



**City of Leavenworth**  
**100 N. 5<sup>th</sup> Street**  
**Leavenworth, Kansas 66048**

**CITY COMMISSION STUDY SESSION**  
**COMMISSION CHAMBERS**  
**TUESDAY, JANUARY 21, 2025 6:00 P.M.**

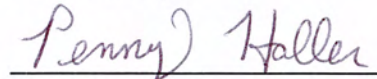
**Welcome to your City Commission Study Session – Please turn off or silence all cell phones during the meeting**  
*Meetings are televised everyday on Channel 2 at 6 p.m. and midnight and available for viewing on YouTube*

**Study Session:**

1. Leavenworth 2030 Comprehensive Plan Update (pg. 02)
2. Camp Leavenworth Feedback Session (pg. 23)
3. Special Event Street Closure Policy Discussion (pg. 24)

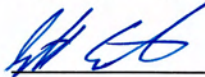
**STAFF REPORT**  
**Leavenworth 2030 Comprehensive Plan Update**  
**January 21, 2025**

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Reviewed By:



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**ISSUE:**

Receive update on activity towards implementing the Leavenworth 2030 Comprehensive Plan.

**BACKGROUND:**

The Leavenworth 2030 Comprehensive Plan, approved in June 2021, was the result of an extensive process to determine the future vision for the City. The update from the 2011 plan had high levels of community engagement through public meetings, a focus group, City staff and governing body participation, and citizen surveys. The 161-page document contains six chapters that cover broad areas of direction. Each chapter contains goals, strategies, and local actions. This update will provide further information on action taken in the last year to move the City towards achieving the listed goals.

**The Comprehensive Plan - 6 Chapters:**

**1) Community Identity**

a. Historic and Cultural Resources

- i. Goal 1 - Preserve our historic, welcoming and inclusive community that celebrates its past, plans for its future and provides opportunities for all people.

Strategies:

1. Promote the City's historic and cultural resources, and the values of historic and cultural preservation
  - a. City approved \$47,500 in funding for the Frontier Museum of the U.S. Army's feasibility study and professional renderings in support of the \$70 million new museum project that will include Buffalo Soldier and other cultural groups. [Local Action to Emphasize the importance of documenting specific cultural groups such as African Americans, American Indians and Hispanics.]
  - b. CVB continued to support efforts to place a Nez Perce monument in Dougherty Park, currently in the fundraising stage. [Local Action to Emphasize the importance of documenting specific cultural groups such as African Americans, American Indians and Hispanics]
  - c. CVB worked with the Leavenworth County Historical Association on their Spirit of the Buffalo grant application. They received a Kansas Tourism grant of over \$16,000 for their project.
  - d. CVB offered \$35,000 in tourism marketing grants in 2024 for events and tourism promotion.
  - e. City Manager's Office reviewed major investments into historic Fort Leavenworth housing with garrison commander. [Local Action to Protect and build community understanding of significant cultural and historic sites and resources.]
  - f. CVB promoted historic and cultural events in its tourism magazine and emailed newsletters [Local Action to Develop newsletter content to spread awareness and keep recipients informed of historic and cultural news and events]
  - g. Convention and Visitor's Bureau promoted historic and cultural resources on Facebook, including event promotions. [Local Action to Improve social media presence of historic resources]
2. Preserve our historic and cultural resources, creating places people want to live, work, gather and visit.
  - a. CVB and multiple City departments celebrated the 100<sup>th</sup> Anniversary of City Hall as part of the 2024 Vintage Homes Tour, bringing hundreds into the registered historic building and promoting its unique history. [Local Action to Provide education

to the public on history of the community, historic structures, historic sites and historic figures.]

- b. Leavenworth Preservation Commission held a public meeting alongside state officials as part of a NEPA Review for the New Centennial Bridge Project in February 2024.
  - c. Volunteers held public events at the City-owned, historic Greenwood Cemetery, providing information and tours. [Local Action to Protect and build community understanding of significant cultural and historic sites and resources]
3. Incentivize historic and cultural preservation
- a. Shared availability of Grow Leavenworth County/Network Kansas low-interest loan programs for new and expanded businesses to purchase or renew existing buildings. [Local Action to Work with local lending institutions to establish low-interest loans and other incentives to encourage property maintenance and preservation]
  - b. Drafted plan to update Downtown Historic District boundaries, currently being reviewed at State of Kansas Historic Preservation Office. [Local Action to Explore historic survey and assessment opportunities for existing facilities and districts]
  - c. Parks and Recreation Department offices in Riverfront Community Center began construction to utilize existing building space for updated offices and meeting areas. [Local Action to Encourage renovations of public facilities to decrease new construction.]
  - d. Continued ARPA-funded pilot grant program that supports fire suppression and ADA improvements for existing buildings. [Local Action to Highlight cases in which preservation has increased property owner options rather than restricted them]
- ii. Goal 2- Preserve our historic, welcoming and inclusive community that celebrates its past, plans for its future and provides opportunities for all people.
- Strategies:
- 1. Encourage all residents to participate fully in social, cultural and economic life in the community.
    - a. The Hometown Proud recognition sign project in Ray Miller Park was completed in 2024, highlighting the national and international achievements of Leavenworth residents of acclaim.
    - b. Assistant City Manager served as a panelist for the Chamber of Commerce's Leadership Leavenworth/Lansing Industry Day. [Local Action to Implement citizen and leadership academies that help people more successfully participate in and influence decision-making in the community]

- c. The Convention and Visitors Bureau successfully connected several new tour groups with Leavenworth, including the 205<sup>th</sup> Military Police Reunion held in October 2024. [Local Action to Explore partnership opportunities for tourism and visitor promotion]
  - d. Assistant City Manager spoke at the 2024 welcome orientation for CGSC students and promoted local opportunities to better know the community. [Local Action to Provide education to the public on history of the community, historic structures, historic sites and historic figures]
  - e. The new pickleball courts at Cody Park opened in 2024. [Local Action to Create places throughout the community and neighborhoods where people can gather]
  - f. Fire Department provided 800 business safety inspections, providing a safer and welcoming experience for visitors and residents.
  - g. City staff including the Police Department and Fire Department supported the November 2024 Veteran's Day Parade.
  - h. CVB promoted and supported Main Street events including summer concerts and Alive After Five. [Local Action to Collaborate with Downtown Main Street Program for community events]
2. Embrace and celebrate the community's diversity and respect differences in race, ethnicity, gender, sexual orientation, age, abilities and beliefs.
- a. City signed a contract with Propio Language Services to provide on-demand translation services for all public-facing City offices. [Local Action to Improve access to city information and services for people of all disabilities, cultural backgrounds and for those who are not English speakers]
  - b. Public Information Officer pursued training on new ADA accessibility guidelines for City websites. [Local Action to Improve access to city information and services for people of all disabilities, cultural backgrounds and for those who are not English speakers]
  - c. City's website is compatible with Google Translate services. [Local Action to Improve access to city information and services for people of all disabilities, cultural backgrounds and for those who are not English speakers]
  - d. CVB continued to work with the local organization pursuing a Nez Perce Native American monument at Bob Dougherty Park [Local Action to Emphasize the importance of documenting specific cultural groups such as African Americans, American Indians and Hispanics]

