

**City of Leavenworth, Kansas**



**2010-2011 NPDES Annual Report:  
(October 1, 2010 – December 31, 2011)**

**Kansas Permit No. : M-MO12-SN01**

**Federal Permit No. : KSR044011**

**April 16, 2012**

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## **SECTION 1: EXECUTIVE SUMMARY**

To satisfy of the requirements of 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 and collecting publications made available to the citizens of Leavenworth. These discussions with office and field personnel from the Public Works Department highlighted the key aspects and defined the current state of the stormwater management plan and provided insight into future improvements to the stormwater quality standards.

By focusing on stormwater quality during the planning phase, the city's construction drawing reviews have proven especially effective at reducing pollutants in stormwater. Plan reviews include evaluations of both the construction site erosion control plan and the drainage plan of the development. Addressing stormwater issues early in the design process ensures that Best Management Practices (BMPs) are well suited for the site and adequate information is included in the plans for construction.

Leavenworth has been successful at incorporating BMPs such native plantings and filter strips into their plans. This past year, a stream stability project integrated native vegetation into the plans to reinforce soils as well as providing a secondary benefit of promoting infiltration on a project designed to protect city utility crossings under 5-Mile Creek. Public Works staff has also encouraged the use of filter strips on multiple development projects due to effective pollutant removal while keeping maintenance to a minimum.

One of the least effective parts of the stormwater management plan lies with BMPs on private developments. Lack of maintenance to detention ponds by Home Associations can decrease the functionality of these critical stormwater infrastructure components over time. In response the city will continue to contact owners of these facilities to reinforce the importance of their responsibility to properly maintain these ponds. This in combination with the city's efforts to reach out and educate the citizens of Leavenworth through media such as the city website, the local television station, Facebook, and Twitter is aimed at creating an awareness of these BMPs and their significance.

Preparing for one of the largest changes to the stormwater management plan, the adoption of an updated stormwater infrastructure manual, has been the most challenging aspect of the program. To prepare the city has reviewed similar regulations from KC APWA section 5600, the Mid America Regional Council (MARC) BMP manual, and several municipalities including the City of Overland Park. The new regulations will be customized to highlight BMPs such as filter strips that city staff has come to believe are most suitable in the city of Leavenworth due to the existing soil types, maintenance requirements, and economy.



**C. Stormwater Management Program**

		Place mark in the appropriate box	
		Yes	No
1.	Has the Stormwater Management Plan (SMP) been developed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a.	If yes, Has it been submitted to KDHE as required by the permit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b.	If no, it needs to be developed and submitted to KDHE preferably with this annual report but no later than February 1, 2011. Additionally, if the SMP requires modification as required by the last paragraph in Part II of the permit, the modified SMP must be submitted with this annual report..		

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

The permit requires the implementation of these BMPs prior to October 1, 2006.

		Place mark in the appropriate box.		
		Yes	No	Not Applicable
1.	Were any best management practices (BMPs) intended to attenuate the discharge of TMDL regulated pollutants implemented? See your permit to determine if TMDL regulated pollutants are listed for the receiving streams affected by your stormwater system.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	List all of the BMPs intended to attenuate the discharge of TMDL regulated pollutants as identified in the SMP and provide the requested information on the following table.			

**E. Stormwater Management Program Requirements (Six Minimum Control Measures)**

1. Public Education and Outreach

The permit requires the implementation of these BMPs prior to October 1, 2005. List all of the public education and outreach BMPs as identified in the SMP and provide the requested information in the following table.

BMP ID Number	Brief BMP Description	Measurable Goal(s)	Progress on Achieving Goal(s) (Measured Result)
1.1	Maintain a Library of Stormwater Educational Materials.	Provide copies of the Stormwater Master Plan for viewing at the Public Library.	The Stormwater Master Plan has remained available to the public at the Leavenworth Public Library.
1.2	Develop a Series of Educational Brochures on the Impacts of Stormwater Pollution.	Distribute brochures and make them available to the public.	This year's "City Connection" newsletters have highlighted the flood recovery efforts, Adopt-a- Park Program, Legacy Tree Program, and the new city weather stations.
1.3	Provide Information to Citizens regarding the City of Leavenworth Solid Waste Division.	Distribute trash bags to citizens with proper disposal handout.	Trash bags are distributed twice per year with additional bags available at the city offices. Flyers available through the City advertise the brush site, the recycling center, Free First Saturdays, and trash regulations.
1.4	Issue Press Release Regarding Local Stormwater Issues	Complete and send out monthly Press Releases to local media outlets.	Information regarding solid waste collection scheduling, snow removal operations, the Spring Clean Up and updates on stormwater issues are now also being released through social media such as Twitter and Facebook to Leavenworth Residents.

1.5	Show Stormwater Information on Local TV Station	Broadcast community forums, in which continued water quality discussions take place.	In addition to normal programming, the brush site and flood recovery information has aired on the City Channel when pertinent. First City Focus has also presented short televised segments of interviews with public works employees in many areas including Stormsewer Construction and video inspection.
1.6	Provide Educational Stormwater Information on City Website.	Establish a series of informational articles addressing topics on Stormwater education.	The City website provides access to the City Connection Newsletter mentioned earlier, links to First City Focus episodes on YouTube, as well information on the Public Works Department for easy access to work schedules and regulations. Items incorporated into the updated Stormwater Design Manual will be highlighted upon adoption.

## 2. Public Involvement and Participation

The permit requires the implementation of these BMPs prior to October 1, 2005. List all of the public involvement and participation BMPs as identified in the SMP and provide the requested information in the following table.

BMP ID Number	Brief BMP Description	Measurable Goal(s)	Progress on Achieving Goal(s) (Measured Result)
2.1	Hold Public Meetings Regarding Stormwater Issues.	Provide the public an opportunity to discuss related Water Quality topics.	On-going stormwater issues are discussed at City Planning Commission and City Council Meetings in an Open Forum Environment.
2.2	Improve Lines of Communication with the Public.	Integrate contemporary methods of providing and receiving information to the Public.	The City Information Officer has opened up accounts with Facebook, Twitter, and Youtube which distributes information regarding city services, current city projects, and educational material. City staff email addresses and phone numbers are available on the city website.
2.3	Develop a Stormwater Stenciling Program	Advertise to the Public the importance of Stormwater Management and the need for storm drain stenciling within the City.	Local volunteers such as the Boy Scouts have helped stencil storm inlets throughout the City. One round of stenciling has been completed.
2.4	Continue to Maintain and Clean Trash and Debris from Local Streams.	Establish an Adopt a Stream program.	City crews continue to clean streams on public property throughout the City. Volunteers have been especially effective on the Annual Spring Clean Up day at removing Trash from City Property. Nearly all parks have been adopted by the Adopt a Park program which assigns organizations to specific parks throughout the city. The parks department has also worked with the Boy Scouts to clean 3 Mile Creek as an Eagle Scout project.



2.5	Establish a Reforestation Program.	Continue to promote Arbor Day to increase community involvement.	The City of Leavenworth continues to be part of the Tree City USA program sponsored by the Arbor Day Foundation. The Legacy Tree Program allows for a tree to be planted and dedicated in public spaces. Arbor Day is celebrated yearly.
2.6	Collect rainfall and streamflow data to analyze citizen complaints	Increase data sources to include more streamflow data and weather stations.	Davis Pro Weather stations have been installed at City Hall and the Treatment Plant. The stations record data which is made available online to the Public. Increased data allows for city staff to better analyze flooding events and address the concerns of the public.

3. Illicit Discharge Detection and Elimination

The permit requires the implementation of these BMPs prior to October 1, 2007.

