



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

**CITY COMMISSION REGULAR MEETING**  
**COMMISSION CHAMBERS**  
**TUESDAY, MARCH 24, 2026 6:00 P.M.**

**Welcome to your City Commission Meeting – Please turn off or silence all cell phones during the meeting**  
*Meetings are available for viewing on YouTube*

**CALL TO ORDER** – Pledge of Allegiance Followed by Silent Meditation

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**PROCLAMATIONS:**

1. Proclamations: (pg. 03)
  - a. Welcome Home Vietnam Veterans Day
  - b. Barbershop Harmony Month
  - c. Leavenworth Spring Clean Up Day

**OLD BUSINESS:**

**Consideration of Previous Meeting Minutes:**

2. Minutes from March 10, 2026 Regular Meeting **Action:** Motion (pg. 06)

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**NEW BUSINESS:**

**Public Comment:** *Public comments are limited to 3 minutes per speaker. In the interest of time, we ask that groups wishing to speak limit their public comment to one presenter. This is an opportunity for the City Commission to hear the thoughts of the public prior to conducting official City business. The Mayor, City Commission, and City staff have been asked not to respond to those giving public comment, and action may not be taken by the Commission on public comment items. The Mayor may direct staff to follow-up with specific individuals after the meeting. When speaking, please state your name and address. A sign-up sheet will be provided in the commission chambers for anyone wishing to speak.*

**General Items:**

3. Consider Transient Merchant Permit Waiver for Police Collectors Show at RFCC **Action:** Motion (pg. 12)
4. Consider Creation of Housing Choice Voucher Program Specialist Position **Action:** Motion (pg. 13)
5. Consider Removal of Planning Commission Member **Action:** Motion (pg. 18)

**Resolutions:**

6. Resolution B-2419 Adoption of 7<sup>th</sup> Street Corridor Study **Action:** Motion (pg. 24)

**Bids, Contracts and Agreements:**

7. Consider Approval to Apply for the 2025 Edward Byrne Memorial Justice Assistance Grant **Action:** Motion (pg. 66)
8. Consider Approval to Purchase Service Truck for Parks & Recreation **Action:** Motion (pg. 70)
9. Consider Award of Bid for Indoor Pool Mechanical Upgrades **Action:** Motion (pg. 73)
10. Consider Approval to Purchase 2 Dump Beds and 1 Material Spreader for the Streets Division **Action:** Motion (pg. 76)

**First Consideration Ordinances:**

11. First Consideration Ordinance to Rezone 2121 Spring Garden Street from Multi-Family Residential District (R-MF) to High Density Single Family Residential District (R1-6) **Action:** Consensus (pg. 80)
12. First Consideration Ordinance to Rezone 529 & 00000 Choctaw Street from Light Industrial District (I-1) to Central Business District (CBD) **Action:** Consensus (pg. 88)
13. First Consideration Ordinance for Special Use Permit for Two-Family Dwelling at 1405 Cherokee Street **Action:** Consensus (pg. 96)

**Staff Report:**

14. Youth Advisory Commission Ordinance Update (pg. 103)
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**Consent Agenda:**

Claims for March 6, 2026 through March 19, 2026, in the amount of \$1,371,059.34; Net amount for Payroll #5 effective March 6,2026, in the amount of \$423,296.54 (No Police & Fire Pension). **Action:** Motion

**Other:**

**Adjournment**

**Action:** Motion

# City of Leavenworth, Kansas



## Proclamation

**WHEREAS,** *Members of the United States Armed Forces began serving in an advisory role to the Government of the Republic of South Vietnam in 1961; and*

**WHEREAS,** *in 1965, United States Armed Forces ground combat units arrived in Vietnam; and*

**WHEREAS,** *by the end of 1965, there were 80,000 United States troops in Vietnam, and by 1969, a peak of approximately 543,000 troops was reached; and*

**WHEREAS,** *on January 27, 1973, the Treaty of Paris was signed, which required the release of all United States prisoners of war held in North Vietnam and the withdrawal of all United States Armed Forces from South Vietnam; and*

**WHEREAS,** *more than 58,000 members of the United States Armed Forces lost their lives in Vietnam and more than 300,000 members of the Armed Forces were wounded; and*

**WHEREAS,** *The Vietnam War was an extremely divisive issue among the people of the United States and was also a conflict that caused a generation of veterans to wait too long for the United States public to acknowledge and honor the efforts and services of such veterans.*

**NOW, THEREFORE,** *I, Nancy D. Bauder, Mayor of the City of Leavenworth, Kansas hereby proclaim March 29, 2026 to be:*

## Welcome Home Vietnam Veterans Day

*I encourage all residents to observe appropriate ceremonies and activities to provide appreciation to the Vietnam War veterans.*

**IN WITNESS WHEREOF,** *I set my hand and affixed the Great Seal of the City of Leavenworth, Kansas this twenty-fourth day of March in the year of two-thousand and twenty-six.*

\_\_\_\_\_  
Nancy D. Bauder, Mayor

ATTEST:

\_\_\_\_\_  
Sarah Bodensteiner, CMC, City Clerk

# City of Leavenworth, Kansas



## Proclamation

**WHEREAS,** *the Society for the Preservation and Encouragement of Barbershop Quartet Singing in America (SPEBSQSA), now known as the Barbershop Harmony Society, was founded in April 1938 and is celebrating its 87th anniversary; and*

**WHEREAS,** *the Barbershop Harmony Society promotes singing and harmonious relations in the United States and in many countries throughout the world; and*

**WHEREAS,** *the Cody Choraliers of the Leavenworth Chapter of the Barbershop Harmony Society are celebrating 56 years of barbershop harmony and community service in the Leavenworth area; and*

**WHEREAS,** *the Cody Choraliers work with the community to promote music education in the Leavenworth schools and entertain residents of and visitors to the First City of Kansas.*

**NOW, THEREFORE,** *I, Nancy D. Bauder, Mayor of the City of Leavenworth, Kansas hereby proclaims April 2026 to be:*

## Barbershop Harmony Month

**IN WITNESS WHEREOF,** *I set my hand and have affixed the Great Seal of the City of Leavenworth, Kansas this twenty-fourth day of March in the year of two-thousand and twenty-six.*

\_\_\_\_\_  
Nancy D. Bauder, Mayor

ATTEST:

\_\_\_\_\_  
Sarah Bodensteiner, City Clerk

# City of Leavenworth, Kansas



## Proclamation

**WHEREAS,** *the Leavenworth City Commission is committed to working toward making the City of Leavenworth the most attractive, livable, healthy, and vibrant community possible; and*

**WHEREAS,** *your elected leaders realize it takes the good will and hard work of all citizens to achieve such lofty visions and are therefore encouraging all Leavenworth citizens to assume responsibility in maintaining a clean and attractive neighborhood environment; and*

**WHEREAS,** *such collaborative efforts can serve to foster a sense of community, invigorate a sense of pride about the community, serve as an opportunity for organizational and leadership skill development, and reinforce the virtue of personal responsibility, while resulting in a more attractive community with a higher quality of life; and*

**WHEREAS,** *the "Spring Clean-Up" kick-off will be held on Saturday, April 11, 2026 at 8:30 a.m. with a ceremony at Warren Educational Complex.*

**NOW, THEREFORE,** *I, Nancy D. Bauder, Mayor of the City of Leavenworth, Kansas hereby proclaim April 11, 2026 to be:*

## Leavenworth Spring Clean-up Day

*I urge all of our citizens to work toward protecting our environment and to join in efforts to preserve the attractiveness of our community.*

**IN WITNESS WHEREOF,** *I set my hand and have affixed the Great Seal of the City of Leavenworth, Kansas this twenty-fourth day of March in the year of two-thousand and twenty-six.*

\_\_\_\_\_  
Nancy D. Bauder, Mayor

ATTEST:

\_\_\_\_\_  
Sarah Bodensteiner, CMC, City Clerk



**CITY OF LEAVENWORTH**  
100 N. 5th Street  
Leavenworth, Kansas 66048

**City Commission Regular Meeting**  
**Commission Chambers**  
**Tuesday, March 10, 2026 6:00 p.m.**

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**CALL TO ORDER** - The Governing Body met for a regular meeting and the following commission members were present in the commission chambers: Mayor Nancy Bauder, Mayor Pro Tem Rebecca Hollister, Commissioners Sam Maxwell, Holly Pittman and Joe Wilson.

**Staff members present:** City Manager Scott Peterson, Assistant City Manager Penny Holler, Chief Building Inspector Harold Burdette, Police Chief Patrick Kitchens, Public Works Director Brian Faust, City Attorney David E. Waters and City Clerk Sarah Bodensteiner.

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

City Manager Scott Peterson proposed moving Agenda Items No. 2, 3 and 4 up the agenda to before Public Comment.

There was consensus among the City Commission to move up Agenda Items No. 2, 3 and 4 on the agenda.

**OLD BUSINESS:**

**Consideration of Previous Meeting Minutes:**

Commissioner Maxwell moved to accept the minutes from the February 24, 2026 regular meeting and the March 2, 2026 special meeting. Commissioner Hollister seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

**Public Hearing:**

**Public Hearing for Unsafe Fire Damaged Structure at 130 Logan Street**

**Open Public Hearing:**

Commissioner Maxwell moved to open the public hearing. Commissioner Wilson seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

**Review of Properties by Staff and Public Comments:**

Chief Building Inspector Harold Burdette reviewed the property. The structure was damaged by fire on July 17, 2025, and the City has received insurance proceeds to be used to either remove the structure if the owner decides not to make repairs, or the money is returned to the property owner once repairs have progressed to a reasonable point. At this point, City Staff have not had any contact with the owner, nor have any permit applications been received. Staff is comfortable with providing 90 days for the property owner to demolish the structure or make repairs.

There was no public comment.

**Close Public Hearing:**

Commissioner Maxwell moved to close the public hearing. Commissioner Hollister seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

**Consider Resolution B-2418 Directing Structure to Be Repaired or Removed:**

Commissioner Wilson moved to approve Resolution B-2418, as presented. Commissioner Pittman seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

**Bids, Contracts and Agreements:**

**Consider Approval to Purchase Refuse Truck for the Solid Waste Division** – Public Works Director Brian Faust presented for approval the purchase of a refuse truck for the Solid Waste Division. This purchase is not a replacement; it will bring the fleet to 7 refuse trucks. Bid specifications were prepared, and after reviewing purchase options, department staff made the decision to utilize Sourcewell national pricing for the cooperative purchase. The bid includes a 5-year warranty on the engine and a 3-year warranty on the transmission. The 2026 CIP included funding for this purchase.

Commissioner Hollister moved to approve the purchase of a 2026 New/Unused Truck Cab and Chassis with Refuse Compaction Body in an amount not to exceed \$272,722.00 with Elliot Equipment Company. Commissioner Maxwell seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

**Consider Approval to Purchase Roll-Off Truck for the Solid Waste Division** - Public Works Director Brian Faust presented for approval the purchase of a truck cab with roll-off bed and hoist consisting of Freightliner M2 106 Plus. The equipment is used for large item pickups and for hauling both recycle boxes and first Saturday boxes down the road. This purchase will replace a 2007 Sterling LT8500 truck cab and roll-off bed and hoist; the existing truck has 170,609 miles. Bid specifications were prepared, and after reviewing purchase options, department staff made the decision to utilize Sourcewell national pricing for the cooperative purchase. The bid includes an extended warranty for the chassis, 24-months for the hoist, 12-months for the pump and Power Take-Off and 3-years on the tarp system. The 2026 CIP included funding in the amount of \$205,000 to purchase a new truck. The quoted price is \$214,636 and the trade-in value of the 2007 Sterling LT8500 is \$11,500. The final purchase price after trade-in is \$203,136.00.

Commissioner Maxwell moved to approve the purchase of a 2025 New/Unused Freightliner Truck Cab and Chassis with the roll-off bed and hoist in an amount not to exceed \$203,136.00 from Elliot Equipment Company. Commissioner Hollister seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

**Consent Agenda:**

Commissioner Wilson moved to approve Claims for February 20, 2026 through March 5, 2026, in the amount of \$2,274,697.06; Net amount for Payroll # 4 effective February 20, 2026 in the amount of \$427,839.54 (Includes Police & Fire Pension in the amount of \$7,966.80). Commissioner Pittman seconded the motion and the motion was unanimously approved. Mayor Bauder declared the motion carried 5-0.