- e. City Clerk coordinated proclamation requests to celebrate Native American Heritage Month and other recognitions.
  - f. The City’s event space, Haymarket Square, was available to all individuals and organizations and supported diverse events in 2024.
  - g. Camp Leavenworth 2024 celebrated the Leavenworth community in various aspects. Plans for 2025 include increased historical elements. [Local Action to Offer annual events that celebrate Leavenworth’s people, history and culture]
  - h. The Police Department continued the Trust Talk initiative allowing the public direct access to police officers and senior leadership to express concerns relating to crime in our community. [Local Action to Support community dialogues to help all community members voice their concerns, find common ground and set the state for a more inclusive community]
  - i. The Police Department conducted annual training on issues related to unconscious bias and fair policing. [Local Action to Conduct regular training for City staff on issues such as the meaning of equity, unconscious bias and how to create a supportive workplace for all]
- iii. Goal 3 – Preserve our historic, welcoming and inclusive community that celebrates its past and provides opportunities for all people. Strategies:
- 1. Expand unique attractions and amenities in Leavenworth to draw residents Downtown and promote tourism.
    - a. CVB Tourism Grant Program awarded event promotion funds to organizations including the Leavenworth County Historical Society, Richard Allen Cultural Center, and Master Gardeners Association. [Local Action to Increase promotion of Downtown Leavenworth’s attractions, amenities and events.]
    - b. CVB cross-marketed Leavenworth Main Street events including the first Jeep Jam Festival. [Local Action to Increase promotion of Downtown Leavenworth’s attractions, amenities and events.]
    - c. Thousands attended the Camp Leavenworth festival in 2024, an ADA and stroller accessible event. [Local Action to Create a designated festival and event space that is accessible for all, no matter their ability or background]
    - d. CVB regularly updated the online event calendar and included large events in the printed 2024 Visitors Guidebook [Local Action to Create a yearly calendar of events so people know what is happening and have time to plan on attending]
    - e. City updated food truck pilot program, extending it into the summer of 2025 and adding Friday as an eligible day of the week. [Local Action to Adjust local policy to make it easier for people to host diverse events and attract people to the city]

- f. Parks and Recreation continued to provide diverse programming in 2024. [Local Action to Create programming and events for all people, conduct a survey to gain an understanding of what people are interested in seeing in the city]

## 2) Built Environment

- a. Neighborhoods and Housing
  - i. Goal 1 – Leavenworth will be a place that attracts and supports a wide range of population groups in diverse neighborhoods that are well-maintained, clean, safe, and efficiently functioning. Strategies:
    - 1. Maintain current share of the county’s population within Leavenworth. As the county grows, so does the city.
      - a. Continued to promote the Neighborhood Revitalization Area property tax rebate program to maintain existing residential housing in north Leavenworth.
      - b. Participated in “Love, Kansas” campaign sponsored by the Kansas Department of Commerce to draw former military and previous residents back to the area. [Local Action to Create an “external marketing plan” to inform the metropolitan area of housing opportunities existing and future development in Leavenworth]
      - c. Promoted starting businesses in Leavenworth at the 2024 Business Symposium.
    - 2. Increase the variety of housing types, sizes, and price points available to meet changing needs of emerging markets in the region.
      - a. DePaul USA, the organization that received City ARPA funds for affordable housing, continued to develop new residential units in 2024. [Local Action to Ensure the number of available housing units aligns with workforce growth in the community]
      - b. Revised letters of support and fee waivers provided for a low-income senior housing project on 10<sup>th</sup> Avenue and an affordable family housing project on 2<sup>nd</sup> Street to support their Kansas Housing Resources Commission tax credit applications. [Local Action to Incentivize residential developments to provide varied housing types, connections to existing infrastructure, and subdivision amenities]
      - c. Rental Registration Program continued to be successful in 2024, providing a mechanism to work with property owners on rental properties. [Local Action to Encourage an increase in the number of available quality, market-rate rental housing units]
    - 3. Improve the condition of deteriorating housing, making the neighborhood safer and more desirable.
      - a. CDBG funds supported home repairs to 13 homes. The Home Repair Program is currently active and advertised. [Local Action

- to provide incentives and information about available assistance programs to encourage property owners to rehabilitate homes]
      - b. Code enforcement utilized the Property Maintenance Code in 2024 to promote upkeep of properties. [Local Action to Strengthen property owner maintenance codes and enforcement, including consideration of periodic proactive code enforcement in targeted areas where City service requests are greatest. Define minimum requirements to ensure Code Official inspections consistently meet City standards.]
      - c. The Leavenworth Land Bank program continued to be available through the City’s Planning Department in 2024.
    - 4. Increase the occupancy rate of existing housing.
      - a. The CDBG program provided federal HUD funding for several families to purchase homes in 2024.
  - b. Mobility
    - i. Goal 1 – Better connect people within our city and the region with a complete transportation system offering a variety of different transportation modes.
      - Strategies:
        - 1. Provide a modern transportation system that is connected, safe and efficient. Measures: baseline function and satisfactory levels of capacity.
          - a. Planning Department applied for and received a \$58,500 grant from the Mid-America Regional Council to conduct a 7<sup>th</sup> Street Corridor Study in 2025.
          - b. Public Works continued efforts to install conduit on all reconstruction projects to allow for future fiber installations. This will allow traffic signals to be interconnected and extend OGL (Operation Green Light) north from the 4<sup>th</sup>/Eisenhower Intersection. Future fiber installations can also help connect vehicles to various businesses and attractions in the city. [Local Action to Consider deployment of traffic signal technology that adapts the green time to maximize coordination]
          - c. City worked with Leavenworth County and KDOT on gaining grant funding for projects prioritized in the Leavenworth County Transportation Plan. [Local Action to Strengthen current partnerships with other agencies to advance the goal of a unified community transportation network and combat a deterioration of community assets]
          - d. City Manager highlighted the importance of Leavenworth transportation needs during 2024 meetings with state and federal legislators. [Local Action to Strengthen current partnerships with other agencies to advance the goal of a unified community transportation network and combat a deterioration of community assets]



