



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

CITY COMMISSION STUDY SESSION
COMMISSION CHAMBERS
TUESDAY, FEBRUARY 2, 2021 7:00 P.M.

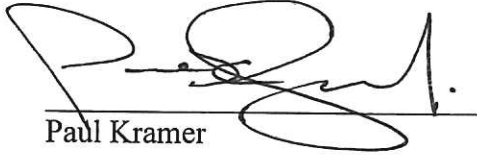
Welcome to your City Commission Study Session – Please turn off or silence all cell phones during the meeting
Meetings are televised everyday on Channel 2 at 7 p.m. and midnight and available for viewing on YouTube and Facebook Live
In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed on Channel 2 and via Facebook Live. The public is encouraged to view the meeting using one of those options. The Leavenworth City Commission meeting is open to the public with limited seating capacity. To mitigate the spread of COVID-19 face coverings and social distancing is REQUIRED to attend the meeting. To attend the meeting in person, email cwilliamson@firstcity.org no later than 4:00 pm on the day of the meeting to reserve a seat. Seats are available on a first come first serve basis. If you are not attending the meeting but would like to submit comments on an agenda item to be read during discussion on that topic, email your comments to cwilliamson@firstcity.org no later than 6:00 pm on the day of the meeting.

Study Session:

1. Saint Patrick’s Day Parade (pg. 2)
2. Review Political Signs Regulations (pg. 4)
3. Review Land Bank (pg. 10)
4. Comprehensive Plan Update (pg. 17)
5. Set Dates for City Commission Goal Setting Session (pg. 18)

Policy Report
St. Patrick's Day Parade
February 2, 2021

Prepared by:

A handwritten signature in black ink, appearing to read 'Paul Kramer', written over a horizontal line.

Paul Kramer
City Manager

Subject:

At the January 19 City Commission Study Session, the Commission reviewed the viability of a 2021 St. Patrick's Day parade given considerations of the COVID-19 global pandemic. At that meeting, the Commission provided a consensus to delay the discussion for two weeks, until the February 2 meeting.

Following the meeting, staff sent an example of a COVID-19 plan document to the St. Patrick's Day Parade Committee. The City has required similar plans for similar events, such as the Veterans Day Parade. A draft of the submitted plan is attached.

The issue is before the Commission for discussion.

LEAVENWORTH IRISH
1428 Olive Street, Leavenworth, Kansas 66048-2263
Tim Scanlon (913) 682-2566
www.lvirish.com



This *USED* to be a “pat letter” we sent out to invitees. We now need to update during these accursed COVID times. The City *HAS* allowed the Parade to *PROCEED*, but we must insist ***A-L-L*** show your support by ***WEARING A MASK***, per City Mandate, and ***STAY TOGETHER WITH YOUR 'POD'*** (entry group). If you do *NOT* feel you can comply with staying together and wearing a mask during the lineup and route—although you will be *MISSED*—***PLEASE*** refrain from entering the Parade this year then, it is *NOT* worth the risk folks, and we're just *GREATFUL* to be able to *HAVE* it. The 38TH Annual St. Patrick's Day Parade will be on Wednesday, March 17, 2021. The parade participants are to assemble at 4th and Walnut Streets ***no earlier than 11:00 o'clock a.m.*** The Parade will start promptly at ***12:00 o'clock pm***, rain or shine.

We are asking that Parade participants please submit their Entries on our website, lvirish.com for this and future parades. This will help to alleviate some of our expenses where postage is concerned. When you submit your Entry...***PLEASE PROVIDE YOUR E-MAIL*** so that we can acknowledge receipt of your Entry and update our records for future correspondence.

Tax deductible donations of money or services will be gratefully accepted to help defray the increasing cost of the Parade. A donation of ***\$20*** is suggested, but ***NOT*** mandatory. There is a PayPal Account set up on the website for your convenience if you wish to donate, or checks can be mailed to the address above. Donations over and above Parade expenses are given to local charities in Leavenworth. Again, the suggested donation is ***NOT*** mandatory.