**NEW BUSINESS:**

**Public Comment:** *(Public comment limited to 2-3 minutes)*

William Rogers, 7362 Yecker Ave., KCKS:

- Spoke in opposition of CoreCivic

John Watt, 2208 Brookbend, Junction City, KS:

- Urged the Commission to vote against the SUP

Daniel MacIntosh, 1013 S 21<sup>st</sup> Terr., Leavenworth, KS:

- Urged the Commission to vote against the SUP

Ken Church, 917 S 17<sup>th</sup> St., Leavenworth, KS:

- Urged the Commission to vote against the SUP

Adam Meysing, 2409 Jacob Ave., Lawrence, KS:

- Urged the Commission to vote against the SUP

Erin Adams, 4301 W 24<sup>th</sup> Pl, Lawrence, KS:

- Urged the Commission to vote against the SUP

Chris Bergen, 2613 S 17<sup>th</sup> St., Leavenworth, KS:

- Urged the Commission to vote against the SUP

Ben Pickman, 210 Poplar St., Leavenworth, KS:

- Urged the Commission to vote against the SUP

Sarah Rader, 1301 Columbia, Leavenworth, KS:

- Urged the Commission to vote against the SUP

Amber Saale, 1204 Wildwood St., Leavenworth, KS:

- Urged the Commission to vote against the SUP

Ashley Kostelecky, 2132 High St., Leavenworth, KS:

- Urged the Commission to vote against the SUP

Suzanne Sievers, 86 6th Infantry Rd., Ft. Leavenworth, KS:

- Urged the Commission to vote against the SUP

Samantha Stewart, 501 E 12<sup>th</sup> Terr, Tonganoxie, KS:

- Urged the Commission to vote against the SUP

Nancy Mays, 2114 W 51<sup>st</sup> St., Mission, KS:

- Urged the Commission to vote against the SUP

Charles Johnson, Kansas City, KS:

- Spoke in support of CoreCivic and the SUP

Mike Cendejas, Leavenworth, KS:

- Spoke in support of CoreCivic and the SUP

Benjamin Lowe, 669 Prospect, Leavenworth, KS:

- Urged the Commission to vote against the SUP

David Benitez, 1717 Evergreen, Leavenworth, KS:

- Urged the Commission to vote against the SUP

Faith Lopez, 1646 Tennessee St., Lawrence, KS:

- Urged the Commission to vote against the SUP

Brian Davis, 2017 High St., Leavenworth, KS:

- Urged the Commission to vote against the SUP

Michael Sharma-Crawford, 515 Avenida Cesar, KCKS:

- Questioned and refuted statements made by a CoreCivic attorney at the previous meeting

Abigail Haines, 4415 Wyoming, KCMO:

- Urged the Commission to vote against the SUP

Christi Peterson, 15980 94<sup>th</sup> St, Oskaloosa, KS:

- Urged the Commission to vote against the SUP

Bennette Dibben, 1513 NE Tawny, Lees Summit, MO:

- Urged the Commission to vote against the SUP

Michele Bridges, Leavenworth, KS:

- Spoke in support of CoreCivic and the SUP

Victor James Vellar, 1175 Kenton, Leavenworth, KS:

- Urged the Commission to vote against the SUP

Misha Voigt, Kansas City, KS:

- Urged the Commission to vote against the SUP

Rick Nichols, 826 S. Esplanade St., Leavenworth, KS:

- Urged the Commission to vote against the SUP

Karen Cohen, 3633 Central, KCMO:

- Urged the Commission to vote against the SUP

Alida Kress, 407 Evergreen St., Leavenworth, KS:

- Urged the Commission to vote against the SUP

Duncan Clyma, 407 Evergreen St., Leavenworth, KS:

- Urged the Commission to vote against the SUP

Deanna Webster, Leavenworth, KS:

- Urged the Commission to vote against the SUP

Noah Baker, 4304 Garland, Leavenworth, KS:

- Urged the Commission to vote against the SUP

Victor Shaw, 185 Buckner Ave., Ft. Leavenworth, KS:

- Urged the Commission to vote against the SUP

Darlene Kasper, 3918 Dixie Dr., Leavenworth, KS:

- Urged the Commission to vote against the SUP

Christopher Benitez, 1717 Evergreen, Leavenworth, KS:

- Urged the Commission to vote against the SUP

Lana Hayes, 1401 E 24th St., Lawrence, KS:

- Urged the Commission to vote against the SUP

Christian Easum, 1218 Tennessee, Lawrence, KS:

- Urged the Commission to vote against the SUP

Christina McKena, Lawrence, KS:

- Urged the Commission to vote against the SUP

Elizabeth Sullivan, Lawrence, KS:

- Urged the Commission to vote against the SUP

Carine Ulom, Ottawa, KS:

- Urged the Commission to vote against the SUP

David Zook, Hutchinson, KS:

- Urged the Commission to vote against the SUP

Hunter Pass, 8245 NW Barry Brook Ct., KCMO

- Urged the Commission to vote against the SUP

Chuck Johnson, 603 N. Esplanade, Leavenworth, KS

- Urged the Commission to vote against the SUP

Patricia Garcia, 7724 Neiman Rd., Shawnee, KS:

- Urged the Commission to vote against the SUP

Joe Harrington, 2912 Sage Brush Dr., Lawrence, KS:

- Urged the Commission to vote against the SUP

The Mayor called for a 5-minute break and the meeting resumed at 7:17 p.m.

Governing Body members shared their comments regarding the CoreCivic Special Use Permit topic.

**Second Consideration Ordinances:**

**Second Consideration Ordinances No. 8277 for Special Use Permit for a Jail/Prison in I-2, Heavy Industrial Zoning District at 100 Highway Terrace** – City Manager Scott Peterson presented for second consideration a request for a Special Use Permit (SUP) to allow operation of a detention facility, classified under the City’s Development Regulations as a “jail” or “prison,” at 100 Highway Terrace in Leavenworth, Kansas. Mr. Peterson read the 17 Conditions of the proposed Special Use Permit.

Commissioner Wilson moved that based upon and having considered the Staff findings as stated in its reports to the Planning Commission and the City Commission, public comment received, the recommendation of the Planning Commission, and such other findings as made by the City Commission or its members as reflected in the record, I move that the Leavenworth City Commission approve Ordinance No. 8277, overriding (by modifying) the Planning Commission’s recommendation of approval of the application for Special Use Permit No. 2026-02-SUP and approving the special use permit with those modified Condition Nos. 1 through 17 as provided in such ordinance. Commissioner Maxwell seconded the motion.

Mayor Bauder called the roll and Ordinance No. 8277 was approved, with Commissioner Hollister voting no. Mayor Bauder declared the motion carried 4-1.

**Adjournment:**

Commissioner Maxwell moved to adjourn the meeting. Commissioner Hollister seconded the motion and the motion was unanimously approved and the meeting was adjourned.

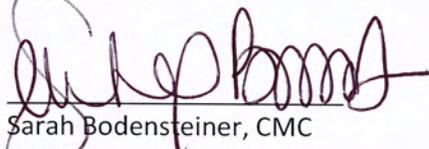
Time Meeting Adjourned 7:40 p.m.

Minutes taken by City Clerk Sarah Bodensteiner, CMC

**POLICY REPORT  
REQUEST A WAIVER FOR A TRANSIENT MERCHANT PERMIT  
POLICE COLLECTORS SHOW  
RIVERFRONT COMMUNITY CENTER**

**MARCH 24, 2026**

Prepared by:

  
Sarah Bodensteiner, CMC  
City Clerk

Reviewed by:

  
Scott Peterson  
City Manager

**ISSUE:**

Consider a waiver of a Transient Merchant Permit for the purpose of a Police Collectors Show at the Riverfront Community Center.

**BACKGROUND:**

Ken LaMaster submitted an application to the City Clerk's Office to host a Police Collectors Show at the Riverfront Community Center on April 24-25, 2026. The event will serve as a fundraiser for the Leavenworth Prison Historical Society.

All vendors will either possess a valid Kansas Retailers' Sales Tax number or be required by the event coordinator to complete and submit appropriate tax documentation to the Kansas Department of Revenue. The City will report the event to the Kansas Department of Revenue to ensure compliance with applicable taxes on admissions, booth fees, and sales.

Pursuant to City of Leavenworth Code of Ordinances Chapter 34, Section 34-62, transient merchant permits are generally prohibited on city-owned property, including the Community Center, unless the City Commission grants a waiver. The applicant has submitted the required request for waiver in accordance with the ordinance timeline.

Under Chapter 34, Section 34-1, vendors participating in this event meet the definition of transient merchants, as they are temporarily engaging in the sale of goods within the city at a leased facility. If the City Commission approves the waiver, all applicable permit fees (\$50 per day, not to exceed five days) and requirements will remain in effect. The applicant must also provide a certificate of liability insurance and comply with all Community Center rental fees and conditions.

**CITY COMMISSION ACTION:**

*Grant* a waiver of a Transient Merchant Permit for use of the Community Center for a Police Collectors Show on April 24 and April 25, 2026;

Or

*Deny* the request for a Transient Merchant Permit

**POLICY REPORT  
HCV PROGRAM SPECIALIST  
POSITION REQUEST**

**MARCH 24, 2026**

**SUBJECT:**

Request for creation of federally funded Housing Choice Voucher Program Specialist position to improve program oversight and capacity.



**Prepared By:**

Kim Portillo  
Director of Planning and  
Community Development



**Reviewed By:**

Scott Peterson,  
City Manager

**SUMMARY:**

The Leavenworth Housing Authority currently administers the Housing Choice Voucher (HCV) program with the Section 8 Coordinator responsible for all program functions, including determining eligibility, recertifications, landlord coordination, inspections, and compliance with US Department of Housing and Urban Development (HUD) regulations.

During a recent financial and operational review, Staff identified a lack of program oversight due to the concentration of responsibilities within a single position. This structure limits internal checks and balances and creates operational risk if the position becomes vacant or unavailable.

Creating a Housing Choice Voucher Program Specialist position would improve program oversight by distributing responsibilities across multiple staff members and providing the needed inspection capacity to ensure compliance with Housing Quality Standards (HQS). The position would also improve operational efficiency and improve service to participants and landlords.

Additionally, the added capacity would allow the Housing Authority to explore participation in additional HUD voucher programs that are currently not feasible due to staffing limitations, including Transitioning Youth Vouchers, which support youth exiting foster care.

**FISCAL IMPACT**

The Housing Choice Voucher Program is federally funded. This position would be federally funded. The HCV program currently has sufficient funding within its budget to support the creation of this position. Expanding programs, such as the addition of a Transitioning Youth Voucher program, would increase the administrative funding allocated to the Housing Authority from HUD, further strengthening the financial capacity to sustain the position.

The proposed grade for this position is N10, with a starting salary of \$44,804.57. For reference, this is the same grade as the Rental Coordinator position in Community Development.

Department	Title	Munis Grade	Proposed Grade	Min Pay	Mid Pay	Max Pay
Housing- Section 8 Admin	Housing Choice Voucher Program Specialist	N10	10	\$44,804.57	\$56,005.59	\$67,206.71

**RECOMMENDATION:**

Staff recommends approval of the creation of the Housing Choice Voucher Program Specialist to strengthen program oversight, improve operational efficiency, and allow the Housing Authority to expand housing assistance opportunities for residents of the County.

## POSITION DESCRIPTION

**Position Title:** Housing Choice Voucher Program Specialist  
**Department:** Planning & Community Development  
**Division:** Housing  
**FLSA:** Non-Exempt  
**Retirement:** KPERS  
**Effective Date:** March 24, 2026

### **GENERAL PURPOSE**

Responsible for coordinating administrative, client service, eligibility and inspection activities associated with the Housing Authority's Housing Choice Voucher Program. Performs duties related to program leasing, occupancy, inspections and compliance in accordance with Housing Authority policies and procedures and applicable HUD regulations, including 24 CFR Part 982. Provides information and assistance to program applicants, participants and landlords. Conducts inspections of residential units to ensure compliance with Housing Quality Standards (HQS), and maintains required program documentation and records. The position may be involved in sensitive issues requiring a considerable amount of tact and diplomacy.

### **STARTING SALARY**

\$44,804.57

### **SUPERVISION RECEIVED**

Works under the general supervision of the Section 8 Coordinator.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

(Duties listed below do not include all tasks which may be performed).

- Conducts inspections of residential dwelling units for initial and continued participation in the Housing Choice Voucher Program to ensure compliance with Housing Quality Standards (HQS).
- Documents property conditions during inspections, prepares written inspection reports identifying deficiencies, and specifies required corrective actions to bring units into compliance.
- Conducts follow-up inspections to verify completion of required corrective work and determine readiness for lease approval.
- Schedules and coordinates inspections, maintains inspection records, and ensures inspections are completed in accordance with program timelines.
- Provides information and responds to inquiries from applicants, participants, landlords, and property managers regarding Housing Choice Voucher Program policies, procedures, and requirements.
- Schedules and conducts applicant and participant interviews related to eligibility, annual recertification, and interim changes.

- Reviews, verifies, and processes documentation to determine initial and continued eligibility for program participation, including family composition, income, assets, and expenses.
- Performs annual and interim recertifications and calculates housing assistance payments (HAP) and participant rent in accordance with HUD regulations and Housing Authority policies.
- Assists participants in understanding program requirements, including unit affordability, rent calculations, and recertification procedures.
- Prepares and processes required program documentation, including Form HUD-50058 and notices of rent adjustments.
- Maintains accurate participant and property owner files, records, and program data in compliance with Housing Authority policies, HUD regulations, and confidentiality requirements.
- Monitors assigned case files, including terminated contracts, changes in assistance, and other case actions, ensuring timely and accurate system updates and documentation.
- Maintains statistical and program data for reporting purposes.
- Collaborates with Housing Authority staff and other City departments to ensure effective program administration and service delivery.
- Ensures the confidentiality and security of participant information and records.
- Performs other related duties and special assignments as directed by the Section 8 Coordinator.

### **PERIPHERAL DUTIES**

- Performs other related duties and special assignments as directed by the Section 8 Coordinator.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

- Graduation from a high school or GED equivalent;
- Ability to read, write, and speak English;
- Possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy;
- Proficient with personal computers and software applications;

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of Housing Choice Voucher Program requirements, HUD regulations, and Housing Quality Standards (HQS).
- Knowledge of inspection techniques and the ability to identify housing conditions that do not meet minimum property standards.
- Knowledge of eligibility determination processes including verification of income, assets, and household composition.
- Skill in organization, time management, and maintaining accurate records and documentation.
- Ability to communicate clearly and effectively both verbally and in writing.
- Ability to interpret and apply program policies, procedures and regulatory requirements.
- Ability to coordinate and manage multiple tasks, maintain schedules, and meet program deadlines.
- Ability to establish and maintain effective working relationships with Housing Authority staff, property owners, participants and the public while exercising tact and professionalism.