	Place mark in the appropriate box.		
	Yes	No	Not Applicable
1. Has a program/plan been developed and is it presently implemented to detect and address illicit/prohibited discharges into the MS4?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Has a map of the MS4 been developed, 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. The permit requires the permittee enact certain ordinances or resolutions if the permittee has such authority. Has an ordinance or resolution to prohibit non-stormwater discharges into the storm sewer system been enacted? Date Effective: <u>1999</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has a copy of the ordinance or resolution been submitted to KDHE as required by the permit?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Have public employees, businesses, and the general public been informed of hazards associated with illegal discharges and improper disposal of waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. List all of the illicit discharge detection and elimination BMPs as identified in the SMP and provide the requested information in the table on the following page.			

Illicit Discharge Detection and Elimination

BMP ID Number	Brief BMP Description	Measurable Goal(s)	Progress on Achieving Goal(s) (Measured Result)
3.1	Stormsewer Mapping	Continue to update existing stormsewer structures as well as add new development structures to the city mapping systems.	An updated map of the existing stormsewer network is being developed by the city. Data is collected utilizing a GPS receiver and invert information is collected by opening all manholes. The GIS system will include all storm structures, ponds, and outfalls. 20% of the system has been mapped with a anticipated completion in Fall 2012.
3.2	Stormsewer Maintenance and Inspection	Provide dry weather storm sewer inspection.	A 2 Men Crew is devoted to stormsewer inspection Full-time. The crew provides periodic review of storm infrastructure, responds to public complaints, and provides maintenance for the storm system.
3.3	Inspection of Sanitary Sewer Systems	Inspect residential and commercial sanitary systems for improper discharge into storm drains.	The city purchased an upgraded Sewer TV system with better quality camera, and also integrated TV inspection into the GIS.
3.4	Procedural Training for City Staff.	City inspectors shall attend annual continuing educational programs.	City inspection staff attend continuing educational programs as required.
3.5	Establish a Program for Household Hazardous Waste Disposal.	Provide pick up for household hazardous waste on a regular Basis.	Used motor oil may be dropped off at the City of Leavenworth recycling center and all other household hazardous waste may be dropped off at the Leavenworth County Transfer Station.

4. Construction Site Stormwater Runoff Control

The permit requires the implementation of these BMPs prior to October 1, 2007.

		Place mark in the appropriate box.		
		Yes	No	Not Applicable
1.	The permit requires the permittee enact certain ordinances or resolutions if the permittee has such authority. Has an ordinance or resolution to address construction site runoff from new development and redevelopment projects been enacted? Date Effective: <u>1999</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has a copy of the ordinance or resolution been submitted to KDHE as required by the permit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3.	Has a procedure or program been developed which requires construction site owners or operators to implement appropriate erosion and sediment control best management practices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4.	Has a procedure or program been developed which requires 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5.	Has a procedure been developed that requires site plan review which incorporate consideration of potential water quality impacts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6.	Has a procedure been developed for receipt and consideration of information submitted by the public?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7.	Has a procedure been developed for site inspection and enforcement of control measures?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8.	List all of the construction site stormwater runoff control BMPs as identified in the SMP and provide the requested information in the table on the following page.			

Construction Site Stormwater Runoff Control

BMP ID Number	Brief BMP Description	Measurable Goal(s)	Progress on Achieving Goal(s) (Measured Result)
4.1	Construction Specifications and Standard Details.	Continue to develop and update the city specifications and design criteria.	Public Works staff has reviewed the stormwater regulations for several KC metro municipalities and will be developing updated design criteria for the city of Leavenworth. Adoption of new regulations is anticipated by Fall 2012.
4.2	BMP Fact Sheet	Develop BMP Guidelines and Distribute Materials to Developers.	The MARC BMP Manual and APWA design guidelines are readily available online. Upon adoption of an updated infrastructure manual, consulting firms will be made aware of changes to the code.
4.3	Construction Drawing Review	Require city review of all construction projects to ensure design addresses stormwater concerns.	All new residential and commercial developments are reviewed by city staff for stormwater concerns. BMPs have been incorporated into new development by consulting firms. NOI permits are required on projects that disturb areas in excess of 1 acre and require that a StormWater Pollution Prevention Plan (SWPPP) be developed.
4.4	Pre-Construction Meetings with Owner and Contractor.	Require meetings with owner and contractor prior to commencement of grading operations.	Pre-construction meetings have been conducted by city staff with contractors and developers on all new developments to discuss the implementation of proper erosion controls.

4.5	Construction Site Inspection and Enforcement	Increase the frequency of inspections and develop a site checklist.	City inspection staff checks construction sites a minimum of once a week. In addition, after a half inch or greater rainfall the site's BMPs functionality are checked. Stop work orders are issued if site erosion control measures are not in compliance and remedied in a timely manner. Temporary controls remain onsite until an acceptable grass stand is established.
4.6	Staff Training	Conduct monthly meetings with inspection staff and provide training to new staff	Inspection staff has attended Previous Concrete training. Staff meetings occur weekly on Wednesdays to discuss on going projects. New inspection staff members would be trained by experienced in-house inspection staff.

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

The permit requires the implementation of these BMPs prior to October 1, 2007.

Place mark in the appropriate box.

Yes                  No

1. The permit requires the permittee enact a program to address post-construction stormwater runoff from new development and redevelopment.

The program developed to manage stormwater in new development and redevelopment projects must include the following elements:

- a. strategies which include a combination of structural and/or non-structural BMPs,
- b. measures to ensure adequate long-term operation and maintenance of BMPs.
- c. BMPs to prevent or minimize adverse water impacts.

Has a post construction stormwater runoff program been implemented?

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

Post-Construction Site Stormwater Management in New Development and Redevelopment

BMP ID Number	Brief BMP Description	Measurable Goal(s)	Progress on Achieving Goal(s) (Measured Result)
5.1	Construction Site Inspection and Maintenance of Long Term Controls.	Increase inspections.	Sites are inspected on a Bi-Weekly schedule following construction to ensure BMP's such as gutter-buddies remain in working order. City has been working on informing detention pond owners on their responsibility of maintaining permanent facilities.
5.2	Protect sensitive areas, such as wetlands and riparian areas.	Maintain or increase open space.	The city has purchased properties in flood prone areas. As part of the Stormwater Regulations being developed, Stream Buffers along creeks within the city would decrease the encroachment of developments into riparian areas.
5.3	Promote non-structural best management practices.	Minimize impervious surfaces and disturbance of soils and vegetation.	City staff have focused on encouraging developers to minimize grading impacts, provide tree preservation, and address project BMP's early in the plan review process.
5.4	Construction Drawing Review	Require city review of all construction projects to ensure design addresses post construction storm water concerns.	All new residential and commercial developments are reviewed by City Staff. Additional measures addressing Stormwater Quality will be incorporated into the updated city specifications.
5.5	Analyze Existing Structural BMP Performances	Evaluate local detention pond performances	The city is utilizing 3 level recorders to evaluate the performance of selected detention ponds during storm events.



6. Pollution Prevention/Good Housekeeping for Municipal Operations

The permit requires the implementation of these BMPs prior to October 1, 2005. List all of the pollution prevention/good housekeeping for municipal operations BMPs as identified in the SMP and provide the requested information in the following table.

BMP ID Number	Brief BMP Description	Measurable Goal(s)	Progress on Achieving Goal(s) (Measured Result)
6.1	Storm Sewer and Catch Basin Cleaning	Inspect and clean all storm sewer inlets on a quarterly basis.	The city has contracted for repairs to several storm structures. Two Full Time employees utilize the city's vacuum truck to remove debris from storm sewer inlets.
6.2	Street Sweeping	Increase street sweeping rotations throughout the City.	Arterial Streets are required to be cleaned on a monthly basis, and residential streets must be swept twice per year. Leavenowrth's crews have met these goals and have cleaned ALL streets a minimum of 4 times in 2009 and 2010.
6.3	Snow Removal Operations	Upgrade the city's Snow removal equipment.	The salt trucks are now ground speed controlled which allows for a more precise application rate of the salt/sand mix, and the ratio modified to reduce the amount of materials applied to the roadways.
6.4	Leaf Pick Up	Establish a city wide program offering leaf pick up.	Leaf collection is scheduled in half of the city and the other half is performed as weather and manpower allows.

