to Deconcentration Addendum](#)



Patrick Tooley (MAT977) PIC Main

Assessment Profile | Reports | Submission

List | Summary | Certification | Profile | Comments

Field Office: 7APH KANSAS CITY HUB OFFICE
Housing Agency: KS068 LEAVENWORTH HOUSING AUTHORITY
PHA Fiscal Year End: 12/31/2024

SEMAP

Logoff

SEMAP CERTIFICATION (Page 2)

Performance Indicators

8 Payment Standards(24 CFR 982.503)

The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

FMR Area Name Kansas City, MO-KS HUI FMR 1 of 1

Enter current FMRs and payment standards (PS)

Table with 5 columns: 0-BR FMR, 1-BR FMR, 2-BR FMR, 3-BR FMR, 4-BR FMR. Includes PS values and Save/Add/Delete buttons.

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, add similar FMR and payment standard comparisons for each FMR area and designated area.

9 Timely Annual Reexaminations(24 CFR 5.617)

The PHA completes a reexamination for each participating family at least every 12 months.(24 CFR 5.617)

PHA Response Yes No

10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)

The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program (24 CFR 982,Subpart K)

PHA Response Yes No

11 Pre-Contract HQS Inspections(24 CFR 982.305)

Each newly leased unit passes HQS inspection before the beginning date of the assisted lease and HAP contract.(24 CFR 982.305)

PHA Response Yes No

12 Continuing HQS Inspections(24 CFR 982.405(a))

The PHA inspects each unit under contract as required (24 CFR 982.405(a))

PHA Response Yes No

13 Lease-Up

The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year

PHA Response Yes No

14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. Applies only to PHAs required to administer an FSS program.

Check here if not applicable [checked]

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

Or, Number of mandatory FSS slots under HUD-approved exception **(If not applicable, leave blank)**

b. Number of FSS families currently enrolled

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b+c divided by a) **(This is a nonenterable field. The system will calculate the percent when the user saves the page)**

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program

Check here if not applicable

PHA Response Yes No

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

15 Deconcentration Bonus

The PHA is submitting with this certification data which show that :

(1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;

(2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is atleast two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY; or

(3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No

[Deconcentration Addendum](#)

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RESOLUTION B-2392

**A RESOLUTION SUBMITTING THE SECTION EIGHT
MANAGEMENT ASSESSMENT PROGRAM (SEMAP),
LEAVENWORTH, KANSAS TO THE U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT (HUD)**

BE IT RESOLVED by the Mayor and City Commission, acting as the Public Housing Authority (PHA) for Leavenworth, Kansas, as follows:

Section 1. The Section Eight Management Assessment Program (SEMAP) Certification for the period ending December 31, 2024 is hereby approved and is authorized to be sent to the Office of Public Housing, US Department of Housing and Urban Development (HUD).

Passed and approved this 25th day of February 2025.

Holly Pittman, Mayor

{SEAL}

ATTEST:

Sarah Bodensteiner, City Clerk, CMC

**POLICY REPORT
RESOLUTION B-2393 IN SUPPORT OF A
FEDERAL GRANT APPLICATION BY THE LEAVENWORTH WATERWORKS BOARD FOR
IMPROVEMENTS TO THE SOUTH WATER TREATMENT PLANT**

FEBRUARY 25, 2024

Prepared by:



Scott Peterson
City Manager

BACKGROUND:

Leavenworth Waterworks is currently in the process of applying for federal grant funding for major improvements to their South Treatment Plant. The improvements for the plant will cost about \$50 million dollars in total. The Leavenworth Waterworks Board is currently requesting resolutions of support from its area partners to strengthen their application for the funding.

Staff recommends approval of the proposed resolution of support. The resolution commits no City funds to the project, it merely provides support from the community that most directly benefits from Leavenworth Waterworks. Water is an essential service, and residents and businesses expect a water system that provides clean, efficient, reliable water. These improvements will go directly towards improving that service in light of those goals. Furthermore, the more efficient Leavenworth Waterworks' system is, that means less water and contaminates that will ultimately end up in the City of Leavenworth's sewer system.

Representatives of Leavenworth Waterworks will be present at the meeting to answer any questions you have about the project, its funding, or the resolution of support we are asking you to vote on tonight.

ACTION:

Staff recommends approval of Resolution B-2393, A Resolution in Support of a Federal Grant Application by the Leavenworth Waterworks Board for Improvements to the South Water Treatment Plant

RESOLUTION B-2393

**A RESOLUTION IN SUPPORT OF A FEDERAL GRANT APPLICATION
BY THE LEAVENWORTH WATERWORKS BOARD FOR
IMPROVEMENTS TO THE SOUTH WATER TREATMENT PLANT**

WHEREAS, a plentiful, reliable supply of clean drinking water is critical for the health, wellbeing, and economic vitality of our community; and,

WHEREAS, the Leavenworth Waterworks Board (the “Board”) statutorily operates, maintains, and controls the drinking water utility (the “System”) for the City of Leavenworth, Kansas; and,

WHEREAS, the degradation of the Missouri River bed has put the supply of water to the North Treatment Plant at risk as a reliable source of drinking water for the future; and

WHEREAS, the Board has determined that it is in the best interest of customers of the System to complete certain capacity improvements to the South Treatment Plant to ensure a reliable supply of drinking water to the community; and

WHEREAS, the financing of these improvements through rate increases would impose a significant economic burden on the residents, businesses, and Federal & State institutions within the community.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LEAVENWORTH, KANSAS:

Section 1. The Mayor and City Commission, City of Leavenworth supports and approves the Leavenworth Waterworks Board seeking Federal grant funding for their South Treatment Plant Capacity Improvements Project.

Section 2. The Mayor and City Commission, City of Leavenworth urges our Congressional delegation to support the Board’s efforts as well.

ADOPTED THIS 25th day of February, 2025.

Holly Pittman, Mayor

{Seal}

ATTEST:


Sarah Bodensteiner, CMC, City Clerk

POLICY REPORT PWD NO. 25-18


RESOLUTION SETTING HEARING DATE FOR FIRE DAMAGED
UNSAFE STRUCTURES

February 25, 2025


Prepared by:


Harold D. Burdette,
Chief Building Inspector

Reviewed by:


Brian D. Faust, P.E.,
Director of Public Works

Reviewed by:


Scott Peterson,
City Manager

ISSUE:

Consider a resolution setting April 22, 2025 as the date of a public hearing regarding three unsafe or dangerous structures damaged by fire.

BACKGROUND:

Fire significantly damaged the following structures:

- 224 Miami Street – damaged on 10-23-2024
- 1425 Grand Avenue – damaged on 12-1-2024
- 1933 Miami Street – damaged on 12-17-2024

When structures are damaged by fire or other causes and the damage is severe enough that the settlement from the insurance company exceeds 75% of the face value of the policy covering the structure, the insurance company is required to draft a payment to the City of Leavenworth for 15% of the settlement. This money is to be used by the City to either remove the structure if the owner decides not to address the issue, or be returned to the property owner once repairs are completed and the structure is ready for occupancy, or the owner has the structure demolished. The City has received money in regards to these properties. The money will be returned to the owners once repairs have advanced to the point that the exterior work has been completed and the interior is ready for sheetrock.

The Chief Building Inspector recommends that proceedings under the provisions of K.S.A. 12-1750, et seq. should be commenced. Approval of this resolution setting the date of the public hearing is the first step in the process. This action will ensure that the City retains control over the proceeds from the fire insurance to assist with efforts to maintain these sites.