- e. Applied for and received a \$400,000 grant to conduct mill and overlay on 4<sup>th</sup> Street between Rees and Poplar. Design work awarded in 2024. [Local Action to Continue to utilize Kansas Department of Transportation's City Connecting Link Improvement Program (CCLIP) to restore pavement along KDOT routes through the City]
- f. Continued work with consultant Alfred Benesch in 2024 to develop a long-range pavement management plan and efficiently use pavement management funds. [Local Action to Take an inventory of which major roadways and which neighborhood roadways have an obvious issue with pavement maintenance requiring major construction]
- g. City increased its annual budget for pavement management projects by 5% to \$2.1 million to reflect the increased cost of street maintenance and repair. [Local Action to Grow the \$2 million annual program to repair or reconstruct commercial and neighborhood roadways]
- h. Continued discussions with KDOT on new Centennial Bridge project that will widen the bridge to 4 lanes. [Local Action to Partner with the Kansas Department of Transportation, MARC, Leavenworth County and Platte County, Missouri to reconstruct the Centennial Bridge while widening it to 4-lanes]
- i. RideLV transit program continued for second year in partnership with The Guidance Center and KCATA.
- j. Discussed the possibility of expanding the RideLV program area through incorporation of the City of Lansing. [Local Action to Strengthen current partnerships with other agencies to advance the goal of a unified community transportation network and combat the deterioration of community assets]
- k. Comprehensive traffic signal assessment done by Public Works included in CIP budget discussions to determine road technology options. [Local Action to Consider use of technology and vehicle detection on major roadways (4<sup>th</sup>, 20<sup>th</sup>. Metropolitan, Eisenhower)]
- l. Reconstruction of City's main north/south travel path – 4<sup>th</sup> Street (K7) completed in 2024. Work included more visible crosswalks and improved sidewalks. [Local Action to Incorporate safe, convenient, accessible and attractive design features that beautify the community and promote walking and biking (e.g., sidewalks, bike street furniture, bicycle facilities, street trees, gateway monuments, and wayfinding signage)]
- m. City social media shared Leavenworth County Council on Aging information. [Local Action to Raise awareness of the Senior

Express Transportation and Rider's Right as a public transportation service for the community]

2. Invest in sustainable roadways, wide sidewalks along thoroughfares and recreational trails along streamways to encourage walking and biking.
  - a. Worked on trails at 10<sup>th</sup> Avenue Park nearby to 5 Mile Creek. [Local Action to Connect community spaces and neighborhoods with a recreational trail system parallel to natural streamways]
  - b. Discussed trail connection possibilities with Fort Leavenworth Public Works staff during Community Executive Forum in 2024. [Local Action to Connect community spaces and neighborhoods with a recreational trail system parallel to natural streamways]
  - c. Creative art and design options explored with engineers for Centennial Bridge project. [Local Action to Express the character of the community through art and other gateway features during Centennial Bridge reconstruction]
  - d. Traffic calming efforts near Leavenworth High School monitored for condition improvements in 2024. [Local Action to Consider pairing improvements for pedestrian crossings with traffic calming options. Pedestrian Refuge Islands, Raised Crosswalks, Raised Intersections, On-Street Parking with Curb Extension and Street Trees between the curb and sidewalk are common options for traffic calming]
  - e. City applied for and received Transportation Alternatives grant to make 100 downtown sidewalk ramps ADA accessible. [Local Action to Ensure the connective infrastructure like trails and sidewalks are accessible to people of all abilities]
  - f. Staff continued to monitor pending PROWAG standards for ADA accessibility of public right of way that include streets and sidewalk upgrades. [Local Action to Update pedestrian crossings with audible pushbuttons, shorter pedestrian crossings, high visibility retroreflective pavement markings and signs and activated warning lights]
- ii. Goal 2 – Improve the transportation system to increase employment opportunities, particularly among populations that may not have personal vehicles. Strategies:
  1. Reduce the number of sidewalk segments where gaps mean a disconnected system for walking. Focus on connecting neighborhoods to schools.
    - a. Grant funding was received for sidewalk and ADA improvements along Vilas Street between 10<sup>th</sup> Street and 22<sup>nd</sup> Street. Anticipated bidding through KDOT expected in April 2025 with construction later in 2025. Improvements include a crosswalk with RRFB (Rectangular Rapid Flashing Beacon) to help children and parents cross Vilas Street at Henry

- Leavenworth Elementary School. [Local Action to Continue applying for local, state, and federal grants to supplement City funding to fill gaps and expand sidewalk segments]
- b. Staff will continue with sidewalk improvements in the Northeast part of the community utilizing CDBG (Community Development Block Grant funding). One to two blocks of new ADA compliant sidewalk can be constructed per funding cycle. Next area includes Kiowa Street east of 4<sup>th</sup> Street. [Local Action to Upgrade existing and construct new sidewalks in compliance with the Americans with Disabilities Act (ADA) specifications]
  - c. Public feedback meetings, led by contractors Kimley Horn and WSP, requested citizen feedback for pedestrian and bicycle safety in 2024 as part of the Vision Zero project. [Local Action to Take inventory of sidewalk gaps and areas of priority]
  - d. Public Works staff provided oversight on 4<sup>th</sup> Street reconstruction to ensure ADA PROWAG standards were included. [Local Action to Upgrade existing and construct new sidewalks in compliance with the Americans with Disabilities Act (ADA) specification]
  - e. Work in 2024 to add City sidewalks onto GIS mapping to display sidewalk gaps. [Local Action to Take inventory of sidewalk gaps and areas of priority]
2. Evolve the transportation system to take advantage of new technologies.
    - a. Staff will continue to apply for KDOT Innovative Technology grants to take advantage of emerging technologies.
    - b. Users of the RideLV transit system used the IRIS cell phone application to reserve travel in 2024.
    - c. Traffic flowed more productively in 2024 due to the 4<sup>th</sup> and Eisenhower signals being tied into MARC's "Operation Green Light." [Local Action to Consider deployment of traffic signal technology that adapts the green time to maximize coordination]
    - d. The possibility of adding electric vehicle charging stations was discussed as part of the 2025 budget process as well as part of discussions with Fort Leavenworth Public Works. [Local Action to Take inventory of locations that would benefit from charging stations for electric vehicles]
  3. Ensure that areas with high job density are accessible to employees via one or more travel modes (automobile, transit, bicycling, walking)
    - a. Staff applied for CCLIP grants, TA grants, Innovative Technology Grants, and bridge grants. [Local Action to Continue applying for local, state and federal grants to supplement City funding and to