### **DESIRABLE QUALIFICATIONS**

- HQS Certified Specialist of Inspection achieved.
- Six (6) months experience in social service setting.

- Working knowledge of case management systems and planning techniques.

**TOOLS AND EQUIPMENT**

Personal computer including e-mail, word processing, spreadsheet and mapping, cameras and data base software; phone; mobile or portable radio, scanner, copy and fax machines.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is performed in both office and field settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

**SELECTION GUIDELINES**

Formal application and review of qualifications, education, and experiences; testing which may include: written and/or practical examination, oral interview, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee/individual and is subject to change as the needs of the City and requirements of the job change.

**APPROVAL AUTHORITY:**

\_\_\_\_\_  
Department Head                      Date

\_\_\_\_\_  
HR Director                                      Date

**POLICY REPORT**  
**DENNIS HUND – PLANNING COMMISSION ATTENDANCE VOTE**

**MARCH 24, 2026**

**SUBJECT:**

A vote to remove Planning Commissioner Dennis Hund from the Planning Commission due to lack of attendance at scheduled Planning Commission meetings.



**Prepared By:**

Kim Portillo  
Director of Planning and  
Community Development



**Reviewed By:**

Scott Peterson  
City Manager

**NATURE OF REQUEST**

Article II, Item 7 of the Planning Commission by-laws states the following:

“Should a Planning Commission member miss three regular monthly meetings in any 12 month period, the commission shall determine if the City Commission should be petitioned to replace that Planning Commission member.”

Planning Commissioner Dennis Hund has exceeded this threshold, with absences recorded at the following regular meetings:

- September 2025
- December 2025
- January 2026
- February 2026
- March 2026

**Attendance Record**

P= Present    A= Absent    / = No meeting held

Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026
A	P	/	A	A	A	A

If not replaced, Mr. Hund’s term on the Planning Commission will expire on May 1, 2028.

**PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission voted at their March 2<sup>nd</sup>, 2026 meeting to recommend the City Commission remove and replace Dennis Hund from the Planning Commission. Motion passed 4-0.

**ACTION/OPTIONS:**

- Motion to remove Planning Commissioner Dennis Hund from the Planning Commission ahead of his May 1, 2028 term expiration.

- Motion to take no action and not recommend removal of Planning Commissioner Dennis Hund from the Planning Commission.

City of Leavenworth Planning Commission

BYLAWS, RULES AND REGULATIONS

The following rules and regulations governing the procedures of the Planning Commission are adopted in accordance with the planning laws of the State of Kansas.

Article I - Members

1. The membership of the Leavenworth Planning Commission is determined by Ordinance No. 7078. A majority of the currently duly appointed Commission shall constitute a quorum.
2. Members shall be appointed by the Mayor with the consent of the City Commission. Appointments shall be made for three-year terms. Vacancies shall be filled by appointment for the unexpired term. Members of the Board shall be residents of the City of Leavenworth and serve without compensation.

Article II - Officers

1. The Planning Commission shall organize annually at the first regular meeting after the annual appointment of members but no later than the September meeting.
2. The Commission shall elect a Chairperson and Vice-Chairperson from among the appointed members at the annual organization meeting. The officers shall serve for one year or until replaced.
3. The City Planner shall serve as the Secretary.
4. The Chairperson shall preside at all meetings and public hearings of the Planning Commission; shall decide all points of order and procedure; shall certify plans and subdivision plats; and shall transmit reports and recommendations of the Planning Commission to the governing body with the assistance of the Secretary. The Chairperson and the Secretary are required to certify plans and subdivision plats.
5. The Vice-Chairperson shall assume the duties of the Chairperson in his absence.
6. The Secretary shall be responsible for keeping the minutes of the Planning Commission; sending agendas to members of the Planning Commission; carrying out written correspondence; maintaining the records of the Commission; and performing such other duties as the Planning Commission may require.

7. Should a Planning Commission member miss three regular monthly meetings in any 12 month period, the commission shall determine if the City Commission should be petitioned to replace that Planning Commission member.

### Article III - Meetings

1. The Planning Commission shall meet monthly, on an as needed basis, on the first Monday of the month at 6:00 p.m. in the Commission Auditorium, 1st Floor of City Hall. When the first Monday falls on a holiday, the meeting shall be held on the second Monday of the month.

2. Special meetings of the Planning Commission may be called by the Chairperson or, in his absence, by the Vice-Chairperson. Notice of special meetings shall be given by the Secretary to the members of the Commission at least three days prior to such meeting and shall state the purpose and time of the meeting.

3. All regular and special meetings, hearings and records shall be open to the public.

4. A majority of the Commission shall constitute a quorum for the transaction of business. If a quorum is not present at a regular or special meeting, those present may either adjourn the meeting or hold the meeting to consider such matters as are on the agenda. No action shall be taken at such a meeting and the Commission shall continue official action on any agenda items until a subsequent meeting when a quorum is present.

5. The order of business at all meetings shall be as follows:

- a) call to order
- b) determination of quorum
- c) approval of minutes
- d) old business
- e) new business and/or public hearing
- f) reports of committees
- g) reports of commission members and city staff
- h) adjournment

6. Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and supporter of a motion shall be recorded.

7. An affirmative vote of the members present (when at least a quorum) is needed to authorize any official action of the Commission unless otherwise specified by statute.

8. All members of the Commission, including the Chairperson, shall have a vote when present unless a person shall disqualify him/herself from voting on any decision in which there might be a conflict of interest. In the event of a conflict of interest, a member shall so state before discussion of the item and shall remove him/herself from the dais.

9. When procedural and parliamentary rules by the Planning Commission do not conflict, procedure shall be according to "Robert's Rules of Order."

#### Article IV - Committees

The Chairperson may appoint any standing committee deemed necessary for the review and study of Commission business and any special committee seeking research and recommendations on special topics. Any committee may contain up to four members of the Commission.

#### Article V - Planning Commission Staff

1. The Planning Commission may employ staff and/or professional consultants as it may require, subject to approved budgetary limitations.

2. The staff shall conduct business for the Commission and prepare reports and agendas for the Commission pursuant to law and procedure.

3. The staff shall act as liaison for the Planning Commission to the City Commission and other boards/commissions and the general public.

4. The staff shall prepare an annual budget and annual review of the zoning ordinance and Comprehensive Plan and make recommendations for modifications.

5. The staff shall accept other responsibilities as may be directed by the Planning Commission, the Governing Body, or the City Manager.

#### Article VI - Records and Reports

1. The Commission shall keep a record of its resolutions, transactions, findings and determinations.

2. All records of the Planning Commission shall be available for

public review.

3. The Commission shall review annually the comprehensive plan and zoning ordinance to determine if any portion has become obsolete and shall make a report to the governing body regarding same.

Article VII - Publicity

1. The Planning Commission shall encourage the public to attend its regular meetings and shall take positive action to keep its activities before the public by supplying newspapers and other media with information and by having members and staff appear before civic groups to discuss the purpose of planning and the work of the Planning Commission.

Article VIII - Amendments

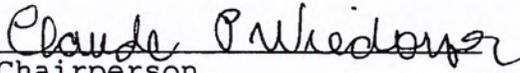
1. These rules of procedure may be amended by an affirmative vote by a majority of the Planning Commission members provided such proposed amendment has been submitted in writing to each member of the Commission at least three days prior to the meeting at which such action is to be taken.

Article IX - Rules of Order

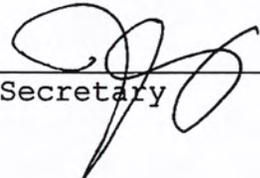
Open Public Meetings. All meetings and study sessions shall be open to the public. A record must be kept of all business transacted.

Public Hearings. The Chairperson may prescribe procedures for the conduct of public hearings including setting a time limit for citizen input in order to provide a fair and impartial presentation of all sides of a request.

Passed and approved this 7<sup>th</sup> day of FEBRUARY, 2022.

  
Chairperson

ATTEST:

  
Secretary

**RESOLUTION B-2419  
ADOPTION OF 7<sup>th</sup> STREET CORRIDOR STUDY**

**MARCH 24, 2026**

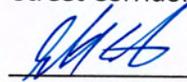
**SUBJECT:**

Consider approval of Resolution B-2419 adopting the 7<sup>th</sup> Street Corridor Study.

  
\_\_\_\_\_

**Prepared By:**

Kim Portillo  
Director of Planning and  
Community Development

  
\_\_\_\_\_

**Reviewed By:**

Scott Peterson  
City Manager

**DISCUSSION:**

The Planning and Community Development Department initiated the 7<sup>th</sup> Street Corridor Study in the summer of 2025. The project is funded in part through a Planning Sustainable Places grant administered by the Mid-America Regional Council (MARC). The purpose of the study is to assess current conditions along the corridor and develop recommendations to improve transportation options, infrastructure, land use, and the overall aesthetic appeal of the area.

GBA was selected as the project consultant and has been working closely with City staff throughout the process. Public and stakeholder engagement has been a key component of the study and included steering committee meetings, public open houses, an online comment platform, and community survey.

The draft plan was presented to the Planning Commission on March 2 for review, where it received positive feedback. The draft plan was presented and reviewed at the March 17<sup>th</sup> City Commission Study Session.

**RECOMMENDATION:**

Staff recommends that the City adopt the 7<sup>th</sup> Street Corridor Study by approving Resolution B-2419.

**RESOLUTION NO. B-2419**

**A RESOLUTION ADOPTING THE 7<sup>th</sup> STREET CORRIDOR STUDY**

**WHEREAS**, the City of Leavenworth, Kansas recognizes the importance of 7<sup>th</sup> Street as a primary connection between Downtown Leavenworth and Fort Leavenworth and as a vital corridor serving residents, businesses and visitors: and

**WHEREAS**, the City of Leavenworth, Kansas initiated the 7<sup>th</sup> Street Corridor Study in 2025 to evaluate existing conditions and develop recommendations to improve transportation, infrastructure, land use, and overall corridor aesthetics;

**WHEREAS**, the 7<sup>th</sup> Street Corridor Study was funded in part by the Mid-America Regional Council with a local match from the City of Leavenworth and developed through a collaborative planning process involving City staff, consultants, stakeholders and the community;

**WHEREAS**, the 7<sup>th</sup> Street Corridor Study includes extensive public engagement through open houses, stakeholder meetings, surveys, and community events to ensure that recommendations reflect community priorities and lived experiences;

**WHEREAS**, the 7<sup>th</sup> Street Corridor Study provides a comprehensive and actionable implementation strategy, including phased improvements, funding opportunities, and conceptual design elements such as enhanced streetscapes, pedestrian and bicycle facilities, stormwater improvements, and gateway features;

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

**SECTION 1.** That the City of Leavenworth, Kansas, hereby adopts the 7<sup>th</sup> Street Corridor Study (March 2026) as a guiding planning document for the future improvement and planning of the 7<sup>th</sup> Street Corridor.

**SECTION 2.** That the City of Leavenworth, Kansas, endorses the study’s recommendations, including but not limited to:

- a. Enhancing multimodal transportation options, including pedestrian, bicycle, transit and vehicular improvements.
- b. Improving streetscape design, infrastructure, and corridor aesthetics to create a safer and more attractive public realm.
- c. Supporting land use strategies that promote economic vitality and neighborhood compatibility.
- d. Implementing stormwater, safety, and accessibility improvements to address existing deficiencies.

**SECTION 3.** That the City of Leavenworth, Kansas, commits to utilizing the 7<sup>th</sup> Street Corridor Study to guide future decision making, capital improvement planning, and grant applications.

**ADOPTED AND PASSED** by the Governing Body of the City of Leavenworth, Kansas this 24<sup>th</sup> day of March 2026.

\_\_\_\_\_  
Nancy Bauder, Mayor

{Seal}

ATTEST:

\_\_\_\_\_  
Sarah Bodensteiner, CMC, City Clerk

# Leavenworth 7th Street Corridor Study

03/02/2026



MASTER PLAN 2026

## Leavenworth 7th Street Corridor Study

### *Reimagining the Future of 7th Street from Cherokee Street to Metropolitan Ave.*

In early 2025 the City of Leavenworth, Kansas sought professional expertise to produce a document supporting the enhancement of 7th Street between historic Downtown Leavenworth and Fort Leavenworth. The study takes inventory of all aspects of the street and proposes solutions and new ways to improve circulation, develop a better streetscape, land use, and the overall aesthetic appeal of the corridor. Mid-America Regional Council provided the major funding with the City of Leavenworth 50% match. The City of Leavenworth was the major stakeholder for the study supported by a community led steering committee providing consensus on study recommendations.

## Client Group



The City of Leavenworth, Surrounding Neighborhoods, Residents and Business Owners were integral in the development of planning recommendations. Their future role in the redevelopment of the corridor will be important for future implementation tasks.



The Mid America Regional Council is a nonprofit association of city and county governments and the metropolitan planning organization for the bistate Kansas City region serving 119 cities including Leavenworth. We provide a forum for the region to work together to advance social, economic and environmental progress.