Pursuant to the provisions of K.S.A. 12-1750, et seq., a public hearing is required to determine if the structures should be demolished or if the owners will commit to making improvements within a timeframe acceptable to the City Commission. To establish the hearing date and to begin the legal service of notice process, the City Commission has to establish the hearing date by which assignees and owners must be notified. The legal rights are vested in the hearing and the City Commission should refrain from taking any testimony at this time in order to protect their legal rights in the process.

At the public hearing, the Commission will receive testimony for and against ordering the demolition of the structures. At the conclusion of the April 22, 2025 public hearing, the City Commission findings are adopted by resolution.

RECOMMENDATION: Motion to adopt Resolution No. B-2394 setting April 22, 2025 as the date for the public hearing regarding the unsafe structures.

ATTACHMENT:

Resolution No. B-2394
Photos of the Fire Damaged Structures

224 Miami Street



1933 Miami Street



1425 Grand Avenue



(To Be Published in the Leavenworth Times on March 1, 2025 and March 8, 2025)

RESOLUTION NO. B-2394

A RESOLUTION FIXING THE TIME AND PLACE AND PROVIDING FOR NOTICE OF HEARING BEFORE THE GOVERNING BODY OF THE CITY OF LEAVENWORTH, KANSAS, AT WHICH TIME AND PLACE THE OWNER, ITS AGENT, LIEN HOLDERS OF RECORD, AND OCCUPANTS OF THE STRUCTURES HEREIN DESCRIBED MAY APPEAR TO SHOW CAUSE WHY SUCH STRUCTURES SHOULD NOT BE CONDEMNED AND ORDERED REPAIRED OR DEMOLISHED AS UNSAFE OR DANGEROUS STRUCTURES, PURSUANT TO K.S.A. 12-1751 *ET SEQ.*

WHEREAS, pursuant to K.S.A. 12-1752, the enforcing officer of the City of Leavenworth, Kansas, did on the 7th day of February, 2025, file with the Governing Body of said city a statement in writing that certain structures hereinafter described are unsafe or dangerous and should be ordered by the Governing Body to be repaired or demolished.

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LEAVENWORTH, KANSAS:

Section 1. Notice is hereby given that a public hearing will be held by the City Commission on April 22, 2025, at Leavenworth City Hall, 100 N. 5th Street, Leavenworth, Kansas, 66048, such date being at least thirty (30) days after the last date scheduled for publication of this Resolution. The public hearing will commence at 6:00 p.m. or as soon thereafter as the City Commission can hear the matter. If, as a result of the COVID-19 pandemic or other reason, such public hearing may not be held in person but rather via remote meeting, such remote meeting shall be held at the same date and time, and access instructions for remote participation shall be available at the City's website, www.leavenworthks.org, and included with the published agenda for such meeting. At the public hearing, the owners, their agents, heirs, any lien holders of record and other persons affected by certain structures herein described may appear and show cause why such structures should or should not be condemned as dangerous or hazardous structures and ordered repaired or demolished pursuant to K.S.A. 12-1751 *et seq.*:

The structure is described as: A single-family structure located at **224 Miami Street**. The property is legally described as: Lot 13, Block 26 of Leavenworth City Proper, Leavenworth, Kansas. CAMA 0772503107017000

The structure is described as: A single-family structure located at **1425 Grand Avenue**. The property is legally described as: Lot 20, Less N 2' & N ½ of Lot 21, Block 17 of Stilling's Subdivision, Leavenworth, Kansas. CAMA 0773503029009000

The structure is described as: A single-family structure located at **1933 Miami Street**. The property is legally described as: Lot 2 of Whispering Pines Subdivision (Revised), Leavenworth, Kansas. CAMA 0782703008014000

Section 2. The City Clerk and/or Chief Building Inspector are hereby authorized and directed to provide for the notice of the public hearing by taking the following action:

- a. A copy of this Resolution shall be mailed by certified mail within three (3) days after its first publication to each such owner, agent, lienholder, and occupant at the last known address and shall be marked "deliver to addressee only."
- b. This Resolution shall be published for two (2) consecutive weeks on the same day of each week.

Section 3. This Resolution shall be effective upon its adoption by the City Commission of the City of Leavenworth, Kansas.

PASSED AND ADOPTED by the City Commission of the City of Leavenworth, Kansas, this 25th day of February, 2025.

Holly Pittman, Mayor

{SEAL}


ATTEST:

Sarah Bodensteiner, CMC, City Clerk

**POLICY REPORT NO. 25-11
WATER POLLUTION CONTROL – 2025 SWITCHGEAR REPLACEMENT**

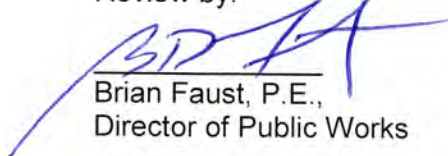
February 25, 2025

Prepared by:

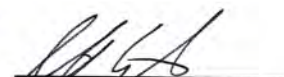


Tim Guardado,
WPC Superintendent

Review by:



Brian Faust, P.E.,
Director of Public Works



Scott Peterson,
City Manager

ISSUE:

Consider approval of a comprehensive study to create detailed drawings for the replacement of the existing switchgear.

BACKGROUND:

GE 15 KV switchgear was installed in the 1970s and is becoming obsolete. This poses significant risk due to the difficulty in obtaining replacement parts and the manual nature of the switchgear.

The switchgear system at our facility is responsible for managing power distribution for two separate feeds provided by Evergy. This setup allows for continuity of power supply during maintenance or outages by enabling staff to switch power between two feeds. However, the current GE switchgear is manual, requiring physical intervention to switch power sources. This process is performed by licensed electricians, as our plant staff are not authorized or trained to perform such task. The new switchgear would perform this switch automatically.

Staff interviewed firms and received quotes for studies and design from two engineering firms.

Black & Veatch Corporation	\$226,750
Custom Engineering.....	\$200,753

Black & Veatch has been involved with the plant's design along with modifications and studies of our facilities for decades. Black & Veatch previously completed the WWTP Master Plan in 2010 and is familiar with the workings of the facility. Their in-depth knowledge of our plant's infrastructure and operations will be invaluable in developing an effective and tailored solution.

BUDGET IMPACT:

An allocation of \$840,000 has been earmarked for this project in the 2025 Capital Improvement Program. The funding is designated to cover the costs associated with the replacement of the switchgear, including engineering studies, equipment procurement and installation.

STAFF RECOMMENDATION:

Staff recommends the City Commission approve the study and design from Black and Veatch for \$226,750. This will provide detailed design services to develop construction documents and bid phase services for the replacement of the switchgear.

ATTACHMENT:

Contract with Scope of Services
Cost Spreadsheet
CIP Sheet for WPC
Purchasing Policy – Exceptions to Limits

**EXHIBIT A
TO
CONTRACT FOR ENGINEERING SERVICES**

Owner: City of Leavenworth, KS
Engineer: Black & Veatch Corporation
Project: WWTP Substation Replacement

DESCRIPTION OF SCOPE OF SERVICES

The scope of services for this request, as described herein, will provide detailed design services to develop construction contract documents and bid phase services for the replacement of the 15 KV main switch gear at the Leavenworth Wastewater Treatment Plant (WWTP). Work will not proceed until Owner has authorized the Engineer in writing to proceed.