- technology monitoring systems for utilities that track performance and notify Public Works of an issue]
- i. City addressed pollution concerns in stormwater by public education and outreach, submitting a report every year to meet permit standards. [Local Action to Consider policies that reduce utility maintenance issues and reduce water and pollution]
  - j. Stormwater standards were monitored and provided to KDHE. [Local Action to Partner with Kansas Department of Health and Environment (KDHE) to continue to revise the stormwater permitting process in the future and ensure the City is in good standing]
2. Upgrade city design standards with recent development in sustainability to protect water quality, reinstall necessary pipes and install green infrastructure.
- a. Outreach conducted in 2024 on City development standards to address both water quantity and water quality to help ensure that stormwater runoff from the site does not negatively impact areas downstream.
  - b. Continued use of solid waste polycarts anticipated to have reduced stormwater impacts from loose trash entering streams and waterways in 2024. [Local Action to Promote the concept that stormwater systems connect directly to streams so any motor vehicle residuals, trash, illegally disposed liquids or lawn chemical runoff that enters a storm inlet leads to direct damage of the community's stream habitats]
  - c. Stormwater inlets were labelled with "drains to stream" markers. [Local Action to Promote the concept that stormwater systems connect directly to streams so any motor vehicle residuals, trash, illegally disposed liquids or lawn chemical runoff that enters a storm inlet leads to direct damage to the community's stream habitats]
  - d. Education provided on City's website regarding acceptable items for recycling. [Local Action Promote proper etiquette for acceptable recyclable materials to decrease contamination which prevents recycling for 25% of items]
  - e. City continued yearly program to replace failing pipe and manholes. [Local Action to Reduce pollutants from the stormwater system and wastewater system by continuing to transition segments of the 100-year-old pipes and manholes]
  - f. Water quality and quantity considerations exist for all new development. Rain gardens and bioswales are options. [Local Action to Follow updated guidelines for green infrastructure systems which allow for greater capture of rainwater for

ecological restoration with minimal need for post-construction maintenance]

3. Apply technology to City infrastructure and utility improvement projects to attract technology-based companies and the renewable energy production sector.
  - a. Installing conduit/fiber-optics along the City's main corridors will help provide high speed access to technology-based companies. [Local Action to Work with internet providers to increase access, reliability, speed and internet user experience at a reasonable cost]

d. Public Facilities

- i. Goal 1 - Provide natural spaces and facilities for active and cost-effective living.  
Strategies:

1. Increase energy efficiency and reduce building maintenance costs for existing and new public facilities.
  - a. Riverfront Community Center and fire stations worked on 2024 project to replace light fixtures with LED efficient fixtures. [Local Action to Consider incorporating energy efficient improvements and green building strategies into public facility construction and renovation projects]
  - b. City is funding, through the CIP, the updating of HVAC units to more efficient systems as funding allows. In 2024, 24-year-old HVAC systems replaced at two fire stations. [Local Action to Consider incorporating energy efficient improvements and green building strategies into public facility construction and renovation projects]
  - c. New Fire Station #3 will be built to modern efficiency standards. [Local Action to Consider incorporating energy efficient improvements and green building strategies into public facility construction and renovation projects]
2. Provide high quality public facilities and services for existing and future residents, workforce and businesses.
  - a. City Hall piping replacement project completed in 2024. [Local Action to Maintain City Hall to ensure highest level of services]
  - b. Parks and Recreation Offices under construction to provide office space and meeting areas to better serve the public.
  - c. Dilapidated sports courts at Cody Park replaced with dedicated pickleball courts and a basketball court that opened in 2024.
  - d. Riverfront Community Center provided information on programs, services, and event space available to the community through the website, social media, and quarterly newsletters. [Local Action to Continue promoting the use of community facilities as "third places" where residents of all ages can

- connect with programming and services, volunteer opportunities and opportunities for civic engagement]
3. Leverage technology to improve facility management, maintenance and operations.
    - a. Finance Department implemented Bonfire e-procurement system to simplify bid process and significantly increase the pool of vendors reached through bid solicitations.
    - b. Municipal Court launched CityPay online payment system for fees and fines in 2024.
    - c. Online payment for licenses and permits continued for the City Clerk's Office in 2024.
    - d. Investments made in 2024 for increased cybersecurity software.
    - e. IT Director part of project team for new Fire Station #3 and WWTP administrative buildings to ensure connectivity and coordination. [Local Action to Whenever possible, integrate major systems (e.g. HVAC, security cameras, keycard entry systems) throughout all City owned buildings, making sure they are consistent/compatible with each other when existing facilities are renovated or new facilities are constructed]
  - ii. Goal 2 – Maintain reliable and sustainable infrastructure and public facilities for future generations. Strategies:
    1. Ensure public facilities and spaces throughout the community are equitably distributed and designed to be safe, served by different transportation modes, and accessible to visitors with mobility impairments.
      - a. RideLV transit program allowed low cost transportation to City facilities and parks in 2024. [Local Action to Ensure public facilities and spaces are served by different transportation modes]
      - b. GIS mapping provided visual assessment of distribution of public facilities and spaces.
  - e. Community Appearance
    - i. Goal 1 - Develop a vibrant community with a welcoming image and attractive physical appearance that celebrates community heritage through quality new development, appropriate redevelopment, and preservation of historic and cultural resources. Strategies:
      1. Provide attractive gateways and corridors in the community.
        - a. The Recognition Sign Project reduced the uncoordinated mix of signage along the City's 4<sup>th</sup> Street corridor. [Local Action to Develop design standards for public infrastructure that reflects quality development]
        - b. Reconstruction of 4<sup>th</sup> Street aesthetically improved the appearance of the downtown. [Local Action to Continue to maintain and enhance the Downtown District]

- c. Solid Waste improvements including use of poly-carts that began in 2023 and continued through 2024 contributed to a more positive community appearance along common areas of travel.
- d. Code Enforcement ramped up staffing in 2024 to 3 full-time officers. [Local Action to Provide great proactive property maintenance code enforcement]

### 3) Harmony with Nature

#### a. Natural Resources

- i. Goal 1 - Reduce greenhouse gas emissions, energy and water usage and increase the use of renewable energy and mitigate impacts of climate change.