## F. Recordkeeping and Reporting

Attach a report which addresses the following subjects:

1. A general assessment of the appropriateness of the various BMPs included for each of the major program elements as follows:
  - a. TMDL regulated pollutants
  - b. Public Education and Outreach
  - c. Public Involvement and Participation
  - d. Illicit Discharge Detection and Elimination
  - e. Construction Site Stormwater Runoff Control
  - f. Post-Construction Site Stormwater Management in New Development and Redevelopment
  - g. Pollution Prevention/Good Housekeeping for Municipal Operations

Issues which may be addressed include:

- a. Are the BMPs appropriate for the local population?
  - b. Are the BMPs appropriate for the pollution sources?
  - c. Are the specific concerns related to the local receiving waters that may justify a change in BMPs?
2. An assessment of the effectiveness of the BMPs towards achieving the statutory goal of reducing the discharge of pollutants to the Maximum Extent Practicable (MEP).
3. Provide a summary of results of information collected and analyzed, if any, during the reporting period used to assess the success of the SMP. If the MS4 has tested the stormwater entering a receiving stream or the water in the receiving stream, please provide the laboratory test results and a map showing the location of the sampling. Also, provide an explanation of the conditions under which the sample was taken (recent rainfall amounts and dates, estimated amount of stormwater running in the ditch (ditch barely running, quarter full, half full, full, overflowing,) and stream conditions (barely running, quarter full, half full, full, overflowing its banks) and any other conditions that may help characterize the situation at the time the samples were taken. An explanation as to why the sample was taken or what the permittee intended to show would be helpful in understanding the test results.
4. Provide a summary of the planned minor changes in stormwater activities to accomplish the SMP designated goals that are scheduled to be undertaken during the next annual reporting cycle. Examples would be emphasizing (or de-emphasizing but not elimination) of a significant action to accomplish a designate goal – for instance, changing the direction of public education from annual public meetings to education of school children.
5. Provide a list of proposed major changes to the SMP. This should be a list of major changes in direction for any of the designated goals of the SMP. It does not include the minor changes in stormwater activities (listed in item 4) being planned to accomplish a previously designated goal. Examples of a major change would be the implementation of new BMPs and/or the deletion of a BMP. Include a projected schedule for the month or quarter when the BMP will be either implemented or discontinued.
6. Provide a list of other municipalities/contractors, if any, which will be responsible for implementing any of the program areas of the SMP.

### **SECTION III: Recordkeeping and Reporting**

1. *A general assessment of the appropriateness of the various BMPs included for each of the major program elements as follows:*
  - a. **TMDL Regulated Pollutants.** Not Applicable
  - b. **Public Education and Outreach.** Stormwater information is disseminated to the public through numerous channels such as the city newsletter, press releases, and posting documents on the city website. For news and relevant material such as storm debris collection or flood recovery efforts, Facebook, Twitter, television and YouTube are being utilized by the Public Information Officer to reach a larger population in a timely manner. Considering all of these avenues to reach the public, the city's attempt to provide its citizens with updated material is very effective.
  - c. **Public Involvement and Participation.** The city engages the public by calling for volunteers to work on local initiatives through the several lines of communication discussed earlier. The Annual Spring Clean Up has been effective in reducing pollution as well increasing the public awareness of stormwater BMPs and other city programs. Free drop-off of large items on Free Saturdays has been limited to the First Saturday of each month due to lack of interest in the program which originally included the first and third Saturdays of the month. Calls for civic organizations to clean and make improvements to city parks throughout the year are being made through an established Adopt-a-Park program. Arbor Day is observed yearly and the city continues to be part of the Tree City USA program. Although an Adopt-a-Stream program has not been established, cleaning along streams has occurred in public spaces through the above established programs. Local Boy Scout troops have been actively participating in both the storm inlet stenciling program and cleaning portions of 3 Mile Creek.
  - d. **Illicit Discharge Detection and Elimination.** In order to control improper disposal of waste to the storm sewer system, the City of Leavenworth makes material available through flyers and online regarding household hazardous waste and its proper disposal. Storm sewers are examined with the city's camera truck which allows for sewer lines to be videotaped and searched for improper connections or line failures. The city has also devoted resources to updating the storm sewer map. The Public Works Department is utilizing GPS to locate all storm structures, ponds, and outfalls in the storm sewer network and opening all manholes for measurements and inspection. The final database will include horizontal location as well as invert and top elevations for all storm structures.
  - e. **Construction Site Stormwater Runoff Control.** Plan review and construction site inspection are the city's first line of defense in protecting water quality in developing areas. Weekly meetings are held in the Public Works office to review stormwater issues on current city projects both in the design and construction phase. The city is working on updating the city design criteria to incorporate guidelines similar to the MARC BMP Manual.
  - f. **Post-Construction Site Stormwater Management in New Development and Redevelopment.** The City of Leavenworth is taking appropriate action to improve

stormwater quality from developed sites. First, in order to reduce erosion from recently developed sites, contractors are responsible for landscaping for 2 years following construction. This practice ensures that an acceptable grass stand is established in the area to stabilize soils and increase infiltration by reducing runoff velocity. Also, the city is contacting detention pond owners to inform them of proper maintenance procedures and requirements.

- g. **Pollution Prevention/Good Housekeeping for Municipal Operations.** The successful leaf collection program, a more efficient application of salt and sand to the roadways, and street sweeping operations are all effective in decreasing pollutants from entering the storm sewer system. Beyond these steps the city has 2 full time employees dedicated to the cleaning of storm inlet structures with a vacuum truck.
2. *An assessment of the effectiveness of the BMP's towards achieving the statutory goal of reducing the discharge of pollutants to the Maximum Extent Practicable (MEP).*

The City of Leavenworth has evaluated the functionality of various types of BMPs in Leavenworth while preparing for the adoption of an updated stormwater design manual. BMP overall effectiveness, economy, and general upkeep needs will drive BMP selection on future developments in Leavenworth. For instance, most in-situ soils in Leavenworth have low permeability which has led the Public Works staff to favor BMPs focused more on pollutant removal rather than stormwater infiltration.
3. *Provide a summary of results of information collected and analyzed, if any, during the reporting period used to assess the success of the SMP.*

Stormwater from the MS4 has not been tested.
4. *Provide a summary of the planned minor changes in stormwater activities to accomplish the SMP designated goals that are scheduled to be undertaken during the next annual reporting cycle.*

Detention pond owners will be contacted directly to promote the importance of functioning detention facilities and proper maintenance to local home associations to improve pond operation and reduce erosion.
5. *Provide a list of proposed major changes to the SMP.*

The city currently follows KC Metro APWA section 5600 design guidelines. It is anticipated that updated stormwater regulations customized to the City of Leavenworth will be adopted by September 2012. The new design guidelines will encourage additional stormwater BMP's on future construction projects and protect riparian areas by designating stream buffers adjacent to waterways within the city.
6. *Provide a list of other municipalities/contractors, if any, which will be responsible for implementing any of the program areas of the SMP.*

**G. Certification**

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

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Signature of Permittee (legally responsible person)

---

Date Signed

---

Name (printed)

---

Title

**40 CFR 122.22 Signatories to permit applications and reports.**

(a) Application. All permit applications shall be signed by either a principal executive officer or ranking elected official. All reports required by permits, and other information requested by the Director shall be signed by a person described in paragraph (a) of this section, or by a duly authorized representative of that person.

Submit this report to:

KANSAS DEPARTMENT OF HEALTH & ENVIRONMENT  
Technical Services Section  
1000 SW Jackson Street, Suite 420  
Topeka, KS 66612-1367

## **APPENDIX A**

### **EXAMPLE PUBLICATIONS**



**Solid Waste Services**

**Trash Services, Recycling Center, Brush Site, & Free Saturday Program**



Pick up day will be:  
 Monday / Tuesday / Wednesday / Thursday  
Bags must be on curb by 7:00 A.M.