**Presented at** Mayor  
Nancy Bauder

**Planning Commission on** **City Commission**  
March 2, 2026 Rebecca Hollister

**City Commission - 1st Consideration on** Holly Pittman  
March 24, 2026 Joe Wilson  
Samuel Maxwell

**City Commission - 2nd Consideration on**  
April 14, 2026

**Adopted at City**  
**Commission on**  
**April 14<sup>th</sup>, 2026**

Mayor Pro Tem  
City Commissioner  
City Commissioner  
City Commissioner

## Acknowledgments

### City Officials

Holly Pittman - Past Mayor  
Nancy Bauder - Mayor

### City Staff

Kim Portillo  
Michelle Baragary  
Melissa Bower  
Mike Stephan

### Steering Committee

Curt Gilfert - Advantage Printing  
Haley Shaw - Main Street Program  
Rob Larsen - Ft. Leavenworth Public Works  
Sister Amy Wilcott - DePaul  
Coach Karen - Sagasu Martial Arts  
David Sommerla - Leavenworth Parks and Rec  
Mike Reilly - Reilly Real Estate  
Mike Coleman - Resident  
Kelly Cook - Fort Leavenworth (Architect)  
Alice (Ally) Ruble - Business Owner

### MARC

Cy Splichal  
Beth Dawson

## Design Team

The project began in April of 2025. As lead designer, GBA was selected to conduct site data collection and analysis as well as partake in public engagement at several events from Open House events at city hall to Pop-Up events at the Haymaker Farmer's Market. GBA also took input from various business owner's, members of the community, and different stakeholders to develop conceptual layouts, generate ideas, and guide design decisions.

The design team has worked extensively with the public, the client, and other local professional consultants during the research, analysis, and conceptual design process. An ongoing public

input process solicited feedback about existing conditions and proposed direction for the corridor plan.

Input from these sources was critical to the team's understanding of the pedestrian, vehicular, commercial and residential land uses, the generation of concepts, development of the proposed implementation plan and the ongoing refinement from feedback received throughout the process.

### Design Lead

#### Landscape Architecture

*Jim Schuessler*  
*Nick Ferrara*  
*Ben Grover*  
*Josh Barragree*

#### Community Engagement

*Sheila Shockey*  
*Cara Elbert*

#### Traffic Consultant

*Sabin Yanez*  
*Xiang Yu*  
*Thomas Ingram*

#### Community Liaison

*Harland Russell*



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**1**  
**Project  
Information**

## Project Purpose

The 7th Street Corridor Study will provide an opportunity to enhance the primary connection between historic Downtown Leavenworth and Fort Leavenworth. The study aims to assess current conditions and develop recommendations that will improve transportation options, infrastructure, land use, and the overall aesthetic appeal of the corridor.

GBA led a comprehensive planning effort in collaboration with City staff, key stakeholders, and the community to develop actionable recommendations with implementation items. We also examined potential funding mechanisms that will guide future investments along the corridor.

## Project Goals

### Goal #1 Improved Transportation and Connectivity

The study evaluated existing conditions and recommended enhancements for all modes of transportation, including pedestrian, bicycle, transit, and vehicular movement to encourage travel along the corridor and into the downtown district.

### Goal #2 Infrastructure and Aesthetic Enhancements

The study identified sustainable infrastructure improvements while developing a cohesive streetscape design to support a vibrant, landscaped, and pedestrian-scaled public realm.

### Goal #3 Land Use Optimization

The study assessed current land uses along the corridor and identify opportunities for refinement to support economic vitality.

## Master Planning Process

### Timeline

The project launched in April 2025 with GBA leading the design efforts and Shockey Consulting guiding public engagement. CFS Engineers began gathering traffic information and Atlas Land Consulting supported stakeholder engagement. From April through December, the team conducted research, gathered data, facilitated community input, developed analyses, and drafted conceptual designs to shape these planning recommendations, funding strategies, and implementation guidelines that would help bring the 7th Street Corridor vision to life. The plan was completed in March 2026, followed by final presentations to both the City Commission and the Planning Commission in March of 2026.

### Project Progression

Data was collected from many sources including GIS mapping software, public input, site inventory/analysis and strategic stakeholder interviews. The insights gained from all of these sources were condensed and organized to identify key issues and important desires of the city and the public.

From there, design and planning recommendations were visualized and presented to stakeholders, the steering committee, and the public at an open house gathering. Several graphics were generated and produced to convey our design ideas and showcase methods that could be used to improve the corridor.

Finally, approved recommendations were further documented and compiled into this master plan. This plan will serve the City as a guide for future development of Leavenworth's 7th Street Corridor.

### Public Engagement Events

Over the course of the 11 months planning process, the design team held several public engagement events to receive input and feedback from local citizens who either live or frequent the City of Leavenworth. The GBA and Shockey team hosted a variety of engagement events including open houses, steering committee meetings, and public pop-up events.

At these events, the consultant team conducted discussions with a variety of individuals and families with varying levels of knowledge about the City of Leavenworth, the 7th St. Corridor, and the planning process. Our goal at each of these events was to ask questions related to Leavenworth's future and what ways 7th Street could be changed or improved. The feedback we received was invaluable in making determinations and design decisions in the conceptual design phases and implementation sections of this document.

### Outreach Events

The following is a list of outreach opportunities and tools we used to gather input and build consensus

- Open Houses - welcomed all community members to come and provide input
- Pop Up Socials - attended local community events to inform attendees about the project
- Steering Committee Sessions - met with a select group of community and business leaders to gather input and steer the direction of the study
- ArcGIS StoryMap - provided an online hub for project updates, visualizations, and public input

# Project Summary

This 7th Street Corridor Study provides the City with a clear and actionable roadmap for improving transportation, connectivity, infrastructure and aesthetic enhancements, and land-use recommendations along the corridor. Through extensive public and stakeholder engagement, this plan documents local experiences and insights—notes deficiencies along the corridor, identifies dangerous intersections, determines which sidewalks are missing, and documents other barriers to safe and comfortable travel. This community-driven understanding, combined with targeted technical analysis, grounds the plan in the real needs and lived experiences of the community.

Building on past planning efforts, the 7th Street Corridor Study supports the advancement of the City’s 2030 Comprehensive Plan by creating community identity along the corridor and planning for a revitalized healthy community. The hope is to create a new image for the corridor that helps both locals and visitors see 7th Street as a gateway in both directions (connecting to Downtown and to the Fort). These improvements aim to create a more walkable, connected, and vibrant City that supports residents of all ages and abilities. In addition, the study identifies potential financing tools and funding opportunities to help the City prioritize investments and move this project toward implementation. Together, these ideas and strategies arms the city a list of actionable items to move the community towards a fully reimaged 7th Street Corridor.



Leavenworth Public Open House explaining project findings to the public.



Leavenworth Steering Committee meeting while walking the corridor.



Leavenworth Public Open House engaging with local Leavenworth citizens.



Aerial view of the 7th Street looking north from downtown.

# 2

## Corridor Analysis

## Leavenworth History

### Early Settlement

08 Leavenworth began as a military fort along the river bluffs of the Missouri River. It was founded by a man named Henry Leavenworth in 1827. A strategic location and good jumping off point for travelers heading West, Leavenworth acted as both a new settlement and a catalyst for other settlements throughout the western expanse. The City of Leavenworth was officially founded in 1854 as the first city in the state of Kansas. Leavenworth became a safe haven to travelers, settlers, and even refugee African American slaves escaping slavery which was legal in Missouri.

### Late 19th Century

Soon after the founding of the City, the Sisters of Charity settled in the area and immediately got to work building a new hospital. A short time later in 1864, construction of St. John Hospital was completed and the sisters immediately began serving the public in their new capacity. A pivotal moment for the City came in 1863 when the state commissioned a new state penitentiary to be built just outside the city limits. However, over the years, new city boundaries were drawn and the state penitentiary today is located within the City of Lansing. It wasn't until later the federal penitentiary was built as the famous prison known today. Fort Leavenworth continued to be used by the U.S. consistently since its founding and in 1881, William Tecumseh Sherman founded the Command School, (later known as the U.S. Army Command General Staff College) on the Fort grounds. Many of the most decorated generals in American history were students of this college.

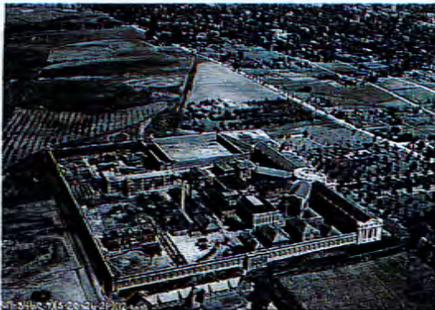
### 20th Century and Beyond

In 1896, the United States Congress authorized the construction of a new federal penitentiary near Fort Leavenworth. The military prison located on the Fort was handed over to the U.S. Justice Department for a time until the new penitentiary construction was finished. In 1906, the cells of the penitentiary opened

and all inmates previously being held at the military prison were transferred to the new facility. Today the penitentiary is known as the Federal Correction Institution - Leavenworth and it is the oldest federal prison still in use to this day. It is now used as a medium-security prison.



Historical birds-eye view of Fort Leavenworth looking southeast. The original bridge that spanned the Missouri River can be seen in this drawing. This bridge is no longer standing.



Aerial view of the Leavenworth Federal Correctional Institution. Metropolitan Avenue can be seen running parallel to the front facade of the prison.

## 7th Street Function

7th Street acts as one of the primary roads that leads from the Fort to Downtown Leavenworth and the neighborhood just beyond. Currently, the street is a two-lane road separated by a double yellow line running up the spine of the road. There are businesses, religious institutions, and homes found along 7th Street, which functionally make the road more than a neighborhood street. It functions as a collector street funneling people to more major streets and different nodes within the community. Importantly, 7th Street also leads directly into Fort Leavenworth north of Metropolitan Avenue through their main gate. Based on our findings, 7th Street acts as a queuing road for service men and women to enter the Fort while the guards process all vehicles at the gate. It is important to note that 7th Street stops at Metropolitan Avenue and that the road leading into the Fort is called Grant Avenue.

## Current Roadway Character



An inventory and assessment map shows current conditions found along the corridor both physical and non-physical attributes.

### Aesthetics

The road is home to many citizens, businesses, institutions and places of worship. The two churches fronting 7th Street were founded in the mid to late 1800s, which dates back to the earliest days of the city. Many of the buildings and homes along 7th Street are reminiscent of the old town charm that you would expect to see in a historic city like Leavenworth.

### Functionality

As a collector street, it is a crucial vehicular route for emergency vehicles and an important path for pedestrians coming to and from the neighborhood. It does not have the same functionality as 4th Street, which is just three streets to the east, but there are similarities. They both boast several business and housing can be found on the side streets connecting to them. 7th Street is distinct however. Traffic volumes are calmer as it is a two lane road with parking found on both sides of the street throughout the corridor. Many of the sidewalks along 7th Street are either missing or are not suitable for accessible travel. The old brick sidewalks are overgrown with weeds and have completely disappeared in some instances, but in some instances the old brick sidewalks are still visible showing off the charm of 7th street.

## Zoning

There are four major zoning types found along the 7th Street corridor. They are as follows:

- **GBD - General Business District:** This zoning type is found on the north end of the corridor. The parcels that make up this zoning type are mostly filled by commercial businesses, offices and/or services. The business types vary widely, but it is important to note that this zoning type is primarily used for commercial businesses, but residential uses are allowed other than mixed use and live/work dwellings. From Metropolitan to Pawnee, the majority of lots directly along 7th are zoned GBD.
- **OBD - Office Business District:** OBD is the zoning type found in this middle section of the 7th Street corridor. Most of the properties within this zoning type are used as commercial businesses, however residential is allowed in this zoning type as part of mixed-use or live/work spaces. The lots directly along 7th street from Pawnee to Pottawatomie are all zoned OBD with a couple of outlier zoning types in this section of the corridor (NBD-Neighborhood Business District and I1-Light Industrial).
- **R1-6 - High Density Single Family Residential:** The properties/parcels found between Pottawatomie and Seneca Streets are mostly zoned R1-6. This zoning type is typically used to create higher density single-family residential developments and stipulates that there can only be one primary structure on each lot. There are many homes found throughout this section of the corridor, some truly used by one family, some used by more than one family. Additionally, there two churches and a school found in this section of the corridor on lots zoned R1-6. This

is common and is permitted in the R1-6 zoning district.

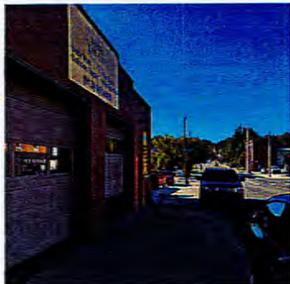
- **CBD - Central Business District:** The Central Business District zoning type is found on the southern end of the corridor near the Downtown Leavenworth core. This part of the corridor is characterized by a more urban street environment. Several business types are in this zoning area along 7th Street, including banks, automotive sales lots, automotive repair shops, and the Haymarket Square Farmers Market.