If you have any questions, please contact Tim Scanlon, (913) 682-2566, or E-Mail us at leavenworthirish@gmail.com

ENTER PARADE ONLINE AT LVIRISH.COM!!!

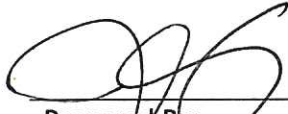
SEE YOU MARCH 17!!!

A REMINDER EVERY PARTICIPANT MUST WEAR A MASK & STAY W/IN THEIR OWN ENTRY GROUP—NO EXCEPTIONS!! ALSO NEW THIS YEAR, NO CANDY MAY BE THROWN FROM FLOATS, NOR HANDED OUT—TO KEEP SOCIAL DISTANCING RULES. LVPD MAY BE TICKETING THOSE THIS YEAR THAT FAIL TO ABIDE BY THE RULES AS OUTLINED ABOVE AND ON OUR WEBSITE WHERE YOU SUBMIT YOUR ENTRY.

POLICY REPORT

Review Political Sign Regulations

February 2, 2021



Prepared By:
Julie Harley,
Director of Planning and
Community Development



Reviewed By:
Paul Kramer,
City Manager

DISCUSSION

Political sign regulations are an annual topic of discussion among citizens and candidates during the election season. Current political sign regulations are as follows:

Political signs may be placed on private property only after permission has been granted by the owner of the property or his or her authorized agent. No political signs are permitted on public right-of-way or on public property. In commercial or industrial areas, signs shall not exceed 32 square feet in area per face. In residential areas, signs shall not exceed 3 square feet per face. Signs shall not be placed where they interfere with intersection sight distances, and may not be affixed to any utility poles, trees, street lights, bridges, benches or similar public structures. Signs may not be erected more than 45 days prior to an election, and must be removed within 3 days after the election.

In recent years, Kansas State Statute has been revised to address the placement of campaign or political signs as follows:

KSA 25-2711. Placement of political signs during election period. No city or county shall regulate or prohibit the placement of or the number of political signs on private property or the unpaved right-of-way for city streets or county roads on private property during the 45-day period prior to any election and the two-day period following any such election. Cities and counties may regulate the size and a set-back distance for the placement of signs so as not to impede sight lines or sight distance for safety reasons

In an effort to comply with Kansas State Statute, and United States Supreme Court rulings dictating that sign regulations be "content neutral", staff has worked with the City Attorney to draft language meeting all regulatory requirements, while still providing for appropriate control over temporary signs placed within City limits. All temporary signs, both political and non-political, shall be subject to the same regulations. Proposed language is as follows:

Temporary signs shall be allowed in the public right-of-way for 45 days immediately preceding any primary, general or special elections as defined by the Leavenworth County Clerk, and shall be removed 2 days following said election. The person, party or parties responsible for the erection or distribution of any such signs shall be jointly and individually responsible for their removal. All temporary signs placed in the public right-of-way during this time period shall be subject to the following size and setback distance regulations:

- 1. Signs shall be set back 6 feet from the back of curb.*
- 2. Signs shall not be placed where they interfere with intersection sight distances.*
- 3. Signs shall not exceed 6 square feet in face area and 4 feet in height.*
- 4. Signs shall not be affixed to any utility poles, trees, street lights, bridges, benches or similar public structures.*

Political signs placed on private property will still be allowed without issuance of a permit and shall be subject to existing temporary sign regulations currently in place. Staff will provide an overview of existing applicable temporary sign regulations, as attached. Implementation of the proposed language will require minor modifications to multiple sections of the Development Regulations, Article 8, to ensure consistency. Staff is currently undergoing the annual process of updating the Development Regulations and intends to include this change. All proposed updates will be brought to the Commission for final review and approval at a later date.

8.04. Permits

A. Permits Required.

1. Except as otherwise provided in this chapter, it shall be unlawful for any person to erect, construct, enlarge, move, modify, alter, or convert any sign in the City, or cause the same to be done, without first obtaining a sign permit for such sign as required by this chapter. Issuance of a permit is contingent upon the sign being in compliance with all applicable laws and regulations of the City.
2. Every sign permit issued by the Director shall become null and void if installation is not commenced within 120 days from the date of approval of such permit. If work authorized by such permit is suspended or abandoned for 120 days from the date of permit approval, a new permit shall be required for such work, even if no changes have been made to the original sign plan.
3. *Required Information:* Application shall be made upon forms furnished by the Planning and Community Development Department and shall be accompanied by such information as may be required to assure compliance with all appropriate laws and regulations of the City.