**Recycling Center One Block West of Municipal Service Center**

The City of Leavenworth operates a Recycling Center one block west of the Municipal Service Center, 790 Thornton, at the intersection of Lawrence and Halderman Streets. The Recycling Center is open Tuesday through Saturday from 8:30 am to 12:30 pm.

The Recycling Center is free, but cannot accept commercially generated materials. Commercial contractors can contact the Leavenworth County Recycling Facility and Transfer Station located at 13523 Gilman Rd in Lansing. For additional information about the County Transfer Station, please call 913/727-2858 or 913/727-3000. The County Transfer Station's operational hours are Mon. ~ Fri. 8 am to 4 pm and Sat. 8 am to 2 pm.



**E-Waste Recycling**

The City of Leavenworth is the first city in Kansas to offer e-waste recycling through our popular "FREE Saturdays" at the Municipal Service Center. Citizens can drop off materials such as TV's, VCRs, computers and video game machines on the first Saturday of each month at the Municipal Service Center. E-waste recycling containers are located at the Service Center's north gate on Lawrence Ave, one block south of Pennsylvania just east of 10th Ave. This site is open the first Saturday of every month from 8:30 am to 12:30 pm for residential customers.

**BRUSH SITE  
 1803 S 2ND Street**

The City of Leavenworth Solid Waste Division operates a Brush Site for residents to drop off organic materials. The site is open March through November, Tuesday through Saturday from 8:00 am to 4:00 pm with the last load accepted at 3:50 pm. The Brush Site is closed from December through February and is open on Saturdays only. For the two weeks following Christmas, the Brush Site is open regular hours to accept Christmas trees for recycling. The Brush Site supplies free mulch, composted dirt, backfill dirt and free firewood to residents during regular business hours. To pick up mulch and compost, residents need to arrive at the Brush Site in a vehicle that can support the weight of the mulch or compost and the vehicle must have sides. The staff will place the materials requested in your vehicle with a bobcat as time permits once a waiver is signed releasing the City of Leavenworth of any liability. Residents are welcome to load their vehicles by hand with their own tools. Leaves and grass clippings are always accepted free-of-charge. All other organic materials are accepted according to the fee schedule. On the 1st Saturday of each month, the Brush Site is free to City of Leavenworth residents. Commercial contractors and non-residents will still need to pay the nominal fee to dump any materials.

**The Recycle Center is open to the public all year and accepts the following items:**

- Tin & aluminum cans
  - Car Batteries & Rechargeable Batteries (i.e. 9-volt batteries and batteries from hand tools) Battery sizes D, C, A, AA and AAA batteries are accepted at the Leavenworth County Transfer Station on Gilman Rd in Lansing.
  - Old Cell Phones
  - Used Automotive Oil
  - Plastics—We cannot accept motor oil bottles, pesticide/herbicide bottles, automotive product bottles (brake fluid, windshield washer fluid, etc), plastic bags, plastic toys, expanded #6 polystyrene materials (packing materials such as peanuts or packaging sheets/blocks), PVC pipe or plastic sheet materials.
  - Glass—clear, brown or green
  - Paper products (cardboard, magazines, paper, etc.)
- We ask that you remove all lids and neck rings and clean and rinse any cans, plastic bottles and glass items.

**BRUSH SITE FEES**

Car or Van	\$2.00
Pickup Truck	\$5.00
Flatbed/Single Axle Dump Truck	\$15.00
Dual Axle Dump Truck/Chipper Box	\$25.00
<b>Trailers:</b>	
1' to 8'	\$5.00
8' to 16'	\$10.00
Over 16'	\$10.00
<b>(plus \$1.00 for each foot over 16')</b>	



# City of Leavenworth Solid Waste Services

## Weekly Garbage & Trash Pick Up

Garbage and household trash cannot be left in the yard and must be disposed of properly. This includes auto parts, appliance, furniture, building materials, tires, cardboard, plastics, or any other materials. Tree trimming and fallen limbs must be disposed of within a week. Trash cannot be set out prior to 24 hours in advance of your regular trash day. It is unlawful to burn garbage within the City.



**BAGS ONLY**

## FREE Saturdays

On the FIRST Saturday of each month, the City of Leavenworth offers "FREE Saturdays." This event is an excellent opportunity for residents to utilize the City's services at no charge. On FREE Saturdays the Brush Site is open from 8:00 am to 4:00 pm; and dumpsters are provided for residents at the north entrance of the Municipal Service Center for residents to drop-off materials such as large appliances, furniture, trash and tires, between the hours of 8:30 am to 12:30 pm. The Recycle Center is open normal hours from 8:30 am to 12:30 pm for drop off of recyclable items. Any time the FREE First Saturday falls on a holiday it will be held on the 2nd Saturday of that month.

We provide residential pick-up by City crews once each week. The City does not work on New Year's Day, President's Day, Martin Luther King Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. When one of these holidays occurs between Monday and Thursday, the normal trash collection day will move one day later. The charge for the trash service appears on your water bill each month; the rate of \$15.40 per unit (residence) is effective as of 12.01.10. Please review your water bill to ensure you are paying for the appropriate number of units. Should you have any questions, please call our office at 682-0650, week days from 7:30 A.M. to 4:00 P.M. **Please place refuse in disposable bags (not trash cans) securely tied and set next to the curb by 7:00 a.m. on your collection day. Trash cans are not allowed on the curb. Trash bags will not be picked up out of trash cans. If you have a container to throw away, please put a note on it that says "throw away" and make sure it weighs less than 60 pounds. City of Leavenworth Ordinance requires that you do not place your refuse out at the curbside more than 24 hours before your regular pick up day, as occasionally there are dogs and other small animals at large which might tear up the bags. However, trash must (by ordinance) be on the curb by 7:00 a.m. of your collection day to ensure pick up on that day. **DISPOSAL OF SYRINGES, BROKEN GLASS OR OTHER SHARP OBJECTS:****

*Replace the protective cover on syringes after use and place them or other sharp items in a sealed box or can. Mark the container "Sharp Objects" and place beside the refuse (not in a bag) at the curb for collection. You may also call the Service Center (682-0650) the day prior to your collection and we will post a notice for the crews collecting your address.*

*Help us keep your refuse collectors safe!*

Brush, tree limbs, wood and carpet will be collected with your refuse; however, these items must be cut into five foot lengths and either boxed, bagged or tied into bundles of less than 60 pounds.

**BOXES:** If you have hired a moving company you may ask them if they will return to pick up the packing boxes, if not, the city will pick them up with your regular refuse; however, we ask that you break down as many boxes as possible and tie them into bundles.

Almost everything, except hazardous materials and large appliances will be picked up with your regular refuse. If you have a large appliance you wish to discard, call the Municipal Service Center at 682-0650 by 4:00 p.m.

Thursday and we will pick it up on Friday. If you have household chemicals or cans of paint to dispose of, you may call the County Transfer Station at 727-2858 to verify their guidelines.

**BAGS:** A package of 50 bags (an average of two bags per week) are furnished and delivered to your home twice a year (usually the last Saturday of March and September). If you should run out of bags between deliveries, you may use comparable bags from any store, or you can purchase bags at the City Clerk's Office, City Hall, 100 N. 5<sup>th</sup> Street, at a cost of \$6.00 for a package of 50 (30 gallon) bags.

## Special Item & Bulk Pick Up

The City of Leavenworth will pick up most furniture items, TV's, mattresses and box springs with the regular trash. Large, metal items such as appliances, metal desks and miscellaneous heavy metal items will be picked up on Fridays. To schedule a pick up, please call the Service Center at 682-0650 no later than 3:00 pm on Thursday for pick up on Friday.