A. Description of Project

This request for services will cover services detailed design and bid phase services for the replacement of the 15 KV Main Switchgear at the at the Leavenworth WWTP. Assumptions for the scope of design of the facility improvements are as follows:

- Design and development of construction contract documents to replace the 15KV Main Switchgear at the Leavenworth WWTP. The two existing electrical feeds into the plant will be tied into the new switch gear and allow for automatic switch over in the event one electrical feed is lost. A new structure to house the switch gear will be incorporated into the design.
- Conduct a review of existing as-built documents to identify updates to the main switch gear to provide an updated power functional diagram.
- Bid phase assistance for the advertisement of switch gear replacement for the main switch gear at the Leavenworth WWTP.

The Engineer shall complete the evaluation described herein within 180 calendar days after the Kick-off meeting. This schedule assumes documents will be provided to Owner ten (10) days before major scheduled milestone review meetings and that all comments will be received within ten (10) days after the review meeting. Submit one (1) electronic copy of each meeting/workshop minutes to Owner summarizing the Workshop discussions and identifying future action items.

Any changes to the schedule may cause the Engineer to request an adjustment to the fee.

B. Project Management

1. Project Administration. Engineer will provide management functions required to successfully complete the work associated with these Scope of Services, including project correspondence with the Owner; consultation with the Owner staff; supervision and coordination of the Project; implementation of a workflow plan; scheduling and assignment of personnel resources, administration and coordination of subconsultants, continuous monitoring of work progress; quality control reviews at each submittal level; and invoicing for the work performed.

C. Detailed Design Services

The construction contract documents will be prepared for performance of all construction work under a single contract by a private construction contractor on a competitive bid basis.

1. Construction Drawings. Produce approximately eighteen project drawings that shall include, but not be limited to: Title Sheet, General Sheets, Drawing and Symbols Lists, Sitework, Detailed Plans and Sections, Schematics and Diagrams, Schedules, and Standard and other Detail Sheets. Drawings will be prepared in 22-in. x 34-in. sheet format utilizing the Engineer's drawing standards.
 - a. Review of existing Drawings. Conduct a review of existing as-built documents to identify the design and construction of new main switch gear replacement. If information is not available from Engineer's files, a request for information from Owner will be generated. Design documents will be used to verify compliance with NFPA standards.
2. Construction Specifications. Produce contract technical specifications to be included with the Owner's standard "front-end" contract documents. Specifications will be developed in Microsoft Word using the Engineer's standard specification guides and format.
 - a. During development of the specifications, Engineer will solicit and review design information from the selected vendors, as necessary.
3. Design Review Workshops. During the detailed design phase, it is anticipated that there will be two (2) design review workshops. Engineer will provide three (3) sets of documents to the Owner for review prior to each workshop. During detailed design, specifications and half-size drawings will be submitted for review. At the workshop, Engineer will provide a project opinion of probable construction cost and schedule.
 - a. Level 1 Review. During the final design at approximately 50% complete, three (3) copies of the drawings and specifications will be submitted to the Owner for review. The following elements of the design will be included in

the review documents:

- Preliminary front-end documents based on Consultant's standards.
- Power distribution functional diagram.
- Electrical duct bank layout and power plans.
- General site arrangement drawings.
- Plans showing major electrical equipment and structure.
- Preliminary major electrical specifications.
- Structural drawings.
- Civil site/utility drawings.

Up to two (2) Engineers will attend this meeting. Meeting will be held at the Owner's Facilities.

- b. Level 2 Review. At approximately 90% complete, three (3) copies of the drawings and specifications will be submitted to the Owner for review. Comments will be discussed in the workshop held Virtual and incorporated into the final documents. The following elements of the design will be included in the review documents:

- Updated Power distribution functional diagram.
- Updated Electrical duct bank layout and power plans.
- Updated General site arrangement drawings.
- Updated plans showing major electrical equipment and structures.
- Structural and sections.
- Electrical specifications.
- Commodity specifications.
- Remaining drawings and specifications.

Up to three (3) Engineers will attend this meeting. Meeting will be held Virtually.

4. Opinion of Probable Construction Cost. Prepare updates to the opinion of probable construction cost for the proposed work presented with the Basis of Design Level 1 and at Final Design.

All opinions of probable construction costs developed will follow the recommendations of the Association for the Advancement of Cost Engineering (AACE) International Recommended Practice No. 18R with regard to methodology and accuracy. Since Engineer has no control over the cost of labor, material, or equipment furnished by others not under contract to Engineer, Engineer's opinion of probable cost for construction of the work will be made on the basis of experience and qualifications as an Engineer. Engineer does not guarantee or warranty that proposals, bids, or actual project costs will not vary from Engineer's opinions of probable cost. The cost opinion level of accuracy presented by Engineer will be in accordance with accepted industry guidelines and as defined by AACE. The cost

opinion will be of Class 3 accuracy for the opinions based on the Level 1 and Level 2 documents and of Class 1 accuracy for the opinion based on the Final documents.

5. Permit Coordination and Acquisition. Assist with permit coordination and acquisition during the development of construction documents. It is anticipated that up to two (2) meetings will be submitted for review and approval by the agencies listed below. It is anticipated that permit coordination will be required with the agencies listed below:
 - Evergy Coordination
 - City of Leavenworth Building Permit
 - Kansas Department of Health and Environment (KDHE) Construction Permit
6. Final Design Submittal. Submit three (3) copies of the final bid drawings and contract specifications to Owner. Drawings shall be full-size, scaled appropriately, and properly bound. As appropriate, provide one set of plans to the regulatory agencies for their review and comment.

D. Task 3 - Bidding Services

1. Coordinate bids letting date, time, and place with Owner and prepare final Invitations to Bid. Provide electronic files to Drexel Technologies for distribution to prospective bidders.
2. Conduct, at a date and time selected and a place provided by Owner, a pre-bid conference to.
3. Interpret construction contract documents. Prepare and issue addenda to the construction contract documents when required. Two (2) addenda are anticipated.
4. Review and evaluate the qualifications of the apparent successful bidder and the proposed major or specialty subcontractors, including review of bids for completion. The review and evaluation will include such factors as work previously completed, equipment that is available for the work, financial resources, technical experience, and responses from references. Prepare and distribute formal bid tabulation sheet, evaluate bid, and make written recommendation to Owner concerning contract award.
5. Activities to be completed during preparation of conformed documents will include review of contractor's bonds, furnishing the Contractor unsigned construction contract documents, and transmitting the construction contract documents to Owner for signature and distribution.

SUPPLEMENTARY SERVICES

- A. Any work requested by City that is not included in one of the items listed above will be considered Supplement Services.
- B. Additional services shall include, but are not limited to:
- Additional meetings with local, State, or Federal agencies to discuss the project.
 - Appearances at public hearings or before special boards.
 - Special consultants or independent professional associates requested or authorized by Owner.
 - Assistance with bid protests and rebidding.
 - Preparation for litigation, arbitration, or other legal or administrative proceedings; and appearances in court or at arbitration sessions in connection with bid protests, change orders, or construction incidents.
 - Surveying or geotechnical services.

**Capital Improvements Program
2025 - 2029
Sewer Fund - Waste Water Treatment Plant Improvements and Repairs**

Purpose / Description:

This allocation provides for the replacement and improvement of critical equipment throughout the Waste Water Treatment Plant (WWTP).