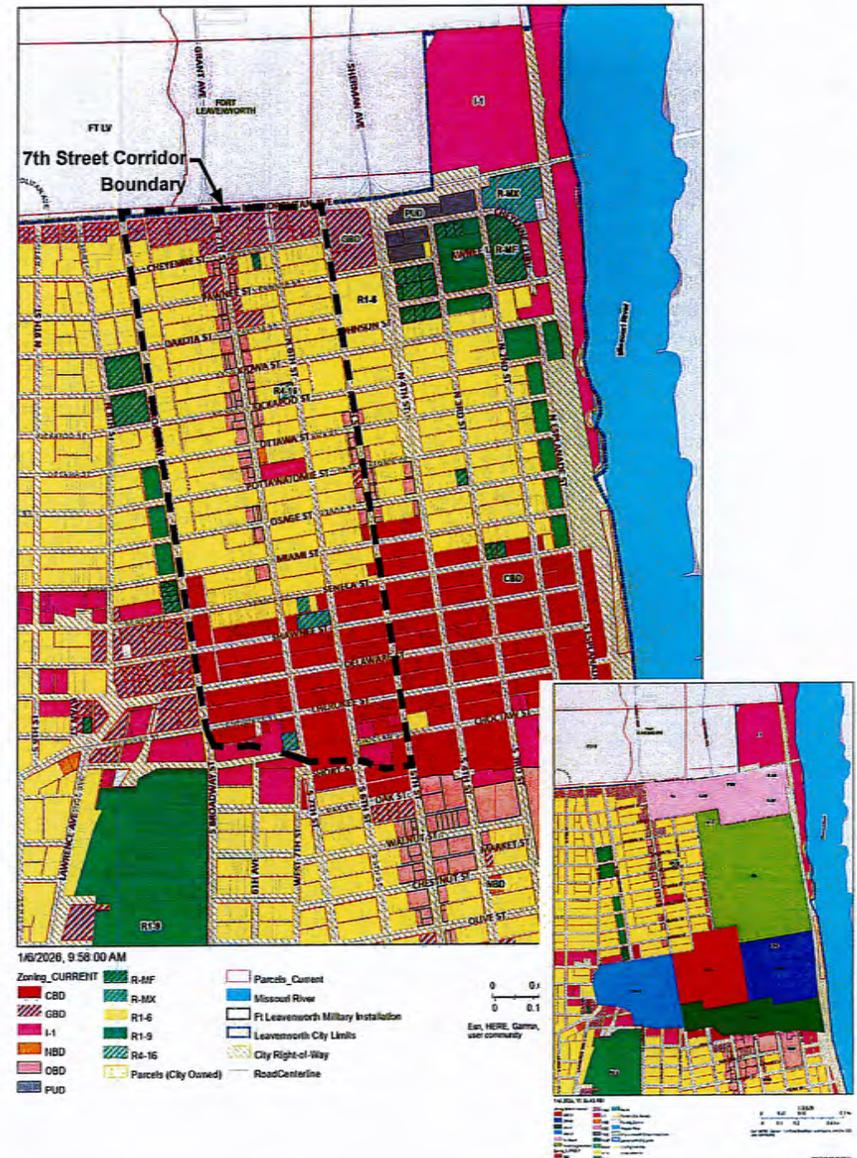
An example of the type of commercial properties found along the corridor. Several of the buildings along the corridor have an older charm to them fitting in well with the character of Leavenworth.



View of the 7th Street Corridor looking south toward downtown from the corner of 7th and Miami. There are several homes found along the corridor most of which can be found in this middle area of the corridor.



Auto Repair shop found on the south end of the corridor in the Downtown area (CBD). Most of the lots in this area contain structures just like this one and are occupied by businesses and merchants.



# Hydrology

Much of the area within the drivable portion of the 7th Street right-of-way drains down the curb and gutters to the occasional storm inlet. The stormwater sewer system found along 7th Street is old, but still functional. Much of the storm water that flows down the 7th Street Corridor is flowing west to areas within the corridor typically between 7th Street and Broadway. This basin drains to the south into Three-mile Creek which then flows directly into the Missouri River.

There are a few different low spots found along the 7th Street Corridor that do not properly drain and creates stormwater ponding on the surface during periods of heavy rainfall. The first notable low spot is located between Cheyenne and Pawnee near the stormwater sewer manhole in the alleyway. This poses a hazard to pedestrians and drivers alike, as there is currently no where for the water to flow.

The second notable drainage issue is found further south along 7th at the cross street Pottawatomie in the southeast corner of the intersection. The road crown is steep enough that it prevents water from flowing across it and during rainfall events, water pools in the corner of the intersection nearest the parking lot for the Independent Missionary Baptist Church. This again poses a hazard to pedestrians and potentially a dangerous situation for those going through the intersection.



Example of ponding issue found along the corridor (between Cheyenne and Pawnee). Indicates stormwater issues are present.



Further ponding found along 7th Street (intersection of 7th and Pottawatomie). This photo was taken several days after a rain event.



An existing stormwater inlet was preserved in the implementation for this new crosswalk.



Map displaying the current hydrological conditions found along the 7th Street corridor.

## Current Traffic

Traffic along the 7th Street Corridor is largely dependent upon the business activity along 7th and the operations that happen at the Fort Leavenworth. While this study didn't categorize traffic for an entire mile stretch of roadway, we did collect traffic data at the Metropolitan intersection as a detail in appendix A.

### 7th St. and Metropolitan Ave.

At this intersection, we documented heavier traffic at typical rush hour times and on Saturday from 11:00 AM to 1:00 PM. When there is increased activity happening on the Fort Leavenworth Military Base, traffic could back up onto 7th Street down to Pawnee St. (or further south). This is not a weekly occurrence, however, normal traffic sees people coming from both the east and the south to get onto the Fort. Based on conversations with local business owners and steering committee members, cars can stack in both northbound lanes to get onto the Fort in times of increased activity.



7th Street looking north toward the intersection of Kiowa and 7th.

### 7th St. and Kiowa St.

The intersection of Kiowa and 7th sees increased traffic during business hours for the martial arts studio, which is usually during weekday evenings. This intersection has been updated. New ADA ramps and crosswalks across 7th have made it easier to cross and has increased the walkability of the space, however the issue this intersection has is that it lacks formalized on-street parking. This is also a wide street to cross, especially for children which could be seen as unsafe.



7th Street looking north at the intersection of 7th and Osage.

### 7th St. and Ottawa St.

The intersection of 7th St. and Ottawa St. has a traffic light. This light appears to have minimal significance related to traffic congestion. This intersection lacks key crosswalk markings and ramps to safely direct pedestrians across the street.



Kids riding their bikes south. Taken from the corner of 7th and Ottawa.

### 7th St. and Osage St.

The St. Paul Lutheran Elementary School is located at the intersection of 7th St and Osage. The intersection is busy when school is in session in the morning hours for student drop-off and in the late afternoon hours for pickup. This intersection lacks updated infrastructure such as ADA ramps, marked crosswalks, and school zone crosswalk signage. There is a rectangular rapid flashing beacon (RRFB) just south of the intersection to aid children and families in crossing the street but much of the crosswalk paint is worn away.



Map showing locations of traffic implements, street parking and garage entrances off of 7th street.

# Greenspace

There are a few undeveloped greenspace areas found throughout the 7th Street corridor. All of these green spaces are currently privately owned. The major greenspaces found on the corridor are those at the intersections of:

- 7th St. and Cheyenne St.
- 7th St. and Pottawatomie St.
- 7th St. and Osage St.

The greenspace located at 7th and Pottawatomie St. is planned to be an attainable housing project through DePaul. Thus, the 7th and Osage property and the vacant lots at 7th and Cheyenne are the most likely candidates for future greenspace areas.

Other potential sites for future greenspaces within the vicinity of 7th Street are found in the low lying areas just west of 7th St. and a large vacant lot at 6th Street and Pottawatomie. These low lying areas just west of 7th could be seen as a tool to properly manage the stormwater issues within this area while

doubling as a green space. The vacant lot at 7th and Pottawatomie is a large lot that could be the site of a future park providing amenities within the purview of the 7th Street corridor.



Vacant lot which could be potential greenspace seen on the corner of 6th and Pottawatomie in the vicinity of the 7th Street corridor.



Underutilized property south of 7 Eleven at Cheyenne and 7th. This is the largest underutilized lot along 7th Street.



Map showing locations of potential greenspace locations along 7th Street.

**3**  
**Community  
Engagement**

## Process

This study was developed through a collaborative planning process that combined technical analysis, field review, and coordination with community members and stakeholders. Meaningful and effective public engagement was integrated throughout the process to help build a shared understanding of project goals and guide plan development. By pairing data-driven evaluation with community insight, the process supported informed decision-making. This robust community engagement process ensured the study reflects community priorities and has broad support moving forward.

### Steering Committee & Community

The City of Leavenworth convened key officials and community representatives to form the Leavenworth 7th Street Corridor Steering Committee. This group played a vital role in promoting the project, providing ongoing guidance and feedback, and helping shape the final recommendations.

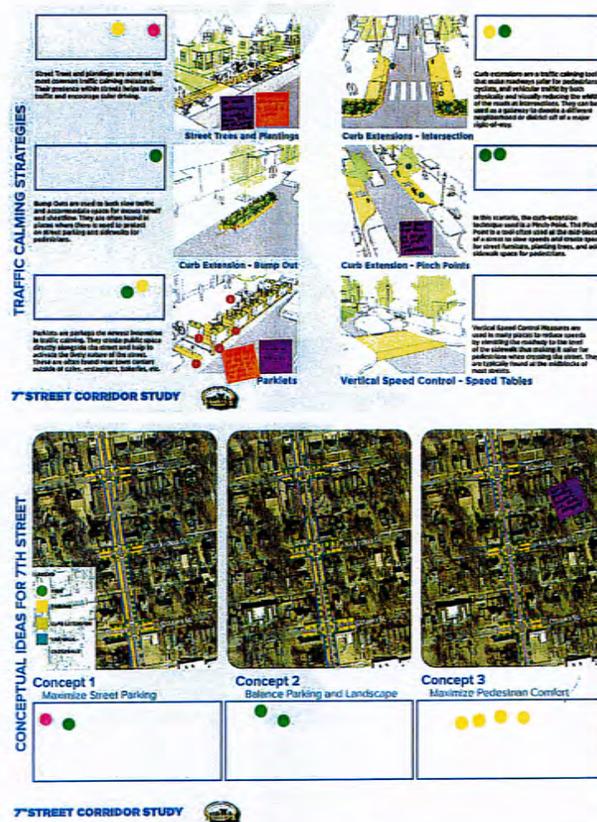
## Public Engagement

Community engagement was a critical part of the Leavenworth 7th Street Corridor Study and provided a stronger future implementation. Providing multiple, meaningful opportunities for residents and stakeholders to participate throughout the process helped ensure that the plan reflects local priorities, lived experiences, and community values. Engagement played an important role in keeping the public informed about the study throughout the planning process. When people see their input reflected in the final plan, implementation is expected to be more effective and community support stronger over time.

### Community Engagement Goals

The following study goals were developed at the outset of the project:

- **Inform** the stakeholders by providing balanced and objective information to assist them in understanding the problems, alternatives, opportunities, and solutions.
- **Consult** the stakeholders by obtaining feedback on analysis, alternatives, and decisions.
- **Involve** the stakeholders by recording their comments and concerns directly on maps, plans, and diagrams during engagement events.
- **Demonstrate** that the feedback has influenced the decision-making and planning priorities.
- **Build** partnerships with other agencies and stakeholders, recognizing the effect this effort has on the community, and that it complements other community initiatives.



Example of Public Engagement Boards at Open House events

## Engagement Tools

A diverse set of engagement tools aimed to involve as many groups as possible. A creative and inclusive engagement process was tailored to fit the needs of the community and project. The project team utilized a variety of both virtual engagement tools, supplemented by traditional techniques, to ensure equitable and widespread access to the public engagement process. To ensure awareness and access to the planning process, communication mediums utilized included:

- *Social Media (Facebook)*
- *Project Webpage (Arc GIS StoryMap)*
  - *Interactive Mapping*
  - *Online Survey Tool*
- *Public Open Houses*
- *Pop-Up Engagement Attendance*
- *Steering Committee Meetings*

## Project Webpage

The primary hub for project information was an interactive ArcGIS StoryMap. The StoryMap allowed users to explore project details, schedules, and updates through an engaging visual format that included interactive maps and embedded surveys. It served as both an information source for updates on project schedule as well as an engagement tool, allowing community members to share feedback and track progress throughout the planning process.

## Community Survey

A community survey was available on the StoryMap page from September 23rd – December 12th, 2025. This method provides personal insight into the issues, opportunities, and desires of Leavenworth. The survey was advertised on City press releases and social media postings, distributed by community partners, and sent on postcards to those directly adjacent to the corridor. In addition, paper copies of the survey were available on request. Appendix B contains a full report of survey feedback.

## Social Media & Digital Promotion

Plugging into existing City communications is one of the most effective ways to promote a project. Using the City's Facebook page to consistently promote the content helped spread the word to community members. The city also used press releases to let the public know about opportunities for engagement and provided feedback for the 7th Street Corridor Study. By tapping into the City's existing communication channels, project information was able to reach existing followers and peak new interest in City projects.



Example of one of the postcards utilized to spread the word about the 7th Street Corridor study.



One of the social media posts used to advertise an Open House event for the 7th Street Corridor study.



Image from the first 7th Street Open House event.

## Community Meetings and Events

Community meetings and events continue to be one of the most effective ways to engage stakeholders and the public. One Pop Up Event, three Steering Committee meetings, and two Open House style event were held throughout the planning process. These events were held in a variety of formats such as having in person scheduled meetings as well as having drop in style Open House events. A Pop Up engagement event provided opportunities for the planning team to meet the community where they gathered and get meaningful feedback about the future of the downtown Leavenworth.

### Pop Up Event

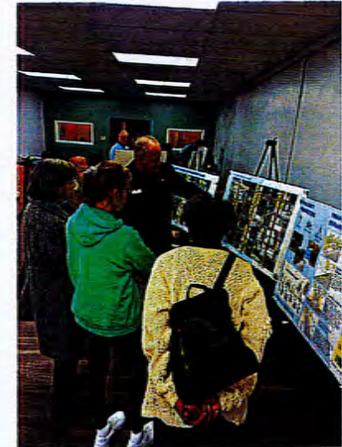
The GBA team set up at the Leavenworth Farmers Market on October 4th, 2025 at Haymarket Square. The event focused on raising awareness of the study, gaining input on how the corridor could function in the future, and hearing community feedback. This event helped the GBA team gather information from the community about their experiences and attitudes toward 7th Street.