B. Penalty for Failure to Obtain Permit. If the Director discovers or is informed of a sign constructed or being constructed that requires a permit that has been constructed, installed, or erected without a permit according to this sign code, s/he shall collect three times the permit fee specified for the type of sign in question.

C. Signs Excluded from Permit. The following signs are not required to have a permit; however, these signs shall otherwise comply with this section and all other applicable provisions of the sign Code.

1. Directional signs.
2. Holiday decorations.
3. Home security and neighborhood watch signs.
4. Identification signs.
5. Official signs.
6. Name Plate Signs: Where multiple tenants share the same rear door, the sign may display the name and address of each tenant. These signs shall not exceed four (4) square feet.
7. Window signs, as further described in section 8.10.F of this chapter.
8. Contractor signs: One free standing, non-illuminated contractor's sign, not to exceed eight square feet of sign surface, shall be permitted for each contractor if the property is zoned Residential, or not to exceed 32 square feet if the property is

DEVELOPMENT REGULATIONS
ARTICLE 8. SIGNS

8.04 Permits

- zoned other than Residential. The sign shall not be installed before commencing work on the project or the issuance of a building permit for the project and the sign shall be removed upon completion of the project.
9. Public interest signs that do not exceed the size limitations.
 10. Address signs.
 11. Commercial Real Estate signs not exceeding 32 square feet in area per sign face with two faces permitted. Signs shall not exceed 8 feet in height. Signs are limited to one sign per street frontage, with a maximum of two signs for each project. Signs must be located at least 10 feet from the edge of the curb or behind any existing public sidewalks and may not be illuminated or have an electronic changeable face.
 12. Residential Real Estate signs not exceeding 3 square feet in area. Signs are limited to 1 on-premises sign per street frontage, and two off-premises signs permitted only with permission of property owner. Signs must be located at least 10 feet from the edge of the curb or behind any existing public sidewalks and may not be illuminated or have an electronic changeable face.
 13. Garage Sale signs may only be placed at the site of the sale. All garage sale signs shall be removed immediately upon completion of the sale. Garage sale signs include sample and yard sale signs. Garage sale signs shall not exceed four square feet per sign, with two faces per sign permitted. A garage sale permit shall be obtained as required by Ordinance #1857.
 14. Signs carried by a person.
 15. Costumed people promoting a business or event.
 16. Flags, pennants, emblems, memorial tablets, cornerstone etches, monuments and insignia of any governmental body, public or private school, church, synagogue or other place used primarily for worship, community centers, or other public, semi-public, or civic organizations or other similar noncommercial entity, when not displayed in connection with a commercial promotion or as an advertising device; provided that not more than three flags, pennants or insignia shall be displayed on any building, structure or premises, unless specifically herein provided. Any other provisions as applicable regarding display of the American flag as contained in Title 4, U.S. Code.
 17. Integral decorative or architectural features of buildings, so long as these features do not contain letters, trademarks, moving parts or lights.
 18. Decorative landscape markers, which may include logos or trademarks.
 19. Signs attached to a currently licensed, operational and legally parked or legally moving vehicle.
 20. Temporary signs containing non-commercial messages at churches, synagogues and other similar places of worship, community centers, public and private schools and

DEVELOPMENT REGULATIONS
ARTICLE 8. SIGNS

8.04 Permits

Buildings or Structures owned or leased and used by other public, semi-public, or civic organizations.