Comments	Source	Year	Requested	Scheduled
Asphalt Resurfacing	Sewer Fund Operating Budget	2025	\$ 160,000	\$ 160,000
Air Scrubber Maint/Repair	"	2025	45,000	45,000
Hoffman Blowers Replacement	"	2025	150,000	150,000
Holding Tank Roof	"	2025	25,000	25,000
X Switchgear Replacement	"	2025	840,000	840,000
Press Room Lines	"	2025	10,000	10,000
Asphalt Resurfacing	"	2026	40,000	40,000
Main Building Air Handler	"	2026	160,000	160,000
Trickling Filter #1	"	2026	1,980,000	1,980,000
Motor Control Center #4	"	2027	185,000	185,000
Motor Control Center #9	"	2027	100,000	100,000
Primary Clarifiers	"	2027	180,000	180,000
Polymer Room Equipment	"	2027	62,000	62,000
Electrical Transformers	"	2027	100,000	100,000
UV Lamps for Channel 1	"	2027	200,000	200,000
Electrical Transformers	"	2028	100,000	100,000
UV Lamps for Channel 2	"	2028	200,000	200,000
Hot Water Unit Heaters Building 20	"	2028	96,000	96,000
Hoffman Blowers Replacement	"	2029	200,000	200,000
Electrical Transformers	"	2029	100,000	100,000
UV Lamps for Channel 3	"	2029	200,000	200,000
Duct work - filter building			236,000	-
			\$ 5,369,000	\$ 5,133,000



EXCEPTIONS TO PURCHASING LIMITS

The following are exceptions to the established purchasing limits and the City's competitive procurement process:

- Approved sole source procurements, cooperative purchase agreements, and design/build projects.
- Emergency purchases as defined on page 29.
- Utility service costs for City-owned or operated facilities.
- Utility relocation payments negotiated in accordance with resolutions and ordinances adopted by the City Commission.

PUBLIC IMPROVEMENTS

The purchase of goods and/or services related to public improvement projects shall be governed by K.S.A. 13-1017, as amended by City ordinances.

K.S.A. 13-1017 States:

"Before undertaking the construction or reconstruction of any sidewalk, curb, gutter, bridge, pavement, sewer or any other public improvement of any street, highway, public grounds or public building or facility, or any other kind of public improvement in any city of the first class is commenced or ordered by the governing body, or under its authority, a detailed estimate of the cost of the improvements shall be made under oath by the city engineer (or some other competent person, appointed for such purposes by the governing body). Such estimate shall be submitted to the governing body for its action thereon. In all cases where the estimated cost of the contemplated building, facility or other improvement amounts to more than \$2,000*, \$10,000,000** sealed proposals for the improvement shall be invited by advertisement, published by the city clerk once in the official city paper." ... "This section shall not be construed to include any repair or maintenance work not amounting to substantial alteration, addition or change in any structure, street or facility. "Public improvement" as used herein shall not include the making of repairs or the maintenance of any building, street, sidewalk or other public facility in such cities by employees of such cities or the making of any expenditure from the city budget for such purposes."

Given the technical nature of such improvement projects, the City of Leavenworth has determined that the Public Works Director shall be responsible for adhering to applicable Federal and State purchasing requirements and shall be responsible for conducting the appropriate formal proposal processes.

***Charter Ordinance 40** was passed May 27, 1997, exempting the City of Leavenworth from the \$2,000 limit and allows the City to make future changes by simple ordinance. **Charter Ordinance 40** was amended on May 9, 2023, with **Ordinance No. 8213**.

By City ordinance, the \$2,000 threshold has been changed to **\$10,000,000.

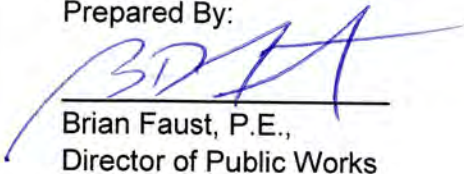
POLICY REPORT PWD NO. 25-17

CONSIDER AWARD OF A SUPPLEMENTAL DESIGN SERVICES AMENDMENT WITH MERGE
MIDWEST ENGINEERING FOR FEDERAL-AID SAFETY PROGRAM IMPROVEMENTS
AT THE INTERSECTION OF 10TH AND LIMIT

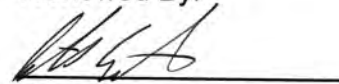
City Project No: 2022-980
KDOT Project No: N-0752-01

February 25, 2025

Prepared By:


Brian Faust, P.E.,
Director of Public Works

Reviewed By:


Scott Peterson,
City Manager

ISSUE:

Consider award of a supplemental design services amendment with Merge Midwest Engineering for the design of improvements at the intersection of 10th and Limit. The project is funded in Federal Fiscal Years 2025 and 2026.

BACKGROUND:

In December of 2021, the City was notified of a grant opportunity for intersection improvements that would improve the safety at high-crash locations. The intersection of 10th and Limit was identified as a possible candidate.

Based on our submittal, the City received an offer letter from KDOT stating that we are eligible for up to \$1,000,000 in funding to help cover the costs of these improvements. This is a 90/10 grant that covers the construction and the construction engineering associated with the project.

The City is required to fund 10% of the construction/construction engineering costs and 100% for the design, right-of-way acquisition (if needed), utility relocations (if needed) as well as any construction costs that exceed the \$1M. A design services contract was awarded to Merge Midwest on May 14, 2024 in the amount of \$150,343.62.

The original scope and fee assumed easement acquisition from one property would be needed along with limited storm sewer work. As the design progressed, it became clear that additional right-of-way and easements would be needed to construct the needed ADA upgrades at all four intersections.

BUDGET IMPACT:

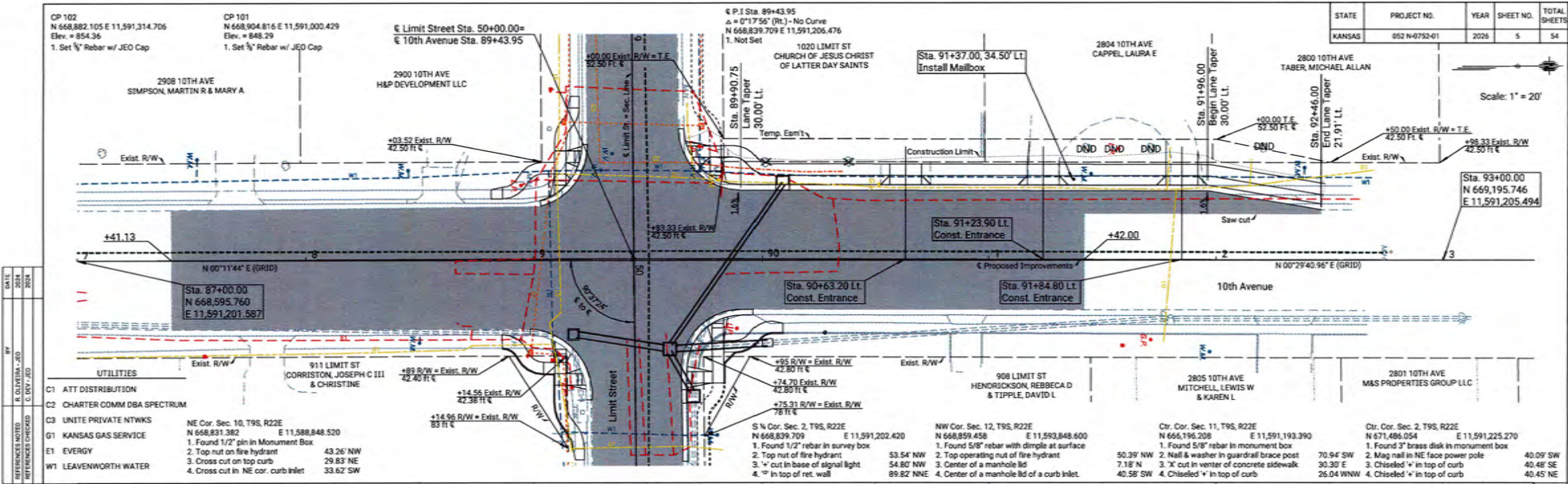
The design fee supplement is for \$19,738.50 which brings the total design cost to \$170,082.12. The estimated construction cost is around \$1.5M with engineering costs at approximately 11% of this value. Funding is available in the Grant Matching Capital Projects Fund.