##### Strategies:

- 1. Provide recreational and education resources that promote healthy lifestyles.
  - a. Continued to upgrade and maintain amenities at City parks.
  - b. Four electric vehicle charging stations at City facilities were utilized regularly in 2024.
  - c. Reduced greenhouse gas emissions through growth of Enterprise Fleet Lease Program that increased vehicle fuel efficiency through technology gains.

#### b. Sustainability

- i. Goal 1 – Restore, connect, and protect natural habitats and sensitive lands and waterways. Strategies:

- 1. Stabilize floodplains and creek/riverbanks.
  - a. CIP process included budget funds in future years for stormwater projects that will protect and restore streambanks.
  - b. Three-Mile Creek monthly cleanup occurred regularly through local non-profit organizations due to City grant funding. [Local Action to Assess the needs of local waterways]
  - c. Conducted City-wide cleanup in April with free t-shirts and donuts that reduced impacts to land and water resources from trash. [Local Action to Incentivize trash cleanup with local competitions and prizes]
  - d. Display stand outside City Commission Chambers included waterway informational materials. [Local Action to Educate the community about the importance of waterways]
- 2. Plan for the impacts of climate change.
  - a. Continued partnership and communication with Leavenworth County Emergency Management occurred in 2024. [Local Action to Assess what the needs of the community would be during a climate emergency and use the information to prepare for a climate emergency]
  - b. Projects funded through stormwater fees address current flooding and issues as well as better prepare the City for future



environmental fluctuations. [Local Action to Make infrastructure improvements to ensure they can withstand local climate emergencies]

#### 4) Resilient Economy

##### a. Economic Activity and Workforce

- i. Goal 1 – Attract progressive and sound private enterprises by offering affordable living, a high-quality workforce, and business resources to help nurture and support a thriving and sustainable economy. Strategies:
  1. Pursue, promote, and secure economic growth opportunities, while promoting and supporting existing businesses.
    - a. Worked with LCDC and state/regional partners to bring national site selectors to the Business and Technology Park in 2024. [Local Action to Promote continuing development of the Business and Technology Park for future employers]
    - b. Provided annual investment into Leavenworth County Development Corporation (LCDC) to encourage business development.
    - c. Utilized Location One/LOIS property listings to help commercial building/land owners connect local properties to new businesses (LCDC partnership item). [Local Action to Encourage technology opportunities that enhance the business community]
    - d. Nearly 80 attendees participated in the 2024 Business Symposium that brought top-level experts to local businesses and entrepreneurs to encourage business creation and growth. [Local Action to Promote and support local businesses that serve the needs of the community and are aligned with the community’s vision]
    - e. Camp Leavenworth social media, in conjunction with City social media, promoted businesses and craft vendors that would be participating in the event.
    - f. Convention and Visitor Bureau staff continued to meet regularly with the CVB Advisory Committee to gain feedback on how the CVB can better promote tourism locations. [Local Action Continue to promote Leavenworth’s restaurants, retailers and lodging to the County and region through the Leavenworth Visitors and Convention Bureau]
    - g. Continued to provide Small Business Economic Development Grant program to support local businesses.

##### b. Jobs and Workforce

- i. Goal 1 - Ensure the employability of the entire workforce. Strategies:
  1. Develop and expand workforce development programs in technical education and retraining. Focus should be on helping the broad category of workers upgrade their skills, education and credentials.

- a. Continued partnership and communication with Kansas City Kansas Community College and University of St. Mary.
  - b. LCDC-led CTE Symposium began in 2024 and will include City participation in 2025. The project will create a skilled workforce pipeline from local high schools, community colleges and University of St. Mary for current and future employers. [Local Action to Expand technical, post-secondary education at regional community colleges, universities and specialty schools. Collaborate with community colleges, workforce development centers, and employers to increase workforce “soft” skills]
- ii. Goal 2 – Maintain a diverse and valuable tax base. Strategies:
- 1. Encourage the Professional, Scientific, Technological labor sector as the region attracts more of these jobs with these highly skilled jobs.
    - a. Economic Development Office website updated in 2024 to include recent regional growth and highlight Leavenworth as a part of the KCMO metropolitan region. [Local Action to Attract more private sector economic development that contributes to real estate property taxes for use throughout Leavenworth]
    - b. Assistant City Manager met with leaders of Army University and Transition Assistant Program at Fort Leavenworth to discuss options for military and retired personnel to stay in the area. [Local Action to Create talent attraction and retention programs for highly educated and skilled individuals by partnering with Fort Leavenworth to identify career and former military personnel who could be interested in Leavenworth for post-military services]

## 5) Healthy Community

- a. Public Health and Well-Being
  - i. Goal 1 – Support a healthy community by promoting healthy development, healthy behaviors and wellbeing for all people and stages of life. Strategies:
    - 1. Provide recreational and education resources that promote healthy lifestyles.
      - a. Parks and Recreation provided recreational and educational programs and events and marketed them through signage at schools, social media, the City website, and newsletters. [Local Action to Create a marketing plan to increase awareness of parks and recreation programs]
      - b. A Splash Pad at Hawthorn Park continued to encourage physical activity for children unable to swim and greater use of the park in 2024.
    - 2. Remove barriers to physical and mental health care.
      - a. Police Department began Mental Health Responder position in 2024, in conjunction with the Guidance Center, to support mental health calls. [Local Action to Collaborate with

Leavenworth County, health care providers and community agencies to increase the accessibility and availability of mental health services]

- b. Continued RideLV transit program, managed through the Guidance Center, to connect community members with mental and physical health care. [Local Action to Increase low or no-cost transportation options to health care facilities]
- c. Arranged City Commission updates from St. John's Hospital regarding state of health and mental health in the community. [Local Action to Collaborate with Leavenworth County, health care providers and community agencies to increase the accessibility and availability of mental health services]
- d. City social media accounts and Channel 2 regularly shared information from the Leavenworth County Health Department, Interfaith Shelter, Council on Aging, Saint Vincent Clinic and Saint John's Hospital. [Local Action to Develop educational programming and marketing about health care services and resources]
- e. City of Leavenworth continued Employee Assistance Program (EAP) that provides on-call resources including mental health direction to employees.