## THE FOLLOWING ARE IMPORTANT PHONE NUMBERS TO REMEMBER:

EMERGENCY POLICE/FIRE/EMERGENCY MEDICAL SERVICES	911
POLICE ADMINISTRATION	651-2260
CITY HALL	682-9201
FIRE ADMINISTRATION	682-3346
MUNICIPAL SERVICE CENTER (SOLID WASTE & STREET)	682-0650
PARKS AND COMMUNITY ACTIVITIES	651-2203
ANIMAL CONTROL	682-0268
WATER POLLUTION CONTROL	682-1090

(For sewer line problems this number is answered 7 days a week, 24 hours a day)

**For questions regarding your weekly trash pick up, call the Municipal Service Center at 913/682-0650**



# Kansas Green Teams

Friday Facts – June 24, 2011

Grasscycling

## What is grasscycling?

Grasscycling is recycling grass clippings by leaving them on your lawn instead of collecting them for disposal. In Kansas, grass clippings make up approximately five percent of the waste in our landfills. With nearly 3 million tons of municipal solid waste landfilled in 2010, over 145,000 tons of grass clippings could have been diverted! Grasscycling is a practice that can help produce a healthy lawn while at the same time benefit you, your community and the environment.

Grasscycling works. Did you know that the first bag mowers made their debut in the 1950s? This was immediately followed by the time-honored American tradition of collecting grass clippings and placing them at the curb – sometimes in a bag – to be picked up with the rest of the yard trimmings to be disposed of at a landfill.

You may not have thought of it, but bagging and placing yard trimmings at the curb is a wasteful behavior in many ways. It can be an expensive practice with the cost of the bags as well as transportation to pick up the clippings. It also robs your lawn of natural fertilizer. Consider changing that behavior. Consider grasscycling.

## What are the benefits of grasscycling?

- saves time and is less work (no more bagging, less time maintaining lawn)
- saves money (less water and fertilizer are needed)
- encourages a healthier lawn (clippings contain valuable nutrients)



There are other hidden benefits. By not handling heavy bags of grass clippings, back and other injuries can be avoided. Grasscycling helps reduce water use. Grass clippings, which are 75 to 85 percent water, decompose rapidly and return that moisture to the soil. Grass clippings can reduce water evaporation from the lawn and promote better growth by not only providing nutrients but also by keeping the soil temperature cooler. Grasscycling also reduces the need for chemical fertilizers. Grass clippings contain nutrients including nitrogen. The nitrogen and other nutrients provide up to 50 percent of your lawn's fertilizer needs. That's good for the environment. That helps protect local streams, rivers and lakes from runoff pollution from yards and gardens.

## Grasscycling is simple

- **Cut your grass when it's dry**
- **Cut your grass regularly** – A good rule is to cut no more than one-third of the grass height at any one mowing. Cutting off more than one-third at a time can stop roots from growing and require frequent watering during dry summers to keep the grass alive. In addition, the one-third rule produces smaller clippings that disappear quickly by filtering down to the soil surface.
- **Cut your grass with a sharp blade** – Sharp blades cut the grass cleanly and that helps ensure rapid healing and regrowth. Dull blades tear and bruise the grass. The wounded grass becomes weakened and is less able to prevent invading weeds and recover from disease.

To maximize the benefits of grasscycling, aerate your lawn. In the spring, rent an aerator, which removes small cores of soil from the lawn. This opens the soil and permits greater movement of water, fertilizer and air – which speeds decomposition of the grass clippings and improves deep root growth. Water thoroughly when needed. Make sure you follow proper lawn care for your type of grass.



Dissemination of [Friday Facts/Other publications] by the Kansas Department of Health and Environment, a governmental agency, is solely for the non-commercial purpose of informing and educating the public. References to specific companies do not constitute a KDHE endorsement. If you have any questions, please contact Megan MacPherson, Bureau of Waste Management, at [mmacpherson@kdheks.gov](mailto:mmacpherson@kdheks.gov). Source: S.C. Department of Health and Environmental Control



# City Connection

Resources and news for the residents of Leavenworth



Winter/Spring 2012

## Flood Clean Up Efforts Continue



With Missouri River levels finally dropping to below flood stage in early September, the City of Leavenworth was able to implement its recovery plan, cleaning and reopening many of the affected locations within weeks of the water receding.

As of early November, the City Brush Site, Second Street between Marion and Poplar, Three Mile Creek Trail, Riverfront Park, which includes the boat ramp, and the center portion of Landing Park have all been reopened to the public. However, the City is still working on a few remaining areas that sustained the most damage - Riverfront Park Campground, the north and south ends of Landing Park, Sherman Army Airfield and the Animal Control facility.

Although the Airfield is expected to reopen to normal aircraft operations by late November, City crews expect that it may take well into the spring to clean up the mass amount of silt and debris accumulated at both the Riverfront Park Campground and Landing Park.

In addition, the Leavenworth Police Department has undertaken extensive work at the Animal Control facility on Second Street and those renovations will most likely extend into late December. Fortunately, the City is still utilizing a temporary Animal Control facility at the old Walmart location (3450 S. 4th St.) until its normal shelter is ready.

The City, which has spent more than \$35,000 on flood-related expenses to date, received good news earlier this fall when Leavenworth County was included in a flood disaster declaration, which means that up to 75 percent of expenses would be reimbursed by the federal government and 10 percent from the state. In addition, to protect the Riverfront Community Center, the City is currently applying for a grant to construct a permanent flood wall on the east side of the community center. The three-foot concrete wall would be designed to look decorative to complement the elements of Landing Park.

For more information on flood clean-up and local reopenings, please check the City website, its government Channel 2 or social media pages.



*Top Photo: City of Leavenworth Park Technician Justin Guenther clears the culverts so water can flow under Three Mile Creek Trail.*

*Bottom: Bulldozers are used to remove silt from Riverfront Park Campground. The City is in the process of getting a permit from the U.S. Army Corps of Engineers that would enable them to dump the silt back into the Missouri River.*

Follow the City on



City of  
Leavenworth



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City of  
Leavenworth



# Adopt-A-Park Program

If your group is looking for a way to make a difference in our community, why not consider adopting a Leavenworth city park or other landscaped public area?

**What Does Adopting a Park Require?** Participants can choose from a variety of tasks, to include establishing a presence in the parks and reporting vandalism and maintenance problems, picking up litter, painting, weeding, or gardening. Donations also may be made for park improvements. City staff will provide guidance and some materials for projects.

**How Do I Adopt a Park?** Contact Julie Anderson, Parks and Recreation Director, at 913-758-6713, or janderson@firstcity.org. Choose a park and decide what activities you will be able to do and how often. Once this is established, a sign will be erected in the park with your group's name and logo.

# Legacy Tree Program

Commemorate a special person or event with a living legacy. For a \$200 fee, a tree will be planted and a plaque erected at the planting site.

Request forms are available at the Parks and Recreation Office, 123 S. Esplanade St.



# Parks

**Park Information and Amenities** - For a complete listing of City parks and facilities, visit [www.lvks.org](http://www.lvks.org), or call 913-651-2203. All park and alcohol permits are issued at the Leavenworth Parks and Recreation Office, 123 S. Esplanade St.

**Picnic Shelters** - Rent a shelter for the day at Leavenworth City parks. Large shelters include seven picnic tables (each seats six to eight people) and cost \$25 a day for residents and \$30 a day for non-residents. These shelters are located at David Brewer Park, Wollman Park, Hawthorn Park, North Esplanade Park and Riverfront Park. Wollman Main Shelter includes 12 picnic tables and rents for \$50 per day for residents and \$55 for non-residents. Buffalo Bill Cody Park shelter includes 10 picnic tables and rents for \$35 for residents and \$40 for non-residents. Small shelters rent for \$10 a day for residents and \$15 a day for non-residents. Small shelters are located at Dougherty Park (restroom shelter), Stubby Park (porta-potty only), V.A. Park (porta-potty only), and Ray Miller Park (no facilities) and include one picnic table. Rent additional tables for \$5 each.