RECOMMENDATION:

Staff recommends that the City Commission approve a Supplemental Design Services Amendment with Merge Midwest Engineering for the safety improvements to the intersection of 10th and Limit in the amount of \$19,738.50.

ATTACHMENTS:

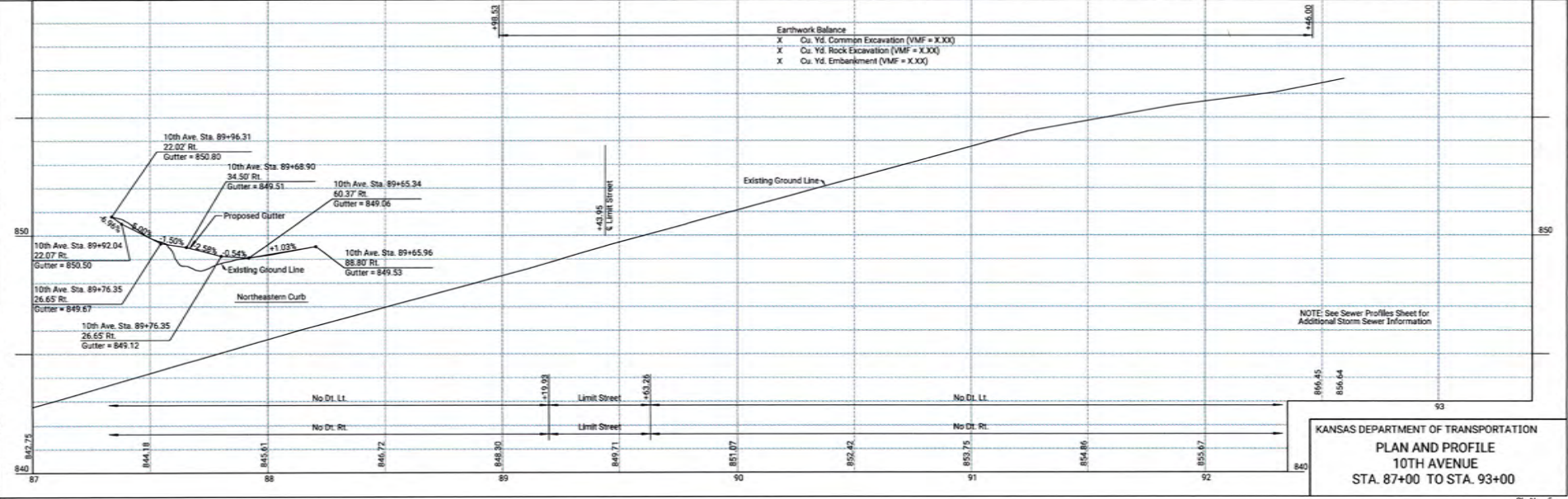
Supplemental Design Costs
Conceptual Layout of the Improvements



STATE	PROJECT NO.	YEAR	SHEET NO.	TOTAL SHEETS
KANSAS	052 N-0752-01	2026	5	54

DATE	BY	REVISIONS
2024	E. GUYTON - JD	
2024	E. GUYTON	

Plotted by: rolveira 24-OCT-2024 13:49
File: 240892rpp-01.dgn

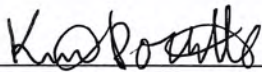


**POLICY REPORT
FIRST CONSIDERATION ORDINANCE
2025-01-SUP
1112 SPRUCE STREET**

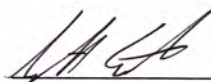
FEBRUARY 25TH, 2025

SUBJECT:

Place on first consideration an ordinance regarding 2025-01-SUP related to a request for a Special Use Permit to allow a two-family dwelling in the R1-6 zoning District



Prepared By:
Kim Portillo,
Director of Planning and
Community Development



Reviewed By:
Scott Peterson,
City Manager

NATURE OF REQUEST

The applicant, Jordan Spradlin, is requesting a Special Use Permit to allow a two-family dwelling in the R1-6 zoning district, located at 1112 Spruce Street. Two-family dwellings are allowed in the R1-6 zoning district with the approval of a Special Use Permit.

Mr. Spradlin purchased the property in 2022 as a single-family home. On January 22, 2024, a building permit was issued to install two egress windows in the finished basement, at which point Staff became aware of the intent to use the structure as a two-family dwelling unit. Mr. Spradlin was informed by staff that two-family dwellings are not allowed in the R1-6 zoning district without the issuance of a Special Use Permit.

The structure is currently registered with the City as a single-family rental, but has been functioning as a two-family dwelling without a Certificate of Occupancy for a two-family dwelling. The off-street parking requirement for the proposed use is two parking stalls per unit, which is met. All building modifications that are needed to meet building code requirements will be required to go through the building permit process.

The applicant is requesting a Special Use Permit to adequately represent the current use of the structure on the property, and to bring the use into compliance with the Development Regulations. Issuance of a Special Use Permit will require the applicant to register the structure with the City as a two-family dwelling.

COMMISSION FINDINGS

The Commission may recommend issuance of a special use permit whenever it finds that:

1. The proposed special use complies with all applicable provisions of this ordinance.

Based on all available information, staff believes that this application complies with all provisions of City of Leavenworth Development Regulations.

2. The proposed special use at the specified location will contribute to and promote the economic development, welfare or convenience of the public.

Currently, the property is registered as a single-family rental, but is functioning as a two-family unit. The proposed two-family dwelling will fill a need in the community by providing a two-family housing option.

3. The special use will not cause substantial injury to the value of other property in the neighborhood in which it is located.

Based on all available information, staff does not believe that the proposed use will cause any substantial injury to the value of other property in the neighborhood.

4. The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, and the location of the site with respect to streets giving access to it are such that the special use will not dominate the immediate neighborhood so as to prevent development and use of neighboring property in accordance with the applicable zoning district regulations.

The proposed two-family dwelling is consistent with the character of the neighborhood and will not prevent future use or development of nearby properties. All building modifications will go through the permitting process.

Notification was sent to property owners within 200' of the subject property, as required by Kansas statute. Since notifications were mailed, staff has received no comments or inquiries.

The Planning Commission took action on this item at their February 3rd, 2025 meeting and voted 4-0 to recommend approval of the Special Use Permit.

STAFF RECOMMENDATION:

Staff recommends approval of the Special Use Permit request based on the analysis and findings included herein.

ACTION/OPTIONS:

- Place an ordinance on first consideration to approve the Special Use Permit request to allow a two-family dwelling at 1112 Spruce Street.
- Deny the Special Use Permit to allow a two-family dwelling at 1112 Spruce Street.
- Remand the Special Use Permit request to allow a two-family dwelling at 1112 Spruce Street to the Planning Commission for further discussion.