b. Public Safety

- i. Goal 1 – Create an environment which people and visitors of Leavenworth feel safe and have access to outstanding and effective fire, police and other emergency services. Strategies:
  - 1. Continue to reduce the City's crime rate which is trending down.
    - a. Efforts taken in 2024 to pursue replacement of aging equipment such as the body worn cameras, in-car cameras, bomb robot, BEARCAT Armored Vehicle and drug detection equipment with new more modern technology.
    - b. Developed and enhanced strategies to address the Fentanyl epidemic.
    - c. Annual statistics were provided that reflected a majority of crimes trending down.
    - d. The Police Department operated a crime mapping program that offers crime statistics for the Leavenworth community. [Local Action to Continue to grow and expand the Police Department's crime analysis and mapping initiative through technological enhancements]
    - e. Police enforcement efforts have focused on dangerous drugs. [Local Action to Continue the Department's efforts to reduce drug crimes in high-risk areas through targeted initiatives]
    - f. The City applied for and received several grants such as the federal Byrne Grant and the BVP that assisted with acquiring

- equipment and resources. [Local Action to Seek grant funding for equipment and training when grant programs are available]
- g. The Fire Department implemented enhanced safety plans through a Building Access Control System in 2024. [Local Action to Enhance external public safety features on all City facilities, such as lighting, security cameras]
  - h. The Police Department made recommendations regarding additional funding for each new project the City undertook for measures such as security cameras. [Local Action to Ensure development regulations support site and building design to improve public safety and employ prevention through design (PtD) principles]
  - i. The Police Department met statutory requirements for 40 hours of annual training and encourages 75 hours for each officer. [Local Action to Ensure adequate funding for the ongoing training and professional development of all police and fire personnel]
  - j. Mental health calls were tracked and evaluated and the data informed discussions on needed support resources. [Local Action to Track mental health related incidents to identify the need for additional support]
  - k. Police Department began phased approach for a citizens service portal will allow residents to file a police report from their home, lowering the travel barrier for reporting crimes.
  - l. Municipal Court continued work with the Guidance Center on Competency Evaluations and Restorations.
  - m. Probation and Court Services Office facilitated offender supervision across multiple court jurisdictions and programs, including the newly launched Leavenworth County Veteran's Court.
2. Improve the City's ability to recruit and retain quality public safety personnel.
- a. Explored enhancements to Police Department training including Virtual Reality Training and the development of a modern gun range.
  - b. Police and Fire Department salaries considered for area competitiveness during budget development process. [Local Action to Adopt pay plan for the City's public safety personnel that is competitive with departments in surrounding communities]
  - c. The Fire Department continued adjusted shift schedule to improve retention and recruitment. [Local Action to Support the development of quality workforce housing, recreation, culture and entertainment amenities and other quality of life factors]

that help attract and retain quality workforce, including public safety personnel and their families]

3. Continue to build better relationships between the City's police officers and the community they serve.
    - a. Police Department was involved in community events in 2024 (PD Summer Camp, Coffee with a Cop, etc.). [Local Action to Continue cultivating trust between the community and the police department through community engagement efforts and transparency]
  4. Continue providing high quality fire protection and emergency medical services.
    - a. Fire Department provided opportunities for members to receive the required training in 2024. [Local Action to Ensure the Department is prepared to maintain its ISO 2 rating]
    - b. Policies were implemented by the Fire Department to assist with maintaining current ISO rating. [Local Action to Ensure the Department is prepared to maintain its ISO 2 rating]
    - c. Old Fire Station 3 demolished in 2024. Construction of new building will occur in 2025. [Local Action to Replace Fire Station Number 3]
    - d. New pumper truck on order to update current fleet. In addition, to the new pumper truck, which should be delivered in 2026, a 75' Quint fire apparatus was ordered in 2024 with a projected 48-month delivery.
- c. Recreation and Leisure
- i. Goal 1 – Create a community that celebrates, welcomes and supports recreational activities and amenities. Strategies:
    1. Increase green and open space
      - a. Considered the Leavenworth Comprehensive Plan 2030 as it relates to the potential for land acquisition in south and southwest areas of the city to accommodate urban expansion recreational and open space needs.
    2. Increase resident and visitor participation in recreational activities and community events
      - a. Yard signs and media blasts resulted in solid registration numbers in 2024 for youth baseball/softball and youth basketball. [Local Action to Create a marketing plan to increase awareness of parks and recreation programs]
      - b. Marketing activities increased through Facebook postings, Peach Jar system through Leavenworth schools and Stubby Park LED sign postings. [Local Action to Create a marketing plan to increase awareness of parks and recreation programs]
    3. Increase resident and visitor use of parks and recreational amenities

- a. Wollman Aquatic Center continued solid attendance numbers in 2024.
  - b. Newly built pickleball and basketball courts at Cody Park utilized daily in 2024 after opening.
  - c. Event Brite online payment system continued to be successful in encouraging registrations in 2024. [Local Action to Streamline registration, reservation, and payment process for Parks and Recreation]
  - d. The addition and upgrade of park facilities dramatically increased 2023 and 2024 usage.
4. Increase equitable access and proximity to parks and recreation amenities
- a. Ensured playground and restroom facilities are accessible.
  - b. Implemented aspects of city-wide trails master plan that increase access to parks.
  - c. Maintaining all parks and facilities annually. [Local Action to Continue to maintain all existing park and recreation facilities to continue to provide quality service to Leavenworth residents]

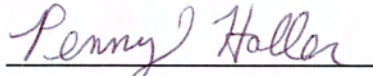
**6) Land Use and Community Design**

a. Growth

- i. Goal 1 – Promote growth and development that is sustainable, responsible, and meets the needs of future generations. Strategies:
  - 1. Increase infill residential development appropriate to the character of the neighborhood
    - a. Updated Development Regulations to remove minimum height requirement for residential uses abutting a commercial or industrial use, creating potential opportunities for more diverse infill. [Local Action to Promote infill development, where appropriate, to support more compact urban form and avoid needless and costly sprawl]
    - b. Met with City of Tonganoxie to review use of RHID housing incentives there and gain feedback for possible consideration in Leavenworth. [Local Action to Encourage reinvestment in our existing neighborhoods]
  - 2. Annex additional land outside the city limits when the development fully funds city funding invested to provide infrastructure.
  - 3. Ensure a balanced land-use mix of created and preserved areas unique in character.
    - a. BZA approved multiple variance requests to allow continued use of existing non-conforming properties after change in business or ownership.

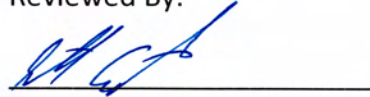
**STAFF REPORT**  
**Camp Leavenworth Feedback Session**  
**January 21, 2025**

Prepared By:



Penny Höller  
Assistant City Manager

Reviewed By:



Scott Peterson  
City Manager

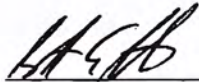
**BACKGROUND:**

Planning for Camp Leavenworth 2025 has begun. Staff will provide a recap of Camp Leavenworth 2024 and gain Commission feedback on updates for the September 26-27, 2025 event facilitated by O'Neill Events and Management.