21. Special Event signs shall be exempt from a permit as follows: Signs of a temporary nature for campaigns, drives, seasonal events of civic or philanthropic organizations not to exceed 32 square feet. These signs must be placed on private property and must be removed within three days after the event.
22. A new sign permit shall not be required unless (a) the existing sign base, pole, or face is nonconforming to these regulations or, (b) the existing sign base or pole is going to be relocated, changed, or enlarged.
23. Political signs may be placed on private property only after permission has been granted by the owner of the property or his or her authorized agent. No political signs are permitted on public right-of-way or on public property. In commercial or industrial areas, signs shall not exceed 32 square feet in area per face. In residential areas, signs shall not exceed 3 square feet per face. Signs shall not be placed where they interfere with intersection sight distances, and may not be affixed to any utility poles, trees, street lights, bridges, benches or similar public structures. Signs may not be erected more than 45 days prior to an election, and must be removed within 3 days after the election.
24. Contractor signs as further defined in section 8.07.D.
25. Decorative light pole banners, which may not include any business or advertising information.

8.05. Sign Installers

All persons, firms, or corporations engaged in the business of sign or billboard fabrication, erection, installation or maintenance within the corporate limits of the city shall comply with the provisions of this Section.

- A. **License Required:** There shall be an annual license and fee for each person, firm, or corporation engaged in the business of sign installation, hanging and erecting signs and billboards.
- B. **Subcontractors:** All persons engaged in the business of sign fabrication, installation and the erection of signs and billboards shall obtain such a license, except those who are employed by contractors carrying a license.
- C. **Certificate of Insurance Required:** All persons, firms, or corporations engaged in the business of sign or billboard fabrication, installation, or erection shall file a Certificate of Insurance with the City Clerk before installing, erecting, or maintaining any sign or billboard. The Certificate of Insurance shall be in the amount of bodily injury liability \$100,000 each person, \$300,000 each accident and property damage liability: \$25,000 each accident or a good and sufficient bond in the same amounts shall be filed with and approved by the City Clerk or Duly Authorized Representative. The certificate or bond shall state that the policy or bond shall not be cancelled or in any manner amended, changed, or altered without giving the authorized representative five days written notice thereof. If a surety bond is provided in lieu of a certificate of insurance, such bond shall be approved and shall be

DEVELOPMENT REGULATIONS
ARTICLE 8. SIGNS

8.07 Signs Permitted in All Districts

8.08. Signs Permitted in All Residential Districts (R1-25, R1-9, R1-6, R1-7.5, R4-16, R-MF, RMX, MP)

Table 8-01: Residential Signage Standards			
	Maximum Number	Height	Area
Home Based Business Signs	1	N/A	1/2 s.f.
Temporary Signs	1	N/A	3 s.f.
Real Estate Signs	1	6'	6 s.f.
For Sale Signs (undeveloped land over 5 acres)	2	10'	40 s.f.
Open House Signs	1	6'	4 s.f.
Neighborhood Identification Signs	1 per entrance	8'	50 s.f.
Public & Semi-Public Buildings	See Table 8-02		

The following types of signs are permitted in all residential districts, in accordance with the requirements set forth or referred to herein:

- A. All signs as regulated and permitted in Section 8.07 - Signs Permitted in All Districts.
- B. A ½ square foot home based business sign as described in Article 10 – Supplementary District Regulations.
- C. Temporary signs, not specifically otherwise identified by sign type, conforming to the restrictions set forth herein are allowed as follows;
 - 1. Three temporary signs are permitted on any lot.
 - 2. These temporary signs shall be a single faced sign, and have a sign Face no larger than six square feet
- D. In lieu of the temporary signs permitted herein a real estate sign not exceeding six square feet per sign face, with two faces per sign are permitted. The maximum height of the sign shall not exceed six feet. A maximum of one sign per lot shall be permitted.
- E. Undeveloped land over five acres in size shall be allowed two "For Sale" signs not to exceed 40 square feet in area per sign face, with two sign faces permitted. No sign shall exceed 10 feet in height.
- F. In lieu of the temporary signs permitted a sign designating an open house may be erected at the site of an open house. No open house sign shall exceed four square feet per sign face with two faces per sign permitted. One sign face shall be allowed in lieu of each one of the temporary

**POLICY REPORT
Review Land Bank**

FEBRUARY 2, 2021



Prepared By:
Julie Hurley
Director of Planning and
Community Development



Reviewed By:
Paul Kramer
City Manager

DISCUSSION:

In an effort to bring blighted, vacant residential properties back into functional use, staff has been exploring the creation of a Land Bank. The authority for cities to establish a Land Bank has been set forth in Kansas Statute, and land banks currently exist in Pittsburg, Junction City, Hutchinson, Topeka, and Kansas City, KS.