SPECIAL USE PERMIT
CITY OF LEAVENWORTH, KANSAS

OFFICE USE ONLY

CASE NO.: 2025-01 SUP

Application No	<u>16657</u>
Fee (non-refundable)	\$350.00
Filing Date	<u>12/18/24</u>
Received By	<u>pd. online</u>
Hearing Date	<u>2/3/25</u>
Publication Date	<u>1/8/25</u>

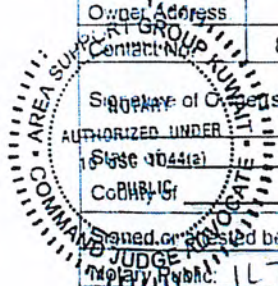
As provided in Section 2-04 of the 2016 Development Regulations, application is hereby made for a SPECIAL USE PERMIT for the operation of a two family dwelling unit.

in accordance with the attached site plan on the following described property:

Subject Property	<u>1112 Spruce street, leavenworth, KS. 66048</u>		
Legal Description	<u>(Attach a full legal description provided by the Register of Deeds Office)</u>		
Real Estate PID #			
Zoning	<u>R1-6</u>	Historic District	<u>NO</u>

I/We, the undersigned, depose and state we are the owners of the above described property.

Name(s) of Owner (print)	<u>Jordan Spradlin</u>		
Owner Address	<u>7105 N Walnut St. Gladstone, MO 64118</u>		
Contact No.	<u>8312770910</u>	Email	<u>spradlin.jordan@gmail.com</u>



Signature of Owner(s)			
Notarized Under	<u>State of Missouri</u>		
Commission Expires	<u>11/01/2025</u>		
Notary Public	<u>(SEAL)</u>		

Signed and attested before me on 12 DECEMBER 2024
 Notary Public: ILT STEVEN Y. JIANG Area Support Group Kuwait
Indefinite per 10 USC 1044 Office of the Command Judge Advocate
 My Appointment Expires Camp Arifjan
AFG-AE-09386

If business is operated by someone other than the owner, provide name and address of operator(s).			
Name of Lessee			
Address			
Contact No.		Email	

NOTE: All signatures must be in ink. Signature of owner(s) must be secured and notarized

- Check list below...
- Non-Refundable Fee of \$350.00 is due at time of application
 - Certified list of property owners within two hundred (200) feet of the subject property
 - Attach **full** legal description obtained through the Register of Deeds Office
 - Site Plan drawn to scale (See General Instructions)
 - Supporting documentation (See General Instructions)

Jordan Spradlin
7105 N. Walnut st.
Gladstone, MO, 64118
Spradlin.jordan@gmail.com
8312770910
12/9/2024

Department of Planning and Zoning
Leavenworth City Hall
100 N. 5th st.
Leavenworth, KS, 66048

Dear City Planning Commission,

I hope this letter finds you well. My name is Jordan Spradlin and I am the owner of the property located at 1112 Spruce Street, Leavenworth, KS, 66048. I am writing to formally express my intent to convert my single-family home into a two-family dwelling, or duplex, in accordance with the city's zoning and building regulations.

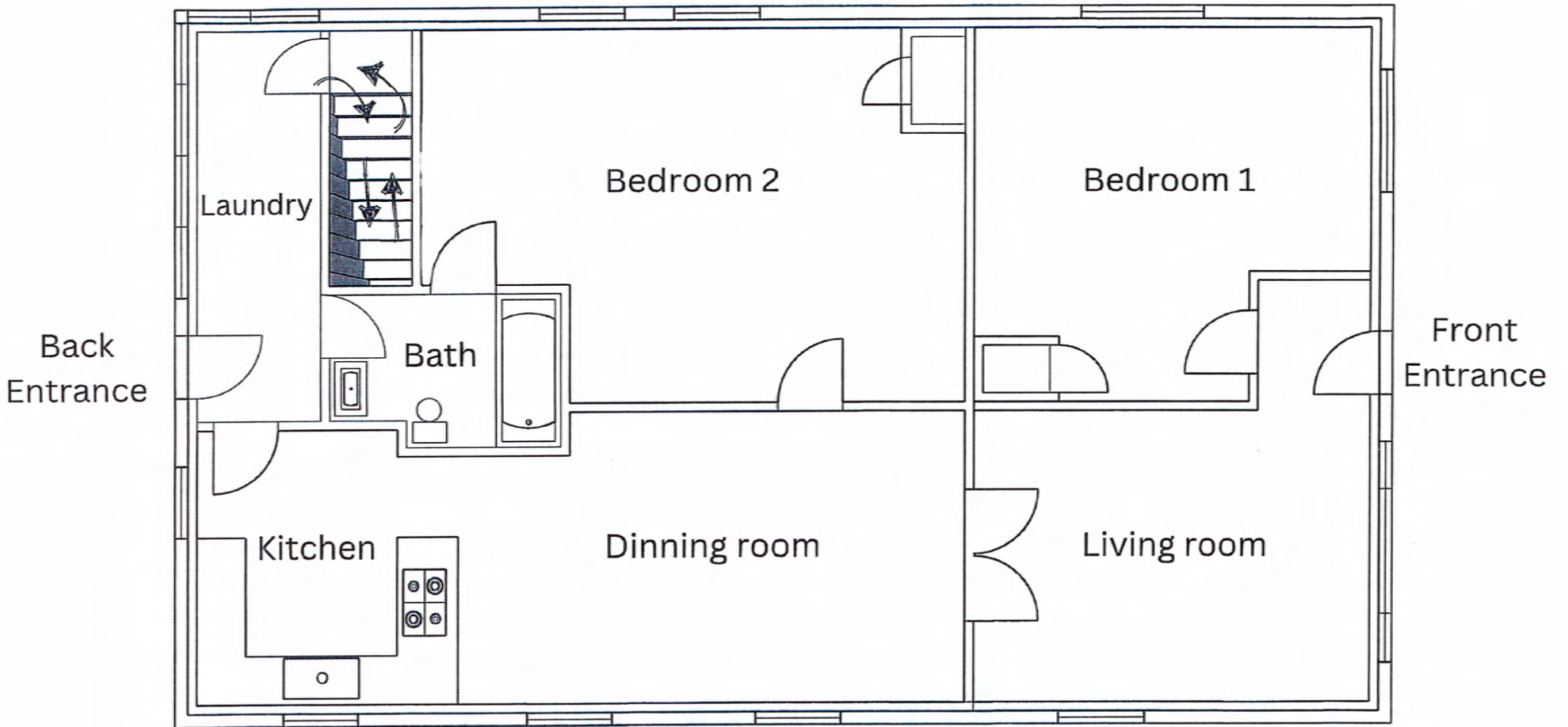
My primary goal is to ensure that any renovations or changes to the property comply with local codes and that necessary permits or inspections are obtained before commencing any work. I have thoughtfully demonstrated this before the installation of two egress windows. When I first purchased the property as a primary residence in 2022, the basement was fully finished by the previous owner prior to my acquisition. This conversion will enhance the property, improve its functionality, and align with the standards set by the city. I fully understand that such a change requires careful review. I am committed to working closely with the city's planning, zoning, and building departments to ensure that all requirements and ordinances are met. I am dedicated to preserving the integrity of the neighborhood while ensuring the project is completed in a manner that benefits the community.

Please let me know if there are any additional steps I need to take in order to proceed with this request, and I would greatly appreciate any guidance or specific instructions on how to ensure full compliance with city ordinances.