### Steering Committee

The Steering Committee meetings were spaced throughout the planning process to be able to get feedback throughout the project duration. The first Steering Committee meeting took place on August 31st, 2025, the second took place on September 11th, 2025, and the final meeting took place on December 4th, 2025. The Steering Committee meetings focused on identifying preliminary issues/ opportunities, analyzing existing conditions, reviewing conceptual designs, and displaying potential amenities. All Steering Committee meetings were held at Leavenworth City Hall in the City Commission Chambers. The Steering Committee provided the consultant team with valuable feedback and thoughts about our findings and research regarding the 7th Street Corridor.

### Open House Events

The GBA team facilitated two Open House Events for the 7th Street Corridor Study. One at the beginning of the planning process and one at the end. This allowed the team to inform the public about the project and receive feedback on our analyses and findings. The first Open House was held on October 8th, 2025, and the second was held on December 10, 2025, both at 521 N 7th St, Leavenworth, KS located on the 7th street corridor. About 80 participants joined us between both Open House events. Content of the events included an overview of the plan, goals of the project, maps for the public to markup letting the team know where there are opportunities for improvement along the corridor, and many interactive elements to get feedback from the public about the potential future redesign of the corridor.



Consultant team engaging with community members at the second Open House event.

Through a robust and multi-faceted community engagement campaign, the consultant team received great feedback from the community. The consolidated feedback received was used to create and refine our conceptual thoughts and ideas for the 7th Street Corridor.

## Survey Results

The online map survey prompted respondents to select an option from the list of available categories and determine what they felt was an issue or a need along the 7th Street Corridor and then place a dot along the corridor where they believed that issue or need was warranted. The available categories for input included:

1. Additional Parking is most needed here
2. Unsafe conditions for pedestrians exist here
3. Cosmetic enhancements are most needed along the 7th Street Corridor here
4. Other (please explain in the text box)

The results revealed that most people were concerned with Option #3 cosmetic enhancements, being provided along the corridor. An equal number of people provided further recommendations using the Option #4 "Other" category. Of the various explanations presented by respondents, the common theme running throughout many of the responses was the desire to improve the overall aesthetic and infrastructure of 7th Street.



Community Engagement

## 4 Project Designs

## Introduction

Through our extensive research and the community engagement process, we were able to create the following conceptual Master Plan for the 7th Street corridor. It features traffic calming measures at each alleyway and intersection, a 10' multi-use path, new landscaping, and various streetscape enhancements to increase the aesthetic or "curb appeal" of the street.

## Streetscape and Standards

A set of standards and overall objectives was developed to guide the design process for the future of 7th Street. Many of these standards and objectives were adapted from those used by national and international organization's standards such as the National Association of City Transportation Officials (NACTO) or Global Designing Cities Initiative (GDCI). These standards and objectives will help the City of Leavenworth implement future 7th Street improvements. There are several elements recommended throughout the conceptual design that will help to reshape the way we see 7th Street. They are as follows:

### Curb Extensions

New curb extensions will be provided at all intersections along 7th Street. They aim to:

- Realign curbs and the edges of roadway to slow vehicular traffic and protect parked cars
- Tightened intersection curb radii to shorten pedestrian crossing distances
- Protect pedestrians at intersections

### Multi-Use Path

A 10' wide multi-use path is proposed as one of the primary features of the new corridor design. It will help to create

- A safer and more comfortable pedestrian experience
- Better access for pedestrians and cyclists alike

Project Designs

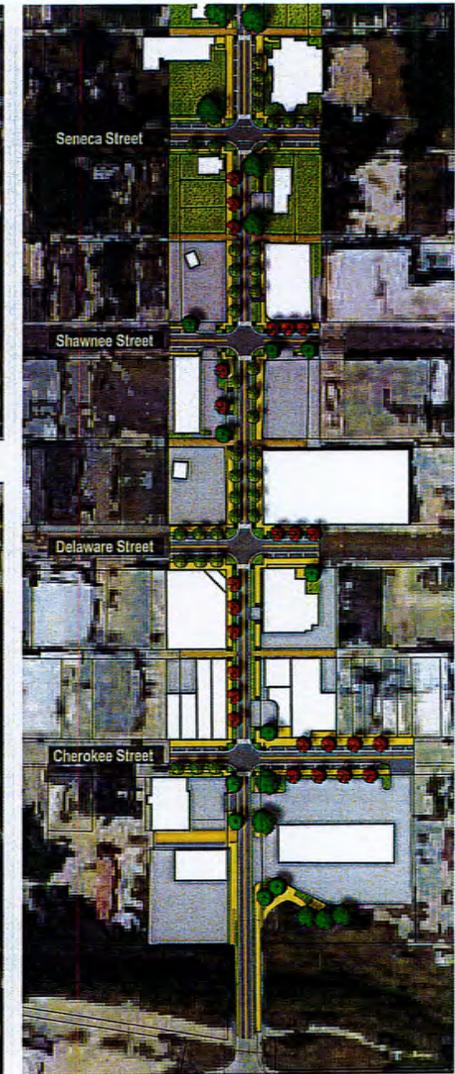


North Section

A conceptual masterplan developed for the 7th Street Corridor study to visualize what the future of 7th Street could be. The improved streetscape features wider sidewalks, pedestrian lighting, street trees, etc.



Middle Section



South Section

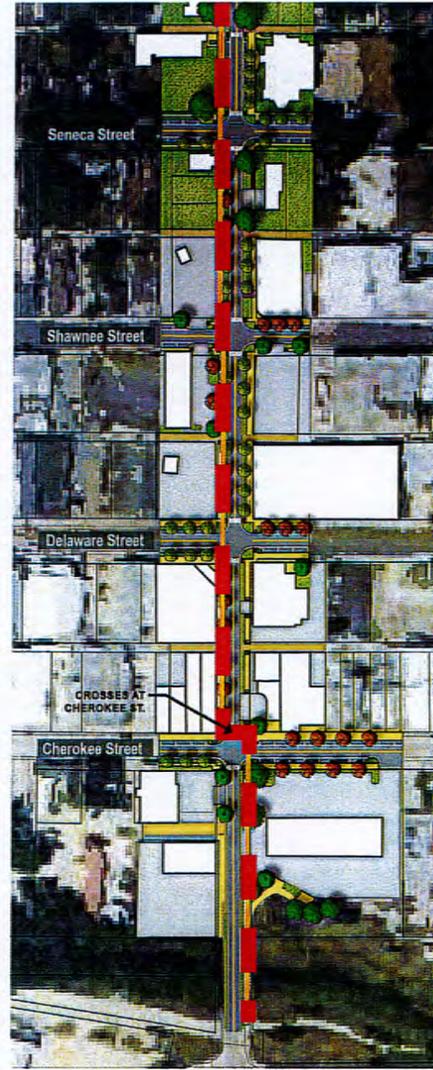
Project Designs



North Section



Middle Section



South Section

Multi-Use Path: These three graphics show the proposed location for the 10' wide multi-use path as it meanders throughout the corridor. In general, the location was selected based on existing proximity to commercial properties staying on one side of the road for at least 2 blocks at a time. Switching sides occurs at intersections and existing RRFB at St. Paul Lutheran School.

Project Designs

Street Lights

Street lights or pedestrian lighting is a major component of the corridor design. The design proposes providing lighting at each intersection and alley entrance. They will:

- Better illuminate the corridor creating a safer experience for all users at dawn, dusk, and night
- Provide space for city branding and aesthetic

Enhanced Streetscape Plantings

New plantings at intersections and along the corridor will provide beauty for the streetscape and separation for users from street traffic. Plantings will:

- Create attractive landscapes along the corridor
- Accommodate small stormwater
- Provide shade via tree canopy
- Support traffic calming

Formalized Street Parking

Delineating street parking will provide clarity to users and property owners alike. Defined street parking will:

- Delineate parking and clearly define parking spaces
- Provides businesses, dwellings, churches, and institutions with dedicated parking spaces
- Reduces chance of roadway incidents to parked vehicles via protected parking (curb extensions)

Crosswalk Striping at all Crosswalks

New crosswalks at all street crossings along the corridor makes it safer for pedestrian use. They help to:

- Reduce roadway incidents
- Protect pedestrians
- Increase use of corridor as a pedestrian route

Gateway Feature

The proposed gateway feature at 7th Street and Cheyenne demonstrates the identity of the city. The gateway promotes the charm and character desired for 7th Street as a neighborhood collector road for the community.

Project Designs

## Intersections and Pedestrians

The proposed conceptual design for the 7th Street corridor will accommodate all users at all intersections. The plan implements crosswalks, BFRs, street lights, and curb extensions at all intersections along 7th Street. With a focus on connectivity, improved intersections add value to the neighborhood and create a more infrastructurally sound environment for its users. Together these solutions will increase activity on the street level. More people using 7th Street as the pedestrian corridor adds value to the properties and parcels both on and adjacent to the corridor. The idea is to reinvigorate 7th Street both socially and economically.



Image of current conditions found at 7th Street and Kiowa Street.

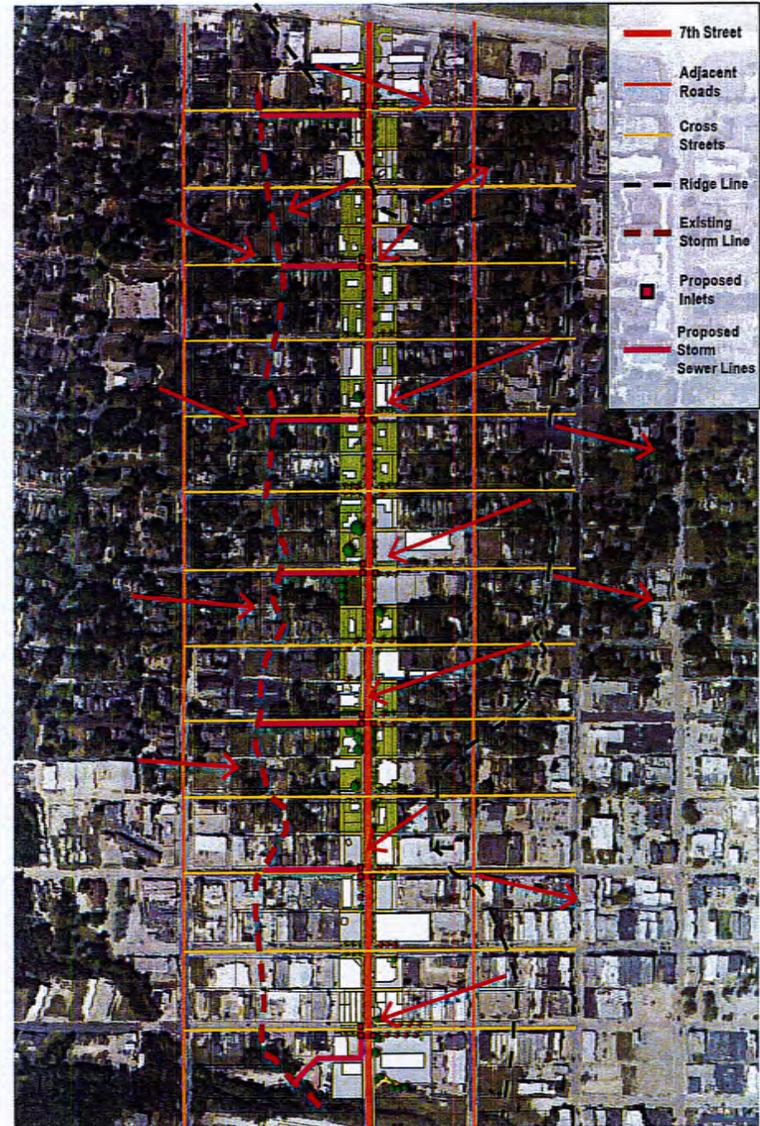


Reimagined streetscape with crosswalks at all crossings and street plantings at the intersection of 7th and Kiowa.

## Stormwater Planning

In general, stormwater on 7th Street flows from the high point of this section of the corridor (somewhere around 7th and Pawnee) north toward Metropolitan and south toward downtown. The valley of this watershed runs south approximately at the mid block (east of Broadway). Multiple stormwater basins collect the majority of the water from the 7th Street Corridor. The storm sewer runs along the watershed valley to the south where it eventually hits Three-mile Creek which ultimately flows in the Missouri River.

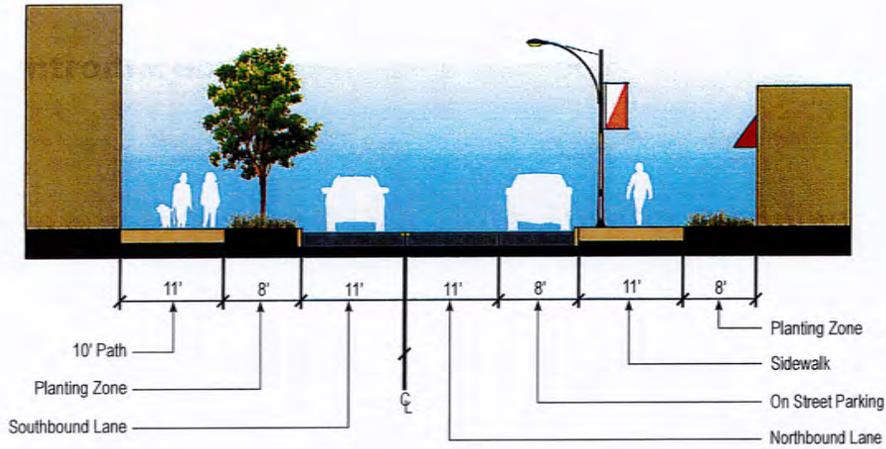
Our approach to stormwater on 7th Street is to divert as much of the water as possible to the existing stormwater infrastructure west of 7th Street. The design recommends new stormwater inlets at every other intersection along the corridor starting at Dakota Street. Connecting these inlets via subsurface stormwater lines to the existing stormwater infrastructure indicated by the light blue dashed line on the map would safely and efficiently convey the stormwater off of 7th Street to the nearest tributary.