Properties would be identified by Code Enforcement staff and evaluated for inclusion in the Land Bank. As many vacant properties often have a complicated ownership history, staff would then work to clear the title, and the property would be sold via bid to a contractor that had been vetted by staff to ensure their ability and financial means to rehabilitate the property. This process would return the property to a tax producing parcel and eliminate costly maintenance that the City might incur if it were demolished, and eliminate a source of blight on the neighborhood.

Establishment of a Land Bank will require creation of a Land Bank Board. State Statute allows for the Governing Body to function as this board. As the volume of properties processed by the Land Bank will be low, staff recommends that this option be exercised as opposed to creating a separate Land Bank Board, to help streamline and simplify the process. Staff has drafted a Policies and Procedures document defines not only the roles of the Land Bank, but of the Land Bank Board. A copy of that draft document is attached to this report.

As titles of Land Bank properties will need to be cleared, to include any liens against a property, a working relationship with Leavenworth County will be established and a MOU will need to be enacted. Pending consensus by the City Commission to move forward, staff will work with Leavenworth County staff to enact the MOU.

Next steps include establishing the Land Bank through City Ordinance, and enactment of a MOU with Leavenworth County.

City of Leavenworth Land Bank Policies and Procedures DRAFT

Goal of the City of Leavenworth's Land Bank:

The Leavenworth Land Bank is an independent agency with the primary responsibility and authority to efficiently acquire, hold, manage, transform, and convey surplus City properties and other abandoned, tax-foreclosed, or otherwise underutilized or distressed properties in order to convey these properties into productive use.

Code of Ethics and Conflict of Interest

This Code of Ethics and Conflict of Interest Policy shall apply to all members of the Board of Trustees of the City of Leavenworth Land Bank ("Land Bank") and employees of the City of Leavenworth who operate the Land Bank. These policies shall serve as a guide for official conduct and are intended to enhance the ethical and professional performance of the board members and employees and to preserve public confidence in the Land Bank's purpose.

Definitions

"Board member" shall mean any member of the Board of Trustees of the City of Leavenworth Land Bank.

"Employee" shall mean a non-volunteer employee of the City of Leavenworth.

General Expectations

By the terms of the Ordinance creating the City of Leavenworth's Land Bank, board members are considered public servants, subject to the applicable state laws on ethics and conflicts of interest. As such, the City of Leavenworth Land Bank adopts the following Code of Ethics:

The ethical Land Bank Board member and employee will:

- Properly administer the affairs of the Land Bank.
- Promote decisions which benefit the public interest.
- Actively promote public confidence in the Land Bank.
- Keep safe all funds and other properties of the Land Bank.
- Conduct and perform the duties of the office diligently and promptly dispose of the business of the Land Bank.
- Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality fiscal responsibility.
- Effectively and efficiently work with governmental agencies, political subdivisions, and other organizations in order to further the interest of the Land Bank.
- Faithfully comply with all laws, regulations, and policies applicable to the Land bank and impartially apply them to everyone.

City of Leavenworth Land Bank
Policies and Procedures
DRAFT

An ethical Land Bank Board member and employee will NOT:

- Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.
- Improperly influence or attempt to influence others to act on his or her own benefit.
- Solicit or accept anything of value from any source which is offered to influence his or her actions as a public official.
- Seek or accept personal gain or profit, directly or indirectly, which would influence or appear to influence, the conduct of his or her official duties.
- Engage in a business transaction in which he or she may profit from his or her official position, or benefit financially from confidential information obtained because of his or her official position.
- Use public property or resources for personal or political gain.

Policies on Conflicts of Interest

Land Bank Board members and employees will actively avoid the appearance or fact of conflicting interests.