**STUDY SESSION POLICY REPORT  
STREET CLOSURE POLICY**

**January 21, 2025**

Prepared by:



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Scott Peterson  
City Manager

**Subject:**

The City has recently seen an increase in the amount of requests for events in Leavenworth's downtown that require street closures from several hours to days. To date, the City has not had a policy to address these as previous Commissions favored events at Haymarket Square instead of closing City streets. To help the City better address these requests and to clearly lay out the expectations of the responsible parties, the City has drafted a policy and application process.

In crafting the policy, staff utilized feedback and comments received after events in the last 2 years to help address the concerns of the event coordinators and impacted businesses and residents. 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.

In order to assist staff with drafting the most impactful policy possible, we reached out to our community partners for these events: Main Street, Chamber of Commerce, and recent event coordinators to garner feedback and comments on the drafted policy and application. We received one letter with feedback, from Kathleen Wade, attached with this policy report. Prior to drafting any policy, Staff also reached out to other cities across Kansas to see how other cities handle events. It was clear in the feedback from other cities that how they handle events is incredibly varied. Some Cities prohibit any street closures for events not sponsored by the municipality itself. Other cities have an application and approval process, but provide either no or limited support for the event. Others still require the City Commission approve the closure, but any and all needs for the event are supplied by the Event Coordinator.



Staff felt that based on how the Commission has handled street closures for events recently, that the Commission would be open to assisting in a few areas for these types of requests, while also working to address the concerns of all parties. Staff is before the Commission requesting comments and feedback on the drafted policy and application for addressing downtown special event street closure requests.

Staff will review the proposed policy with the Commission during the study session. In terms of financial resources, the Commission added \$5,500 to the CVB Budget for Street Closure Event Costs for FY 2025. This was to cover the costs of towing cars for downtown events so that the event coordinator didn't have to bear that cost, as it was previously agreed upon that one of the prior events (April 2024) had to reimburse the City for any towing expenses. The incurred cost for that April event was \$195.00 and the event coordinator reimbursed the City.

**Attachment** – Draft Street Closure Policy  
Draft Street Closure Application Form  
Draft Street Closure Resident/Business Notification Form  
Letter of Input from Kathleen Wade



# 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.\*
- Business and Resident Signature Approval for Street/Block Closure Form (must include all businesses and residents within the road closure request area).\*
- 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 Business and Resident Signature Approval for Street/Block Closure Form 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.
- Appropriate City Staff will take down and remove barricades.

### 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 by not limited to, temporary trash cans (cardboard bins), temporary trash can liners,

Office of the City Clerk • City of Leavenworth • 913-682-9201 • 100 N. 5<sup>th</sup> Street • Leavenworth, Kansas 66048

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.



# Street Closure Request Form

Fee: \$25.00 Per Event (non-refundable)

Application must be filed with the City Clerk's Office no less than eight (8) weeks prior to the requested date(s).

Receipt of this form does not guarantee approval of a street closure. Street closure requests will be reviewed and may require approval from the City Commission at a future city commission meeting. If your event requires City Commission approval, the city clerk's office will contact you with the date of the City Commission meeting in which your request will be presented to the City Commission. You will want to attend that meeting in case questions arise in order to ensure the Commission understand the full aspect of what you are requesting.

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Event Description/Type of Event: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Street Closure Start Time: \_\_\_\_\_ Street Closure End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Is this a public or private event?  Public  Private

Application Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## STREET CLOSING

Proposed Street Closure: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Proposed Street Closure: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Proposed Street Closure: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Proposed Street Closure: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

\*No road closures will be approved for 4<sup>th</sup> Street/K-7\*

\*\*Business and Resident Signature Approval for Street/Block Closure form MUST be submitted with this application.

Event Coordinator Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Office Use Only			
Date Received: _____	Date Sent to PD for approval: _____	Approved by PD: _____	Schedule for Commission: _____
Date Scheduled for City Commission Consideration: _____	Approval: _____	Denial: _____	
Date Event Coordinator notified of approval or denial: _____			
Signed By: _____		Date: _____	



**From:** Kathleen <[leavenworthksantiquemail@gmail.com](mailto:leavenworthksantiquemail@gmail.com)>

**Sent:** Wednesday, December 18, 2024 2:58 PM

**To:** Edd Hingula <[Edd.Hingula@firstcity.org](mailto:Edd.Hingula@firstcity.org)>; Holly Pittman <[holly.pittman@firstcity.org](mailto:holly.pittman@firstcity.org)>; Nancy Bauder <[nbauder@firstcity.org](mailto:nbauder@firstcity.org)>; Jermaine Wilson <[jwilson@firstcity.org](mailto:jwilson@firstcity.org)>; Scott Peterson <[Scott.Peterson@firstcity.org](mailto:Scott.Peterson@firstcity.org)>; Penny Holler <[Penny.Holler@firstcity.org](mailto:Penny.Holler@firstcity.org)>; Melissa Bower <[melissab@firstcity.org](mailto:melissab@firstcity.org)>

**Subject:** Street Closure policy amendments

Attached please find my responses to the suggested street closure special event policy changes. I would appreciate being a part of these policy plans moving forward if that is possible. My plan for 2025 is to have 2-3 events similar to the ones we had from December 2023 through this month.

Thank you. Kathleen

December 12, 2024

Sarah Bodensteiner, CMC

City Clerk

City of Leavenworth

100 N 5<sup>th</sup> Street

Leavenworth KS 66048

Dear Sarah;

Thank you for sending me a copy of the proposed Street Closure Request Policy. I have carefully reviewed the proposed documents.

**Availability:** There is incongruence in street closures not being available on Federal Holidays and having a parade on Veterans day as an exception. I was unaware that Camp Leavenworth (September) was going to be a future event. Are we going to continue that in the future? The city offices are always closed on Saturday when we have our events so I am not sure why having an event the day after Thanksgiving should be treated as an exception.

**Types of Events this policy does not apply to:** The exclusion of parades from this policy is problematic. As a strong advocate for our community parades, I am eager to see them flourish. However, from my perspective as a business and building owner in downtown, I often find myself uninformed about upcoming parades. On any day there is a parade my income is cut significantly. If the purpose of this new proposal is to streamline and ensure fairness in the execution of all events, then I fail to understand why parades should be treated differently. In addition, the parades have city law enforcement security making sure barricades are not "moved" which means the parades cost our city money. As the parades have been a long term event standard and they are an expected exception, I believe that needs to be stated and addressed in their relevance to other street events.