Conceptual map of proposed stormwater management strategy for 7th Street Corridor.

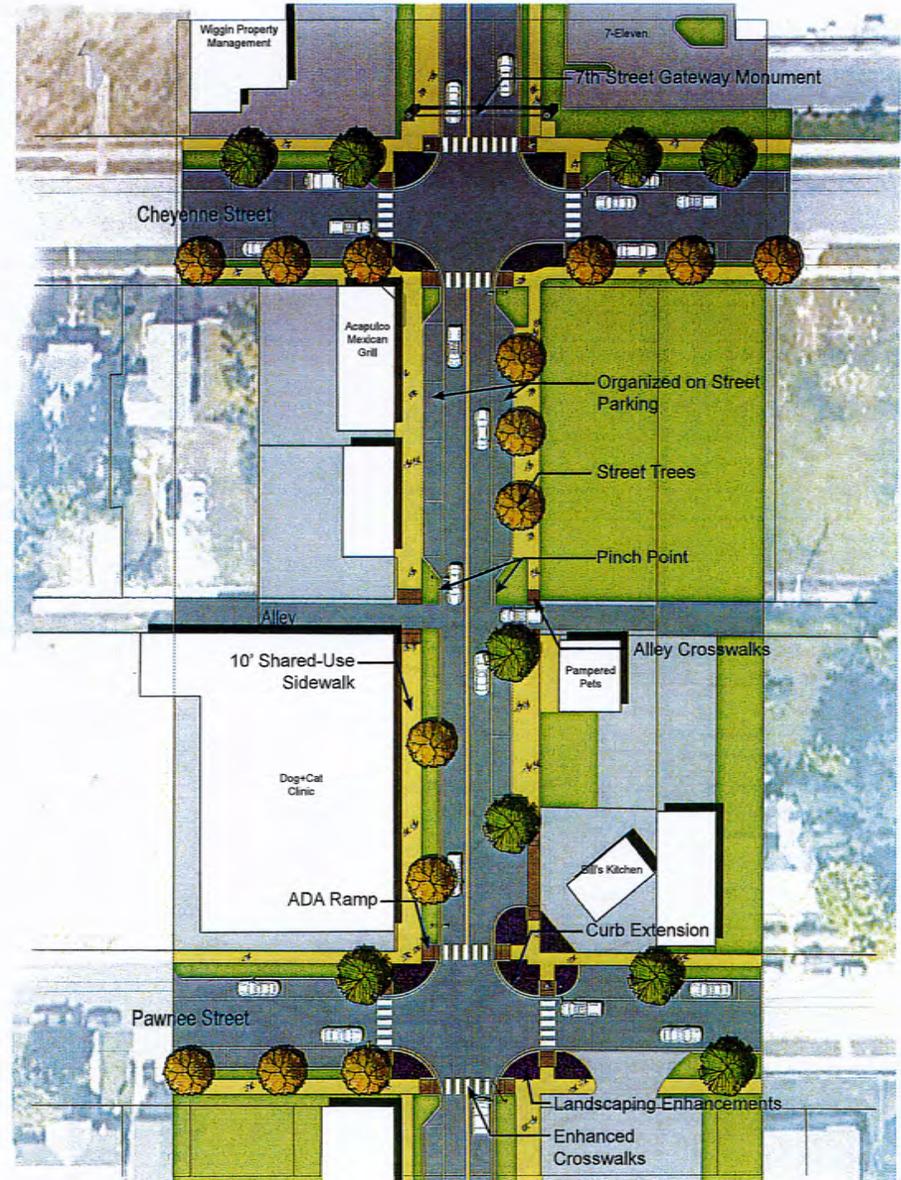
## Street Layouts - Cheyenne to Pawnee

The following section shows a concept for the roadway section between Pawnee St. and Cheyenne St. In this section you see that where street parking has been provided for local businesses, the sidewalk widens to meet the curb and street parking.



The following three enlargements showcase three specific areas along 7th Street. The conceptual plans show more detail relative to intersection design, sidewalk/parking locations, trees, plantings, and road alignment. With further design, more detail would be expected for future grading, pavement placement, and crosswalk configuration.

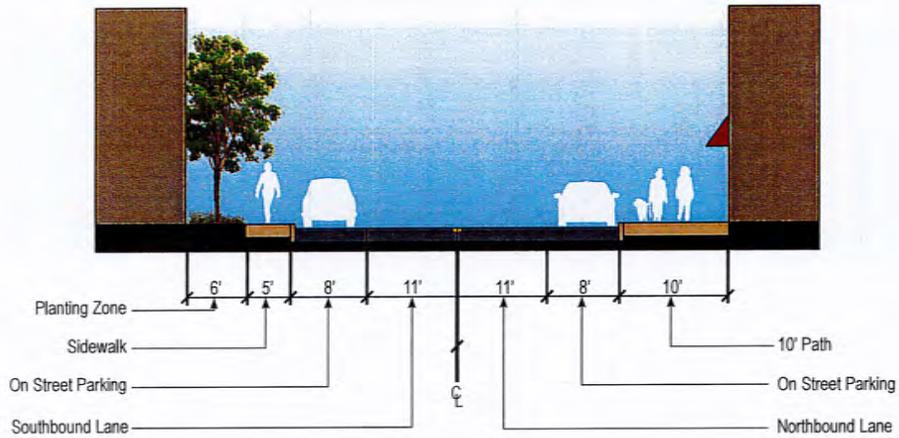
Project Designs



Project Designs

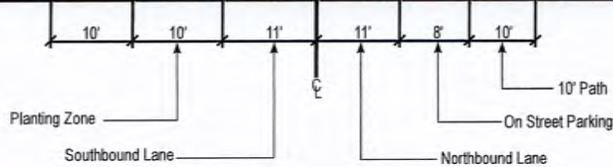
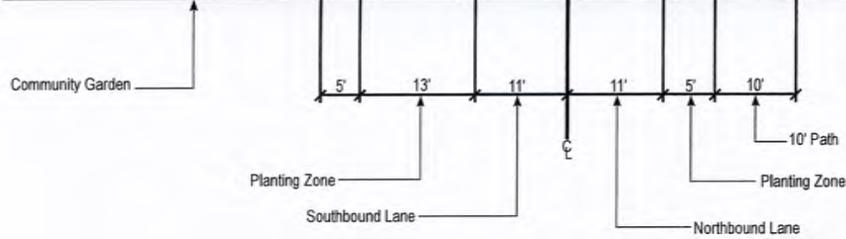
## Street Layouts - Kiowa to Kickapoo

The section below shows a typical roadway section with parking on both sides of the street. Ample space is provided for pedestrians on the side of the street with the 10' path. Parking on both sides of the streets makes it convenient for access to local businesses and homes along the corridor. South of Kickapoo Street at the intersection of Ottawa and 7th is an under utilized and unneeded traffic signal. Our plan proposes removing the traffic light from this intersection as it is not needed per the current demands. Removing the traffic light would keep with the regular traffic flows present along the corridor and reduce chance of confusion at this intersection.

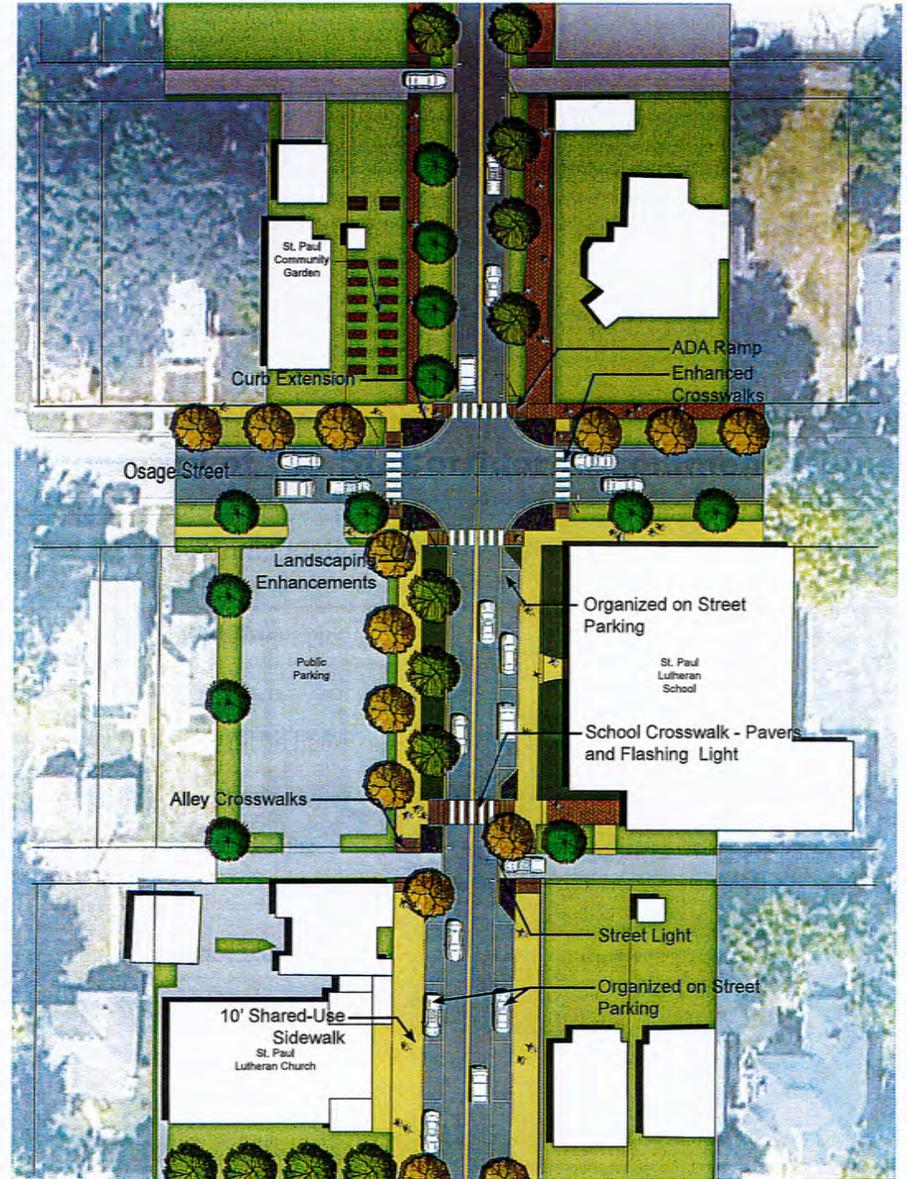


## Street Layouts - Vicinity of Osage

The sections below show a couple of different conditions along this stretch of 7th Street. The first section below shows an example of maximizing green space along the corridor. The 10' multi-use path on the right side of the street is buffered by a generous green space. This scenario shows a condition with no parking on either side of the street. The second section shows an idea of a more urbanized feel to the corridor. The section shows how wide sidewalks on both sides of the street are possible, even when parking is provided on one side of the street. Streetscape lighting is also displayed in this section demonstrating how street lights can improve safety and aesthetics at an important focal point along the corridor.



Project Designs



Project Designs

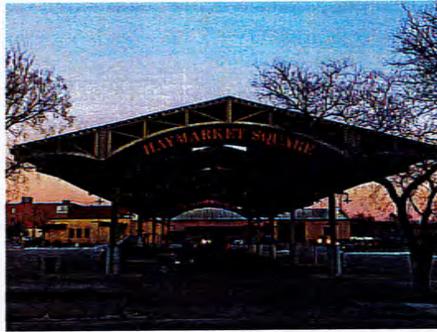
## 7th Street - The Gateway to Downtown

This corridor study examines the implementation of a gateway feature that guides visitors and locals from Metropolitan and the Fort to the downtown area. This would generate interest in the downtown as a destination, a place to shop, and as a staple of the community where people can congregate for events, festivals, farmers markets, and special holidays. A gateway provides identity to a community and inculcates a sense of arrival.

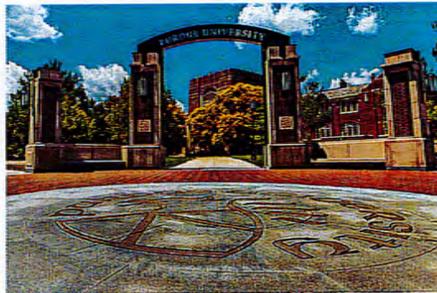
Re-envisioning 7th Street with a gateway feature could play a powerful role in revitalizing both the physical environment and the community's sense of place. A well-designed gateway signals arrival and invites residents and visitors to explore the historic City core. By clearly marking the transition into downtown, the gateway can increase visibility for local businesses, encourage foot traffic, and foster economic activity. It also provides an opportunity to celebrate the area's history and character through architectural elements, public art, signage, and landscaping that reflect the downtown's unique heritage while presenting it as vibrant place today.

This study's vision for 7th Street goes beyond creating a literal physical gateway at one end of the street. The whole corridor becomes the gateway via the connectivity improvements, infrastructure enhancements, and the eventual increase in business and foot traffic along the corridor itself.