Disclosure of Potential Conflicts

Each member, employee, or consultant is under an obligation to the Land Bank, and to the community, to inform the Land Bank of any position he or she holds or of any activity that may result in a possible conflict of interest or bias for or against an action or policy, at the time such action or policy is under consideration by the Land Bank. Any possible conflict of interest shall be disclosed to the Director of Planning and Community Development and made a matter of record as soon as the issue in question is raised and a possible conflict is known.

When the board member, employee, or consultant is to decide on an issue about which the member has an unavoidable conflict, that member shall physically absent himself or herself without comment from not only the vote, but also from the deliberation, unless directly requested by the Board President to provide factual information or answer factual questions that may assist the remaining board members in making a wise decision. In no case shall the member vote on such a matter or attempt to exert personal influence on the vote.

Signature of Board of Trustee Member

Date Signed

City of Leavenworth Land Bank
Policies and Procedures
DRAFT

Definitions:

Property Costs:

Property costs are costs associated with the acquisition of property.

Project Costs:

Project costs include costs associated with rehabilitation, demolition, and/or redevelopment of the property for completion of the proposed project as outlined in the Development Agreement.

Offer to Donate:

Any person or entity interested in donating a property to the Land Bank must complete the Offer to Donate form. Currently this option is not available in Leavenworth.

Offer to Purchase:

Any person or entity interested in acquiring a property from the land bank must complete the Offer to Purchase form, available on the City of Leavenworth's Land Bank webpage. Furthermore, they must be willing to enter into a Development Agreement.

Development Agreement

A purchaser must enter into a Development Agreement with the Land Bank; this agreement will outline the intended use of the property, the Project Costs, responsibilities of parties, the financial resources available for the project, a timeline for completion of the project, and a recapture clause. Additionally, the Land Bank Board of Trustees may include additional conditions, based on the location and intended use of the property.

Unusable Property:

Properties with adverse environmental conditions will not be accepted without a satisfactorily funded plan for remediation approved by the Land Bank. Properties with immediate maintenance requirements will not be accepted without a funding source secured for such maintenance.

City of Leavenworth Land Bank
Policies and Procedures
DRAFT

Policies Governing the Acquisition of Properties

Properties may be acquired by the Land Bank through the Leavenworth County tax sales, through a donation, foreclosure, or internal City transfer.

If a person or entity desires to donate property, they must fill out an Offer to Donate form and submit it to the Director of Planning and Community Development. The Land Bank staff will review the Offer to Donate, collect additional information if necessary, and present the Offer to Donate to the Board of Trustees with a recommendation to either accept or deny; the Board of trustees will vote to accept or deny the offer, considering the following factors:

1. Acquisition of the property supports the mission and goals of the Land Bank.
2. The property is, or could be, part of a plan for re-use, rehabilitation, or redevelopment.
3. The property has title issues which have prevented development or redevelopment.
4. The property could generate operating support for the Land Bank.
5. The underlying value of the property.
6. The operational capacity of the Land Bank.
7. The projected length of time the property will remain in the Land Bank.
8. The potential need for demolition or environmental remediation as conditions for transfer.

The above considerations shall be used to determine appropriateness of acquisition. Properties donated to the Land Bank will be unoccupied at the time of transfer. Any items inside of the property at the time of donation become the property of the Land bank.

The Land Bank will not determine the value of donated property for the purpose of tax benefits, but will provide a letter describing the property along with a governmental information letter documenting The City of Leavenworth's exemption from Federal income tax.

City of Leavenworth Land Bank
Policies and Procedures
DRAFT

Property Classification

Properties accepted by the Land Bank will be classified as follows:

Class A = Properties with Structures

- A1 = Properties that can be sold ‘as is’ for fair market value.
- A2 = Properties needing major or minor rehabilitation.
- A3 = Properties with dilapidated structures requiring demolition.

Policies Governing the Disposition of Properties

The Land Bank, without competitive bidding, may sell property and set terms and conditions deemed necessary or appropriate to assure the property’s effective reutilization. Any revenue derived from the sale of a property will be retained by the Land Bank for purposes of operation, although part of the proceeds may be used to reimburse the City for delinquent or suspended special assessments used to finance public improvements (unless such assessments are abated by the City.)