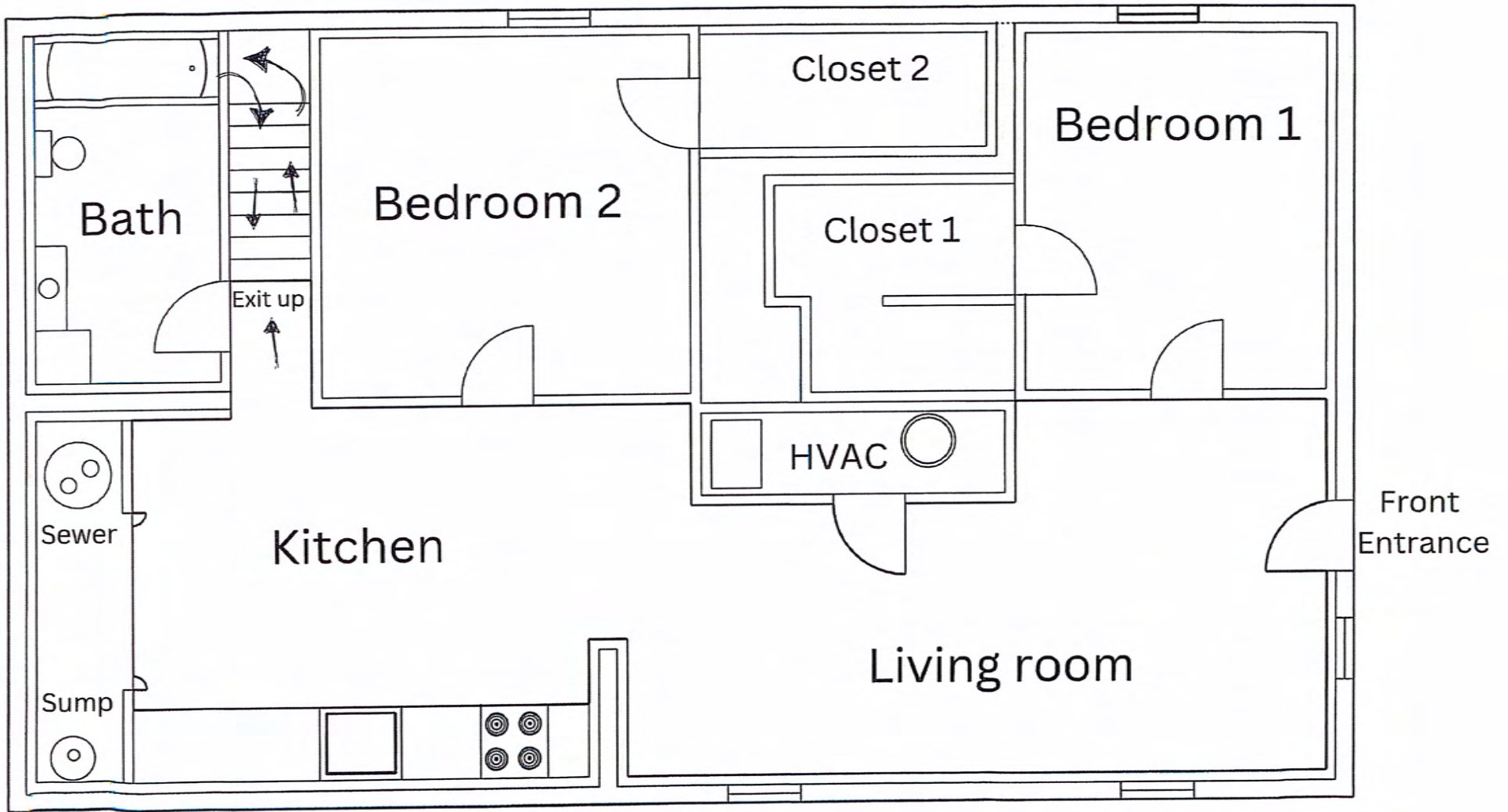
I look forward to working together to bring this project to fruition in a manner that is respectful of the city's rules and regulations. Thank you for your time and consideration. I am happy to meet to discuss the project further and provide any additional information that may be needed. I'm currently serving overseas so my time zone is roughly 10 hours ahead of you all.

Sincerely,

Jordan Spradlin



Upper unit



Bottom Unit



Unit A front entrance

Door →

Unit B front entrance

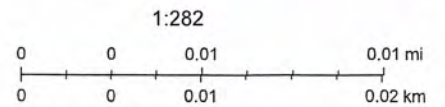




Backdoor entrance

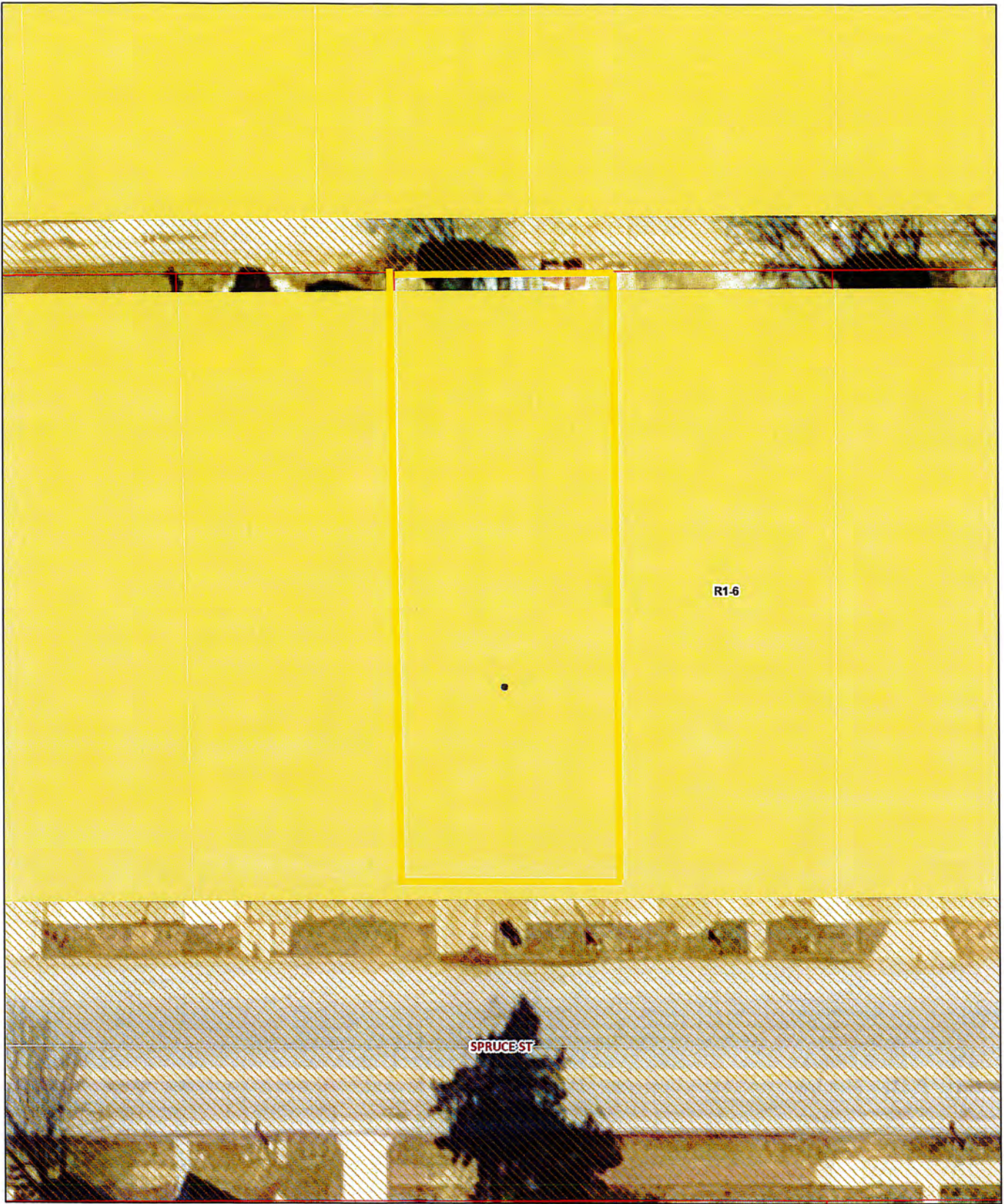


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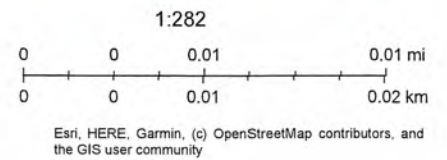


Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

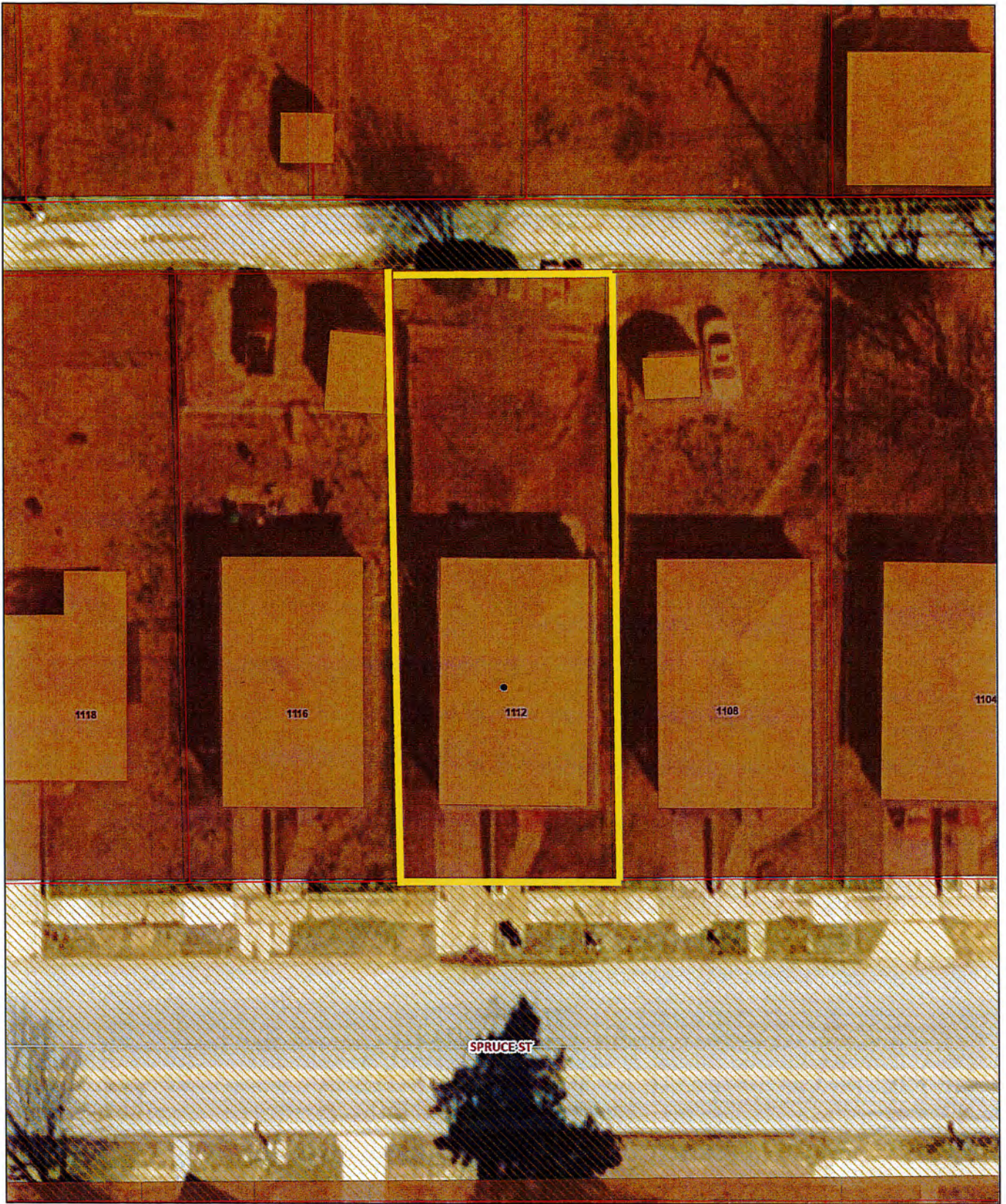
2025-01-SUP (Zoning)



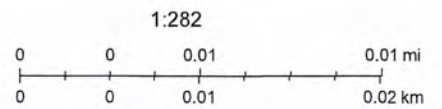
1/29/2025, 1:32:24 PM



2025-01-SUP (Future Land Use)



1/29/2025, 1:33:40 PM



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(Summary Published in the Leavenworth Times on _____)

ORDINANCE NO. XXXX

AN ORDINANCE ALLOWING A SPECIAL USE FOR A TWO-FAMILY DWELLING IN A HIGH DENSITY SINGLE FAMILY RESIDENTIAL DISTRICT ZONING DISTRICT LOCATED AT 1112 SPRUCE STREET IN THE CITY OF LEAVENWORTH, KANSAS.

WHEREAS, under the Appendix A of the City Code of Ordinances, Development Regulations, of the City of Leavenworth, Kansas, the Governing Body of the City of Leavenworth is given the power to locate special uses in each zoning district by ordinance within said City; and

WHEREAS, the City Planning Commission, after fully complying with the requirements of the Ordinances of the City of Leavenworth, Kansas, held a public hearing on the 3rd day of February 2025 in the Commission Room, 1st Floor of City Hall, 100 N. 5th Street, Leavenworth, Kansas, the official date and time set as was published in the Leavenworth Times newspaper and mailed to all property owners within 200 feet of the said property on the 8th day of January 2025; and

WHEREAS, the City Planning Commission did hear on the 3rd day of February 2025 in the Commission Room, 1st Floor of City Hall, 100 N. 5th Street, Leavenworth, Kansas and upon a motion made, duly seconded, and passed, the City Planning Commission adopted findings of fact and recommended approval of the request for a two-family dwelling in a High Density Single Family Residential District zoning district located at 1112 Spruce Street, Leavenworth, Kansas; and

WHEREAS, upon a roll call vote duly passed, the Governing Body adopted the findings of fact and conclusions to allow special use for a two-family dwelling for the property described herein in Section 1.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LEAVENWORTH, KANSAS:

Section 1. That a special use permit be issued for a two-family dwelling on the following described property:

The East one-half of Lot 40 and All of Lot 41, Block 35, CENTRAL SUBDIVISION, City of Leavenworth, Leavenworth County, Kansas; And more commonly referred to as 1112 Spruce Street, Leavenworth, Kansas.

Section 2: That this Ordinance shall take effect and be in force from and after its passage by the Governing Body, and its publication once in the official City newspaper.

PASSED AND APPROVED by the Leavenworth City Commission of the City of Leavenworth, Kansas on this _____ day of _____ 2025.

Holly Pittman, Mayor

{Seal}

ATTEST:

Sarah Bodensteiner, CMC, City Clerk