**Applicant's responsibilities:** Business and Resident Signature Approval for Street/Block Closure Form that requires "all businesses and residents within the road closure request area".

The stipulation for "**Business and Resident Signature Approval**" on the Street/Block Closure Form—that requires signatures from “all businesses and residents within the road closure request area”—is fundamentally flawed for our downtown setting. This requirement practically forces those organizing events to confront opposing voices in the community. The phrase "signature approval" indicates a voting process, which simply does not apply to this context. Additionally, the city’s recent difficulties in locating all building owners for an event in August highlight the impractical nature of this requirement. To illustrate this further, most businesses operate within standard hours, making it reasonable for me to reach out for notifications. However, what about businesses like Crancers, which operate sporadically for special occasions? How do we demonstrate that we’ve attempted contact with these types of businesses? What occurs if someone chooses not to sign? Are we meant to document with a photograph?

This confrontational approach could easily dissuade potential organizers from pursuing events. Engaging with residents further complicates matters. I cannot pinpoint the locations of apartments or identify who resides in them, particularly on Delaware or 5th Street. Many buildings lack tangible means of contact at street level, and the majority of residents are at work during daytime hours. Would event organizers be expected to wait until evening to connect with individuals as they return home? This scenario seems impractical at best. Moreover, the documents mention “as detailed on the attached”—are we referring to the permit application here? Is there a specific quota or percentage needed for authorization? What is the allotted time frame for fulfilling this requirement? If, this is going to be a requirement, the city would need to supply exact language to be used as well as a written protocol to be followed.

**City's Responsibilities if Request is Approved:** The city is responsible for communicating with businesses and residents listed on the approval sheet once an event is approved. It would be beneficial to understand the method of communication that is to be used. The previous notification attempted by the city to building owners was not very efficient. I did not receive any notice, nor did the previous business/building owner and I understand the city received returned

letters months after the event. What is the expected time frame for these notifications to be sent out?

With regard to waste management, the specification of a 20-ton dumpster is grossly over-sized for our events. The presence of such a large dumpster in front of a business is generally unwelcome. A smaller dumpster would be both more practical and cost-effective for the city. Additionally, the city trash cans pose challenges for emptying, even with liners. Throughout our one-day events, these liners typically fill to capacity at least once or twice. For the Christmas Market event, the liners provided were not only inadequately thin but also failed to fit the cans properly. When I addressed this issue with Penny, I was informed that the city did not carry trash bags and had to purchase replacements. While I appreciate the logistical challenges, it is reasonable to expect quality and proper sizing. Cardboard temporary bins could serve as a more efficient solution for managing trash, and I would be willing to provide information on wholesale pricing for these as an option for the future.

**Barricades:** The situation surrounding barricades is one of the most vexing issues related to organizing special events in this city. As acknowledged by both city employees and law enforcement, there exists a prevailing sentiment among residents that our barricades can be ignored and hold no legal barrier, which leads many to disregard them entirely. This disregard is compounded by the fact that no citations are issued for actions including removal, resulting in barricades being frequently displaced. During our last event, law enforcement even suggested utilizing our vehicle parked across the street to help secure the barricades in place and to maintain the barrier. I recognize the delicate balance between ensuring access for emergency vehicles while maintaining restricted access for events.

We take this safety very seriously and as our insurance is on the line for any problems we NEED to solve this issue.. I have called other cities and towns where I have lived in the past and their solutions have been to both make the barricade heavier with sand bags attached when they are put in place or using the new style barricades which are filled with water solutions which can be drained when picked up. I see LE during the parades to make sure everyone stays safe. I realize the city does NOT want to have to spend any money for the street events. I am sure other cities have faced similar situations and we can come to some sort of a form which will ensure the safety of all the event attendees and the cost effectiveness of that safety.

**Applicant's responsibilities: All items must be along the curb so to allow room for an Emergency Vehicle to access the area down the middle of the road is necessary.** This one requirement has been interpreted in various ways in different cities. Again, trying to balance the best course for safety as well as making the event successful and functional may require further discussion. Kansas City has many events which block streets and function quite well. The Plaza



Art Fair, Brookside Art Fair, Westport Art Fair are 3 examples. Pushing the event tents to the curb is the least advantageous for the event and the businesses on the street. The tents set up back to back down the center of the street allows shoppers to shop both the brick and mortar stores as well as the vendors and allows the most open space for those in wheel chairs and scooters and strollers.

I believe we should look at cities which will have varied requirements and success for more inspiration on this. What is the width requirement? The planters make Delaware difficult in many ways. Again, during any parade we have, getting emergency vehicles into a specific location would be difficult but we make it work because we all support the parades. What is the fire department distance requirement for hose distance to hydrant?

On a personal note, having been involved with 4 events downtown in the last year I have experienced the less than enthusiastic attitude about having street events by some of the staff. It has been said it makes extra work for staff and LE. Staff has expressed that the events don't make the city money. That the tax dollars collected are really minimal and at best make it a break even for the city. Passively aggressively, each time different variations of difficulties have been placed as new requirements. Mostly with a smile and a suggestion that in some way it is for safety reasons. However, while safety and security are always foremost in my mind during events this is NOT something other cities larger and smaller have not found a comfortable way to work through.

In addition, our downtown is dying. Again, as I have been told by staff, their jobs will be there even if we all close down. I do not believe that is the goal of either the city or the staff but it does reflect the disconnect between the importance of retail and restaurants having huge sales days and the convenience of the city dealing with the special events.

Our 2023 and 2024 Christmas Market rendered all time record sales days for at least 9 businesses and restaurants downtown. We recognize all events will not render these same results but, I believe it is vital for us to find ways to revitalize our retail and food establishments very quickly for the survival of our downtown. I would not want to think that the city and the citizen business owners would have to be at odds with each other on this success.

Current studies show that closing streets increases sales in stores.

<https://link.edgepilot.com/s/66419f33/qMv5njKoP0OL433wHzcExA?u=http://www.businessinsider.com/downtowns-cities-holiday-shopping-eliminating-street-parking-spots-boosts-retail-2023-10>. Special events can significantly increase a store's sales by attracting new customers,

generating excitement, boosting foot traffic, and generally enhancing the shopping experience, often leading to impulse purchases and increased average transaction value.

I am confident if we as businesses and the city worked together we could bring our city into being a destination location. But, that can only be accomplished by getting out of our comfort zones of how things have been done in the past and moving into the future with an eye on success and mutual cooperation which will include changes and thinking outside our old boxes.

Respectfully,

Kathleen Wade