To purchase a property, interested parties must complete an Offer to Purchase form, found on the City of Leavenworth’s Land Bank web page. Depending upon the property and intended use, additional information may be requested for the application to be complete.

Any transfer of property shall be accompanied by a Development Agreement, outlining plan for moving the property into productive use. A sample Development Agreement can be found on the Land Bank’s webpage.

Properties will be conveyed with no guarantee as to quality or content, and will be subject to covenants stated in the Deed.

The applicant is responsible for complying with all applicable City Codes and development requirements, including zoning, and building permits. Transfer of property by the Land Bank does not guarantee the applicant will be able to meet these requirements.

The disposition of properties will be based upon a combination of two different factors. The first factor involves the intended or planned use of the property. The second factor considers the nature and identity of the transferee, specifically considering the following factors:

- The applicant must not be delinquent on any licenses or taxes in City of Leavenworth.
 - The applicant must not habitually violate city codes and/or fair housing laws.
 - The applicant must not have previously owned the property and incurred tax delinquencies.
- The applicant must be able to provide a valid social security card and photo identification.

City of Leavenworth Land Bank
Policies and Procedures
DRAFT

Policies Governing Property Inventory

The Land Bank will compile and maintain an inventory of all Land Bank owned property. The inventory will be made available to the public through the City of Leavenworth's website, on a dedicated Land Bank page. Offers to Purchase will be accepted at any time for eligible properties in the inventory.

Details about each classification of property, included what documentation must accompany the Offer to Purchase, and are as follows:

Class A -- Properties With Structures

- The applicant must demonstrate financial ability to complete the project proposed in the Development Agreement; this can be a letter of credit, pre-approval letter, or other documentation of financial ability.
- The City's Building Official will review the Development Agreement to ensure the proposed work will bring the property into compliance with the City codes.
- The rehabilitated structure should be compatible with the existing neighborhood, as demonstrated in the Development Agreement.
- The applicant should be able to complete the project set forth in the Development Agreement within 12 months of receiving the property. If an extension of time is needed, it must be requested in writing prior to the expiration of the 12 month period. The Board of Trustees will review the request and may grant the extension; however, the Board will remain able to enforce their right to recapture interest in the property.
- The applicant must comply with all building and zoning permits and codes.

Following receipt of completed applications, Land Bank staff will complete basic analysis and present a recommended action to the Board of Trustees for final approval.

POLICY REPORT
Comprehensive Plan Update

FEBRUARY 2, 2021



Prepared By:
Julie Hurley
Director of Planning and
Community Development



Reviewed By:
Paul Kramer
City Manager

DISCUSSION:

In December, 2019, the City entered into a contract with Shockley Consulting to provide services for a Comprehensive Plan update. As of this date, Shockley has completed all sessions with the Stakeholder Focus Group and joint sessions with the City Commission and Planning Commission. Due to restrictions imposed by COVID-19 health considerations, the public participation component of the process has been significantly extended beyond what was originally anticipated so as to gain the maximum amount of public input possible. Two public participation meetings were held online via Zoom on January 21st and 27th.

Staff will provide an update on the current status of the process, to include a review of the public participation meetings and anticipated dates for presentation of the draft plan and final adoption.

Policy Report
City Commission Goal Setting Scheduling
February 2, 2021

Prepared by:



Paul Kramer
City Manager

Subject:

The City Commission has traditionally set aside a half-day to consider the Commission Goals for the following 12 months. While not an exhaustive list of items to be pursued, the goals document does help guide resource allocation during budget preparation and staff direction for the following year. A further consideration this year will be the review of the 2030 Comprehensive Plan for any relevant changes to goals created by that document.

Setting a date for goal setting is a necessary action in the budget formation process.

Action Requested:

I would offer Friday, April 9 or Friday, April 16 from 1-5 p.m. as first options. These dates are about 2 weeks later than we have done this in the past, which has been done to accommodate the completion of the Comprehensive Plan.

The item is put forward for general discussion.