**Cater Your Picnic**- Parks and Recreation's in-house caterer (Cedar Ridge Catering at 913-367-4357) can provide food and beverages at any Leavenworth park shelter (reservation required) for your picnic or party. Sit back, relax, and let them do the work!

**Leavenworth Landing Park** - This scenic park on the Missouri River (Esplanade and Cherokee streets) is available to rent for special occasions. Permit fees for either the Paddlewheel Plaza or the Railroad Roundhouse are \$15 per hour (\$20 for non-City residents) with a \$100 refundable damage deposit. All fees are due when a permit is requested. NOTE: A majority of this park is still closed due to flood clean-up. Check the City's website for more information on when its scheduled to reopen .

**Riverfront Park Campground** - The campground also remains closed due to flood clean-up, however, the all-weather facility will allow campers to utilize the park year-round, so please check the City's website for details on when the campground will reopen.

**Alcoholic Beverage Permit** - By City ordinance, alcoholic beverages are prohibited in City parks, except as authorized by Parks and Recreation to Leavenworth area residents with a park reservation permit. There is a \$10 alcoholic beverage or beer permit fee.

**Game Kits** - Rent a kit at the Parks and Recreation Office for \$5 (with a \$20 refundable deposit) for up to three days. Kits include a volleyball and net, one baseball, two softballs, two bats, three gloves, a football and a soccer ball.

Park	Amenities	Restrooms
<b>10th Avenue Park</b> 10th Ave. & Gatewood		
<b>Bob Dougherty Park</b> Second & Kiowa		
<b>Cody Park</b> Shrine Park & Limit		
<b>David Brewer Park</b> 18th & Ottawa		
<b>Havens Park</b> 22nd & Ottawa		
<b>Hawthorn Park</b> Kansas & Ohio		
<b>Jefferson Park</b> 11th & Kickapoo		
<b>Leavenworth Landing Park</b> Esplanade & Cherokee		
<b>Ray Miller Park</b> V.A. Entrance & Fourth		
<b>Riverfront Park</b> East End of Dakota		
<b>Southside Park</b> First & Vilas		
<b>Sportsfield Recreation Complex</b> 20th & Ottawa		
<b>Stubby Park</b> Fourth & Poplar		
<b>V.A. Park</b> Limit & Home Place		
<b>Wollman Park</b> 13th & Shawnee		

## Facelift cont...

straight and without any street intersection, staff determined that the 28 foot width would provide a traffic calming effect and increase resident and vehicle safety. The Kansas Department of Transportation will fund 75 percent of the construction and inspection costs of this project.

### Sidewalk Projects

The City will also be constructing several sidewalk projects throughout the city in 2011. The projects are from a combination of Capital Improvement Plan funding and Community Development funding.

Several of the locations in the 2010 contracts have not been completed due to the winter and recent wet weather. These include some work on 13th Street, just north of Osage Street, and work on Ohio Street, west of 10th Avenue. Funding from 2010 also includes work on Osage Street between 10th and 17th streets. The design for the Osage Street project is finished and utility relocates are expected to begin in the next 45 days.

The 2010 Community Development Sidewalk Program has focused on sidewalks in the northeast part of Leavenworth. The next project is on the eastern side of Broadway Avenue from Ottawa Street north to Metropolitan Avenue. The bids have been approved and the work should begin soon.

Furthermore, the 2011 Sidewalk Program is currently being designed. The locations include:

- Fourth Street, Muncie Road to V. A. Entrance (east side)
- Osage Street, 18th Street to 20th Street (north side)
- Vilas Street, 16th Street Terrace to 17th Street (south side)
- 10th Avenue, Michigan Street to Spruce Street (east side)

The city will begin a multiyear repair project of existing sidewalks on 10th Avenue and 10th Street. The exact locations are still being coordinated, but look for some repair work to start this summer, as well.

### Storm Sewer Repair

Each year the City uses a portion of the County Wide Sales Tax funds to repair or replace pipe/structures within the existing storm drainage system. This year, the locations will be in the 1600 block of Grand Avenue and in the 400 block of 17th Street.

In the 1600 block of Grand Avenue, the project will consist of the replacement of three inlet structures and deteriorated corrugated metal pipe in the underground piping system.

On the 400 block of 17th Street, the project will consist of the replacement of two curb inlets and additional piping to the creek.

Due to erosion caused by the flow of the 5 Mile Creek, two sewer crossings in the Wellington Subdivision must be replaced and stabilized, as well.

### City Hall Renovations

The 1924 City Hall building will also receive a bit of a tune up this summer. The familiar western entrance approach will be removed and replaced. The existing flag pole and base will remain but will also be repaired. All of the landscaping has already been removed in anticipation of the project.

The western entrance was modified years ago to include a ramp for pedestrian access. The ramp does not meet current guidelines and will be removed. The northern entrance is the official ADA access point. The replacement of the concrete will restore the area to a similar look going back to 1924. One change will be the elimination of the first step next to the public sidewalk to reduce a tripping hazard for people walking on the sidewalk.

### Parks and Recreation Updates

There are also a lot of projects under way in Parks across Leavenworth. The Riverfront Campground will have a new heated bath house - with four private units and showers - built by early June.

This redesigned bath house will allow for campers to utilize the facility year-round. Additionally, 5 Mile Creek will receive a new bridge between Candlewood and New Lawrence Road and an asphalt trail on its north side through 10th Avenue Park. There are also plans in the works to lay approximately a mile of asphalt trails throughout Havens Park, marking a major step in implementing the city-wide trails master plan.

## Riverfront Community Center Restoration

In 1888, the brand new Union Pacific train station was up and running in Leavenworth.

The building was one of the most attractive buildings in the downtown area, with its brick and sandstone exterior surely standing out among the other buildings in the area.

The Union Station building was later donated to the city, and the citizens voted to restore the structure in mid 1980's. The restoration work converted a building that was in poor condition to a structure that is once again a keystone for the downtown area.

The 1980's restoration work did not address the sandstone blocks, which are an integral part of the exterior structure. The sandstone has been the subject of 125 years of erosion from the natural and man-made elements and has greatly deteriorated.

This deteriorated stonework creates a variety of drainage issues inside the building causing damage to walls and ceilings. Continued deterioration will eventually cause the building to become unsound structurally, thereby posing a hazard to occupants and passers-by.

The City of Leavenworth applied to the KDOT for a Transportation Enhancement (TE) grant project in the Historic Category for restoration of the stonework in 2009. The project was awarded to the city in late 2010. The project budget is \$1.36 million. The city's share of the project is 20 percent.

The nature of the repairs requires a thorough review of historic, structural repairs and other related issues occur so that the best methods can be determined to remove and replace the deteriorated stones. Plans must be highly detailed to ensure that repairs are safely performed and meet strict Federal and State guidelines related to historic structures. Staff is working to try to verify the degree of deterioration, identify architectural decorative features, and quantify previous repairs that may have occurred over the years.

The design firm will determine the most cost effective solution for the repair or replacement of the stonework. The goal is to have this project out to bid by the fall of 2011, with work starting in late 2011 or early 2012. Several options for repair have been identified. The exterior of the stonework will need to be removed and replaced and it is possible that the some or all of the stone blocks will be replaced.

The project will be completed in such a manner as the RFCC can continue normal operations. There may be delays or rerouting of egress, but the day to day activities will continue as normal.

Residents of Leavenworth are urged to contribute copies of any photos they may have of the Community Center so that the best possible project can be designed. An internet photo sharing site on Flickr.com has been created for this process. Visit [www.flickr.com](http://www.flickr.com) and search for the group "Riverfront Community Center., Leavenworth, KS" and start uploading. The photos can also be brought to the City Hall, Engineering Office.





# Know the Code!

## A Reminder from your City's Planning and Zoning Department

With fall upon us, the leaves are falling and your yards and lots have become a lot less private. This is the time of year to tidy up the yard and stored items outside, and in the meantime, the City of Leavenworth's Planning and Zoning department would like to remind homeowners of a few housing and property maintenance codes.

