



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

CITY COMMISSION STUDY SESSION
COMMISSION CHAMBERS
TUESDAY, MARCH 16, 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. Rental Property Coordinator Update (pg. 2)
2. Annual Review of Text Amendments Development Regulations (pg. 3)
3. Review Downtown Improvements and Efforts (pg. 5)

POLICY REPORT
Rental Property Coordinator Update

MARCH 16, 2021



Prepared By:
Julie Hurley
Director of Planning and
Community Development



Reviewed By:
Paul Kramer
City Manager

DISCUSSION:

The Rental Property Coordinator position was recently created and initially funded in the 2020 budget year. Lawrence Lavine was hired in January, 2020 to fill the position and will present an update on his first year of progress in the role.

POLICY REPORT
Text Amendments
Development Regulations

MARCH 16, 2021



Prepared By:
Julie Hurley
Director of Planning and
Community Development



Reviewed By:
Paul Kramer
City Manager

DISCUSSION:

The Development Regulations were adopted by the City Commission in June, 2016 after a year-long comprehensive update process. Through the daily use of the Regulations by staff, several minor items have arisen that may necessitate possible updating. This process is not uncommon, and it is anticipated that an annual review of the Development Regulations will be performed in order to ensure that they remain up to date and comprehensive. The following proposed text amendments will be presented to the Planning Commission for review and public hearing, along with any additional amendments proposed by the City Commission.

- **Section 2.02; Platting**
Add requirement of a 6 month time frame in which to record Administrative Plats (lot splits and lot combinations)
- **Section 4.04; Use Standards**
Clarify language regarding required setbacks for accessory structures, current language unclear.
- **Section 8.04.C; Signs Excluded From Permit**
The following language, as previously discussed with the City Commission, will be added to address the issue of temporary signage, to include political signs:

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 4 feet from the back of curb.*
2. *Signs shall not be placed where they interfere with visibility at intersections.*
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.*

- **Appendix A; Use Table**

A thorough review of the entire Use Table is underway to correct inconsistencies and incorrect designations. There are a number of uses found to be allowed in zoning districts in which they should not be allowed, and a number of uses not allowed in zoning districts in which they should be allowed, based on standard planning principles.


A public hearing to formally consider the proposed text amendments will be scheduled for the May 3, 2021 Planning Commission meeting. At that time the Planning Commission will make a recommendation to the City Commission regarding adoption of the proposed text amendments, and the item will come back before the City Commission for approval.

ACTION/OPTIONS:

Consensus to move forward with the adoption of proposed text amendments.

Policy Report
REVIEW DOWNTOWN IMPROVEMENTS AND EFFORTS
March 16, 2021

Prepared By:



Taylour Tedder
Assistant City Manager

Reviewed By:



Paul Kramer
City Manager

BACKGROUND:

The City Commission has expressed interest through their goal-setting agenda to explore efforts to improve the aesthetic appearance of downtown. Various methods available to the City accomplish maintenance, decorative elements, and promotion of improvement projects.

Efforts to continually improve the downtown progressed throughout 2020, including the following projects:

- ADA improvements
- 2020 Downtown Parking Lot Repairs (NW corner 3rd and Delaware Design and Construction, Design 3rd & Cherokee)
- 2020 Pavement Management
- Parks and Recreation Painting & Wood Repairs
- 2020 LED Upgrade City-Owned Street Lights
- Stormwater System Repair/Replacement
- Street Sign Replacement
- Downtown Bridge Inspections
- Sidewalk Cost Share Program
- Community Center Stone Replacement Completion
- Cherokee Street over 3 Mile Creek
- Library Landscaping
- Wayfinding signage completed early 2020

Investment in small businesses through grants and low-interest loans continued:

- Seven small business grants were awarded in 2020 (approximately \$35,000), improving business aesthetics in the downtown.
- The vast majority of COVID Relief Business Grants were awarded to downtown recipients to allow their businesses to continue operating despite losses in revenue and added expenses.
- 49 NetWork KS loans have been provided to downtown businesses since the inception of the E-Community to improve and bolster their business activities. The total low-interest capital invested in downtown small businesses totals over \$1.3 million.

Looking to future projects planned:

- With the large 4th Street project planning on the horizon (with the grant award from KDOT), additional streetscaping and aesthetic improvements will be evaluated and included in the project.
- Continuation of the downtown parking lot program (one reconstructed per year).
- Opportunity with redevelopment of 301 Delaware and other available properties.
- Banners planned in cooperation with Main Street for public parking lots.
- Esplanade Street rehabilitation to enhance the Camp Leavenworth festival area.
- City Hall aesthetic improvement through parapet repairs and needed maintenance.
- Replacing all brick and handicapped ramps in front of the Community Center will further improve the vital venue.

Private investment in outdoor art, rehabilitation of properties like the former Immaculata High School into a hotel, upper-story apartments, and various improvement to storefronts continues to be prevalent throughout the downtown.