### **Yard Maintenance**

- Grass and weeds must be kept shorter than 12 inches. All ground covers and vines shall be maintained to discourage undesirable creatures. Any noxious weeds are to be removed. Owners/occupants of properties abutting sidewalks, streets or public property shall maintain all vegetation so it does not interfere with travel or sight. Special care should be taken at intersections. Approximately 30 percent of overall code violations stem from weeds and tall grass violations.

### **Garbage and Trash**

- Refuse, rubbish, garbage and household trash cannot be left in the yard and must be disposed of properly. This includes auto parts, appliances, furniture, building materials, tires, cardboard, plastics or any other collected materials. Tree trimming and fallen limbs must be disposed of within a week.

### **Storm Damage of Trees**

- Property owners have three months from the last storm to remove all tree damage from the property. The end of November marks the three-month deadline for the August wind storm.

### **Vehicles**

- All vehicles must be operable and legally licensed or stored in an enclosed structure. All cars not enclosed must be parked in an approved driveway or parking area. Vehicles may not be parked on any lawn/ yard area. All vehicle parking spaces shall be paved. Gravel is not allowed.

### **RV and Trailer Storage**

- RV's, boats, and campers maybe parked for no more than 48 hours per month in the front or side yards, but may be parked in the back yard on a paved or aggregate block surface.

- No commercial vehicles or trailers (12,000 Gross Vehicle Weight), including but not limited to, panel trucks, large equipment trailers, semi-trailers, etc., may be parked overnight in a residential area.

- Small utility trailers maybe parked on the property (less than 12,000 Gross Vehicle Weight), including small trailers for hauling, leaves, wood or other yard debris.

### **Open Storage**

- Property may not be parked, stored, or left inoperable in view of the public or neighboring properties. This includes abandoned, discarded or unused objects or equipment such as automobiles, furniture, appliances, cans or containers, construction materials, junk, trash, or other debris.

### **Building Maintenance**

- The maintenance of a structure is the responsibility of the property owner. Exterior surfaces, including out buildings, fences and attached structures must be maintained free of breaks, holes, rotten wood, chipped and peeling paint, broken windows or doors, rust or any other condition that violates health, fire, building or zoning codes or other regulations.

### **Fences**

- All fences require a permit before being built. Electric and barbed wire fences are prohibited. Only 4-foot, see-through fences are permitted in front of the house. Six-foot, solid fences may be permitted on the sides and rear of a house. No fences are allowed on public property.

### **Signs**

- All commercial signs require a permit before being installed. Each residence may have a single identification sign not to exceed two-square feet on each side. Real estate sale signs shall be kept behind the sidewalk. No sale signs are permitted off site.

For more information on Code Enforcement, please call 913-680-2627 or to report a violation online, visit [www.lvks.org](http://www.lvks.org).

## Be in the Know: City Snow Ordinance

The City of Leavenworth's Snow Removal Ordinance has not changed since last year, but just as a reminder, the ordinance states that property owners are responsible for removing snow from adjacent sidewalks and adjacent sidewalk ramps. The City allows owners 24 hours following the conclusion of the snowstorm to properly remove snow from all the aforementioned areas.

Furthermore, residents should be aware that although there has been no change to this year's Emergency Snow Route procedures, they will be held responsible for knowing that whenever snow has accumulated to such a depth that immediate snow removal operations will be required, the city manager, or in the absence of the city manager, the chief of police may declare a traffic emergency.

Two hours after the declaration of a "Snow Emergency" all vehicles must be removed from streets designated as "Emergency Snow Routes," which are clearly posted with signs and can be found on the City website ([lvks.org](http://lvks.org)). Failure to move your vehicle subjects it to being towed at the owner's expense. The issuance of a "Snow Emergency" will be broadcast on Ch. 2, [lvks.org](http://lvks.org), as well as on the City Facebook and Twitter accounts.



# City of Leavenworth, Kansas

## Quick Links

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- [Monthly Reports](#)
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- [Municipal Code of Ordinances](#)
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- [Current Downtown Weather Conditions](#)
- [Reporting a Code Violation](#)
- [Commission Agenda](#)
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## Categories

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- [Doing Business in Leavenworth](#)
- [Visiting Leavenworth](#)

## Community Links

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- [Fort Leavenworth](#)
- [Chamber of Commerce](#)
- [Convention & Visitors Bureau](#)
- [Leavenworth Schools](#)
- [Leavenworth Main Street](#)
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- [US Penitentiary - Leavenworth](#)
- [Veterans Affairs](#)

## Welcome to The City of Leavenworth

Welcome to the City of Leavenworth's Web site - your source for news and information regarding City services, programs and events.

### City News Spotlight

#### Spring Clean Up Volunteers Still Needed

Although several new groups have stepped up to help with the annual citywide Spring Clean-Up event, there are still a number of usual participants that have not yet confirmed their attendance this year.

The 2012 citywide Spring Clean-Up will kick off with an opening event at Warren Middle School Saturday, April 21, beginning at 8:30 a.m. Warren Middle School is located at 3501 New Lawrence Road.

The kick-off event will feature music, coffee, hot chocolate and donuts for groups that have volunteered, before they spread throughout the community to clean up various public areas and parks. The City can also accommodate groups that are interested in participating, but are not available April 21.

All business, residents, community organizations, social and civic service associations, scouting and school groups, church groups, neighborhood groups etc., interested in adopting a zone of the City to clean up should contact Sara Wright at [swright@firstcity.org](mailto:swright@firstcity.org).

Follow us on:



### Featured projects

The City has several programs under way that you might interest you. Click on the links below to learn more about these current projects:

- [Local Emergency Operations Plan \(draft\)](#)
- [2012-2016 Capital Improvements Program](#)
- [Code Enforcement Monthly Report - November](#)
- [Development Regulations](#)
- [Winter/Spring 2012 Newsletter](#)
- [Comprehensive Land Use Plan](#) and [Map of Plan](#)

## Contact Us

100 N. 5th St.  
Leavenworth, KS 660

Telephone Number  
(913) 364-5804

Office Hours: M-F  
a.m. to 5 p.m.

## Site Search

Site Search

**Watch**  
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## Upcoming Events

[March 2012](#)

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[Previous](#)

- Mar. 20, 2012 [Leavenworth C Commission St Session](#)
- Mar. 27, 2012 [Leavenworth C Commission Re Meeting](#)
- Mar. 31, 2012 [Easter Egg Hun \(holiday\)](#)

# City of Leavenworth, Kansas

## How Do I?

-Select One-

## Site Search

Site Search

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- [Public Meetings](#)

## 2011 Leaf Pick-Up Program Details

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**Date of Record:** November 20, 2011

### **Update December 7, 2011**

*Leaf pick-up for the season is now finished as public works crews prepare for snow removal operations.*

## 2011 Leaf Pick-Up Program Details

Beginning Nov. 1, the City of Leavenworth will start its fourth annual leaf pick-up program at Spruce Street moving north and stopping at Metropolitan.

Residents who live within the area of Spruce and Metropolitan should prepare for pick up by raking leaves out to the curb line.

Crews work off a grid system (shown below), and in 2010 commenced at Eisenhower Road with one crew working west of 10<sup>th</sup> Street and another crew working east of 10<sup>th</sup> Street, and proceeding to Spruce Street. This year, the crews will work in a similar pattern, but starting from Spruce Street working north to Metropolitan Avenue. With an estimated five-week deadline, the City will update residents weekly (online at [www.lvks.org](http://www.lvks.org) or on Ch. 2) as to where the crews are working and where they will be headed during the upcoming week. Although crews will continue their pick up rain or shine, any snowfall during this period will halt the leaf collection while snow operations commence.



Some tips to placing leaves for pick up:

- Residents should rake the leaves in piles as close to the street as possible without going into the street and without covering the sidewalk. Crews will not rake front yards. The piles must be free of materials such as large sticks and branches.
- To provide the leaf collection equipment better access to the piles, residents

are encouraged to rake their leaves away from vehicles, ditches and mailboxes.

- Leaves will not be collected with this program if they are placed in plastic bags or boxes. Residents choosing to bag their leaves need to have the bags on the curb no more than 24 hours before their scheduled refuse pick-up day. The bags of leaves will then be picked up with their trash by the refuse workers as part of their normal weekly service.

For those who might miss the leaf pick up or are not covered in this year's program, a free disposal service for leaves and grass is available for City residents at the Brush Disposal Site, 1803 South Second St. The site is open Tuesday through Saturday, 8 a.m. - 4 p.m., with the last delivery being accepted at 10 minutes before 4:00 p.m.

The clippings collected at the Brush Site, along with the leaves collected curb-side are used for making compost. However, because of the flood, this year's compost is no longer available.

If you should have any questions on this year's leaf pick-up program, please call the Municipal Service Center at 682-0650, between 7:30 a.m. and 4 p.m., Monday through Friday. You can also view the grid map and leaf program information online at [www.lvks.org](http://www.lvks.org).

Media requesting further information should contact Sara Wright at [swright@firstcity.org](mailto:swright@firstcity.org).

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# City of Leavenworth, Kansas

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### City Opens Temporary Brush Site for Limb Disposal

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**Date of Record:** August 22, 2011

Following back-to-back storms, the most recent of which came early Saturday morning and brought with it heavy rain and winds up to 70 mph, the City of Leavenworth has decided opened a temporary free brush site for residents to dispose of storm debris.

The temporary brush site, located at the north end of the Gary Carlson Business Park, 13<sup>th</sup> and Eisenhower streets, is set to open at noon today and close at 6 p.m. The brush site is scheduled to remain open for the next three weeks, Tuesday-Saturday, from 9:30 a.m. - 6 p.m. The brush site is free to residents of the City of Leavenworth only, and a driver's license or state issued identification is required prior to dumping. Commercial dumping is not allowed.

The City recommends using Shrine Park Road or 20<sup>th</sup> Street for hauling brush to the temporary site.

In the meantime, the City has also been working diligently to remove storm debris from City streets.

This week, during regular business hours, crews will pick up storm debris curbside beginning at Metropolitan Avenue and proceeding south to the city limits. Crews plan to make two full rounds throughout the City, picking up debris that is 12 inches in diameter and smaller and less than 10 feet in length. Residents are requested to set their debris in neatly stacked piles, which will allow crews to move safely and quickly through neighborhoods.

If you should have any questions or special requests for pick-ups, please call the Municipal Service Center at 682-0650, between 7:30 a.m. and 4 p.m., Monday through Friday.

Media requesting further information should contact Sara Wright at [swright@firstcity.org](mailto:swright@firstcity.org).

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## City to Pick Up Storm Debris from Residences

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**Date of Record:** August 8, 2011

Following an impressive storm carrying heavy rain, hail and winds up to 50 mph that hit the area on Sunday, the City of Leavenworth's public works department crews will be making their rounds and picking up storm debris from City residences and streets that were especially hard hit.

Beginning Monday, Aug. 8 and ending Aug. 12, during regular business hours, crews will pick up storm debris curbside north of Pennsylvania (from 10th Avenue east) and north of Ohio/LeCompton streets (from 10<sup>th</sup> Avenue west) that is six inches in diameter and smaller. Residents are not required to bundle their debris, however neatly stacked piles will allow crews to move more quickly through neighborhoods.

In addition, limited amounts of loose limbs and debris will also be picked up over the course of this week by refuse collection crews.

Unfortunately, due to the high Missouri River levels, the City Brush Disposal site is still closed to the public; however Leavenworth County has a brush disposal site on Gilman Road at the Transfer Station and will allow residents to dump there for a small fee.

If you should have any questions, please call the Municipal Service Center at 682-0650, between 7:30 a.m. and 4 p.m., Monday through Friday.

Media requesting further information should contact Sara Wright at [swright@firstcity.org](mailto:swright@firstcity.org).

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## City's Curbside Brush Collection Complete

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**Date of Record:** August 31, 2011

### City's Curbside Brush Collection Complete

#### *Residents Encouraged to Utilize Temporary Brush Site*

The City of Leavenworth has completed its final sweep through the City, picking up downed limbs and brush that the residents have brought to the curb, after the most recent storms.

In addition, Leavenworth County is no longer deemed a local disaster, and all the neighboring cities and counties that provided aid to Leavenworth have returned to their normal duties.

All in all, the City collected 13,243 cubic yards of debris from the most recent set of storms and will continue to keep its temporary brush site, located at the north end of the Gary Carlson Business Park, 13<sup>th</sup> and Eisenhower streets, open until Sept. 10.

Regular hours for the brush site are Tuesday-Saturday 9:30 a.m. - 6 p.m., except on Saturday, Sept. 10, when the brush site will close at noon. The brush site is free to residents of the City of Leavenworth only, and a driver's license or state issued identification is required prior to dumping. Commercial dumping is not allowed.

The City recommends using Shrine Park Road or 20<sup>th</sup> Street for hauling brush to the temporary site.

For disposal after Sept. 10, Leavenworth County has a brush site on Gilman Road at the Transfer Station and will allow residents to dump there for a small fee. In addition, the County offers free disposal on the first Monday of the month. September's first Monday is Labor Day, however, so the next date this is in effect is Oct. 3.

If you should have any questions or special requests for pick-ups, please call the Municipal Service Center at 682-0650, between 7:30 a.m. and 4 p.m., Monday through Friday.

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## Stormwater Sewer Improvement Projects

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**Date of Record:** February 16, 2011

### Current Projects:

There are 6 stormwater improvement projects: 3 are currently under preliminary study or design phase.

#### **Project No. 2011-663 - 5 Mile Creek Vegetation & Seeding Project**

**Status:** This project will take place after project No 2010-641 the 5 Mile Creek Sewer Crossing at Wellington. Principle work will include 3500 sq yd of native vegetation seeding, 31 each of native vegetation plants and 110 sq. yd of lawn seeding. The objective of this project is to improve storm water run off and erosion by gradeing channel bank slope and using native vegetation to increase the soil capacity to hold water and stabilize the soil to decrease erosion. Preserving existing wooded area and mature trees in the area reduces erosion as their extensive root systems help to absorb water over large areas and hold soil inplace; also mature tree canopy slows impact of rainwater on the soil.

#### **Project No. 2010-652 - 16th & Holman**

**Status:** Preliminary design for 16th and Holman by Napier Engineering.

#### **Project No. 2010-647 - Conceptual Layout for detention basin for southwest corner of 20th & Shawnee**

**Status:** Preliminary design by Level-4 Engineering

#### **2012 Storm-sewer spot repair**

**Status:** out to bid in November the following locations:

1. Grand Ave. south of Ohio Street
2. 17th Street next to David Brewer School
3. 18th Street next to David Brewer School
4. Ohio and Stoneleigh Ct.

#### **Project No. 2009-602 - Stormwater Improvements 20th & Shawnee to 18th & Osage**

**Status:** Preliminary study and design concepts by Level-4 Engineering

#### **Project No. 2011-678- Spring Garden Bank Stabilization**

**Status:** almost complete weather permitting, revegetation to state.

The proposed project involves removal of the existing trees, grading of the north bank of the creek, planting of appropriate plant species for bank restoration and replacement of five trees. The vegetation plan includes plants designed to both thrive in the location and provide erosion protection.

The design is such that work will take place from the north bank and equipment will not be in the creek bottom. This avoids having to obtain a variety of Department of Water Resources permits. The estimate will be refined at the completion of the final plans. Staff opinion is that the estimate of \$33,000 is an appropriate value for the Engineers Estimate based on the current design of the project.



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