The intersection of Cheyenne and 7th is the ideal place for providing a gateway. Its proximity to Metropolitan and the size of such a feature would make it visible for local residents and travelers alike as they traverse east/west along Metropolitan. It acts as a dueling feature to the gateway checkpoint into Fort Leavenworth on the north side of Metropolitan, but most importantly the gateway at 7th and Cheyenne would become a physical capstone for the city. It would help to draw people and attention to the toward the downtown.



Haymarket Square Farmers Market canopy served as one of the inspirations for 7th Street.



The gateway at Purdue University served as another one of the inspirations for the 7th Street conceptual Gateway.

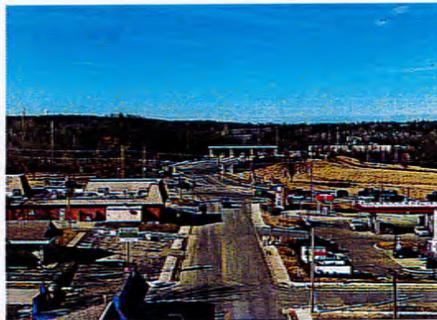
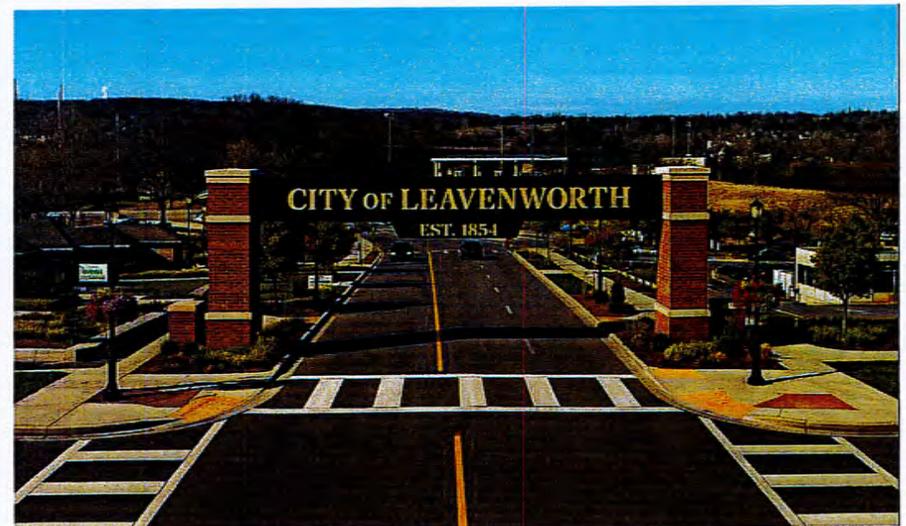
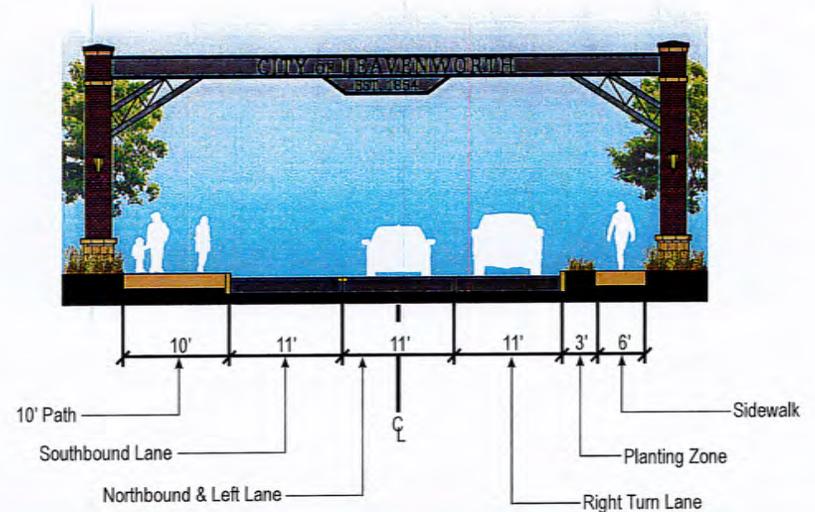


Image looking north from 7th Street to the Fort Leavenworth Military Base.

The following section shows a concept for a new Gateway near Cheyenne Street. The concept uses similar materials and aesthetics as those found at Haymarket Square.



Idealized concept showing what a gateway over 7th Street would look like with crosswalks, ramps, and streetscape plantings.

## Supporting Ride LV MicroTransit

RideLV Micro Transit is an on-demand public transportation service that launched in April 2023 for the City of Leavenworth. Supported by the Kansas City Area Transportation Authority and service delivery and dispatch provided by the Guidance Center, it provides rides by request to destinations within Leavenworth city limits, with four approved pickup/drop-off exceptions in Lansing (1004 Progress Drive, 831 W. Eisenhower Road/ DaVita Dialysis, 712 First Terrace, and 720 First Terrace). Riders schedule trips through the RideLV mobile app (Android or iPhone) and can book up to seven days in advance. The fare is a flat \$2 per rider per one-way trip, and cash riders must bring exact change. Service runs weekdays from 8 a.m. to 5 p.m., anyone is eligible to ride, and riders should be ready when the van arrives; children under 18 must be accompanied by an adult. The initial fleet includes three vans, including wheelchair-accessible vehicles, and funding comes from a combination of state grants—such as a KDOT Section 5311 grant—and local matching funds from the City of Leavenworth. The Guidance Center was selected as a partner due to its decades of transportation experience and its capacity to manage grants, staffing, training, safety, and vehicle maintenance, with the program intended to serve all residents regardless of whether they receive clinic services.

The improvements to 7th Street could help strengthen RideLV by making the corridor safer, smoother, and more accessible for the on-demand vans and the people using them. The 7th Street corridor study improvements such as wider sidewalks, ADA-friendly crossings and sidewalks, more clearly defined street parking, and pedestrian lighting creates future opportunities to better support RideLV's day-to-day service reliability and rider experience. Because RideLV operates as an on-demand microtransit system, there is no intention to create new fixed routes dedicated to destinations on 7th Street. Instead, improvements would simply make it easier and more convenient for RideLV to serve requests along the corridor as part of its existing service area.

# RideLV

Ride LV Transit Logo

Project Designs



Map showing the service area of Ride LV in relation to the location of the 7th Street Corridor Study area.

## 5 Implementation Strategy

# Introduction

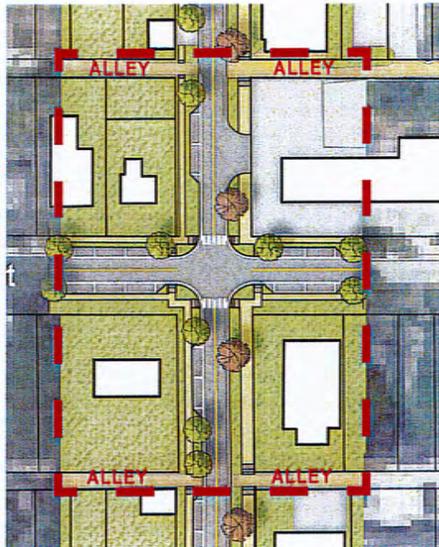
The project team has developed a conceptual opinion of probable costs (OPC) for the 7th Street Corridor Study using the most current information available to us from contractors. These cost opinions account for the major components of the work that would be required to create the streetscape envisioned in the previous section of this document. As a disclaimer, these opinions of probable cost were generated using 2026 dollars and estimates. Future capital improvement planning will need to account for this as these prices can vary from year to year based on market factors, economic agendas, and unforeseen circumstances which cause prices of goods and service to rise or fall.

# Opinion of Probable Cost

Utilizing 2026 contractor labor, materials, and markups the project team developed the following conceptual opinion of probable cost (OPC) for the 7th Street corridor enhancements and improvements. Detailed estimates include the following items.

- General Conditions and Mobilization
- Construction Staking
- Demolition
- Roadway Enhancements
- Roadway Curbs and Pavement
- Roadway and On-Street Parking Striping
- Sidewalk and Pathway Construction
- Lighting
- Stormwater Management
- Amenity Allowance
- Landscaping Allowance
- Contingency

The OPC examines the cost of improvements by estimating total improvements to be made at the typical block along 7th Street. For the purposes of this exercise, typical blocks are defined as the portion of the street from alley to alley. See diagram on right. The OPC provides detailed amounts for all major improvements that would need to happen in to happen in the defined typical block. This includes mobilization, earthwork, concrete for sidewalks, curbs, asphalt paving for roads and alley ways, landscaping, ramps, and street/pedestrian lighting (not traffic lights).



Item Description	Estimated Quantity	Unit	Cost	Total Price
<b>Corridor Improvements - New Road Section</b>				
General Conditions / Mobilization/Staking	1	LS	10%	\$ 74,169
Road Construction Traffic Control	0.07	LS	\$ 100,000	\$ 7,143
<b>Demolition &amp; Haul Off</b>				
Curb	1,073	LF	\$ 20	\$ 21,457
Sidewalk Demolition (both sides)	358	CY	\$ 60	\$ 21,459
Grubbing	0.69	AC	\$ 2,000	\$ 1,371
Earthwork	357	CY	\$ 40	\$ 14,286
<b>Items per Block (Alley to Alley)</b>				
5' Wide Conc Sidewalk on Aggregate	595	SF	\$ 13	\$ 7,735
10' Wide Concrete Multiuse Path on Aggregate	302	SF	\$ 15	\$ 4,530
Curbs	1,010	LF	\$ 38	\$ 38,380
Mill and Overlay Road	17,063	SF	\$ 10	\$ 170,830
Asphalt Patching				
Alley Entrances (Concrete)	1,400	SF	\$ 30	\$ 42,000
ADA Ramp	12	EA	\$ 4,500	\$ 54,000
<b>Landscaping</b>				
Topsoil for landscape	168	CY	\$ 100	\$ 16,800
Trees	16	EA	\$ 1,000	\$ 16,000
Shrubs and Groundcover	4,528	SF	\$ 6	\$ 27,168
Electrical Conduit	7,501	LF	\$ 31	\$ 232,531
Roadway Lighting	6	EA	\$ 11,000	\$ 66,000
Landscape Restoration				
Subtotal				\$ 815,858
20% Contingency			20%	\$ 163,172
Design and Construction Services (20%)			20%	\$ 163,172
<b>Subtotal Items per Block (Alley to Alley)</b>				\$ 1,142,202
<b>All Blocks Total</b>	14	EA	\$ 1,142,202	\$ 15,990,826
<b>Alt #1 - Storm Drainage</b>				
Curb Inlets	21	EA	\$ 8,000	\$ 168,000
12" Conc Storm Pipe	3,381	LF	\$ 100	\$ 338,100
Bonding and Insurance			2%	\$ 10,122
Design and Construction Services			20%	\$ 101,220
20% Contingency			20%	\$ 101,220
<b>Total Alt#1</b>				\$ 718,662

Leavenworth 7th Street Corridor opinion of probable cost chart.

## Funding Strategies

In order to implement and achieve the goals in this plan, the City will have to use a variety of funding sources from the local level all the way up to the federal level. The use of financing mechanisms like impact fees could be explored to ensure financing is available for the corridor. What follows in this section is a general list and description of different state and federal funding mechanisms and opportunities.

### Local Funding Sources

The City of Leavenworth's budget (and transportation fund) can be used to fund small-scale transportation projects, maintenance, and early-stage planning activities.

### MID-AMERICA REGIONAL COUNCIL

As the metropolitan planning organization (MPO) for the Kansas City area, MARC manages federal transportation funds and supports regional transportation initiatives.

#### MARC Planning for Sustainable Places (PSP) Next Round Funding: Development Planning

Additional funding for project development through the MARC PSP program is available on even year submissions. Applications open bi-annually in May-June and are reviewed by the Sustainable Places Policy Committee. Funding decisions are made in the fall of the same year. MARC PSP grant funding requires a local, non-federal match at a minimum of 20%. The MARC PSP program aims to assist local jurisdictions and eligible organizations to advance integrated local transportation, land use planning, and project development actions that support vibrant, connected, and green communities that support healthy living and sustainability. Funding is available to support additional plan development to further identify conceptual opportunities along the corridor, such as transit facilities, storm water infrastructure opportunities, and green solutions..

#### Surface Transportation Block Grant Program (STBG):

The Surface Transportation Block Grant (STBG) program administered by MARC provides federal funds to support regional transportation projects. This program requires a 20% local match and has capacity to fund larger projects. The Bicycle/Pedestrian category prioritizes projects that:

- Create a link in an identified gap or provide new access in a walking or bicycle network. This project fills a gap in the existing shared-use path facility by upgrading existing city sidewalk to a wider shared-use path for a regional corridor as identified in the Regional Bikeway Plan as well as this local plan
- Serve regional activity & employment centers.

The recommended project serves existing activity centers at the Fort, in the Downtown, and in businesses found along the corridor.

- Includes safety elements. The recommended project includes a dedicated 10' path that in some cases warrants separation countermeasures that stop traffic, increase crossing visibility, and decrease crossing distances
- Place making. The recommended improvements include "appropriate design elements contributing to quality places"

#### Carbon Reduction Program (CRP) and Congestion Mitigation and Air Quality (CMAQ) Program:

Funds projects that reduce traffic congestion and improve air quality.

#### Transportation Alternatives Program (TAP):

Also known as a STBG set-aside, funds non-motorized transportation projects, including sidewalks, bike lanes, and trails.

**Potential Project Types:** Roadway expansions, transit improvements, bicycle/pedestrian infrastructure.

#### Program Requirements:

- Projects must align with regional transportation goals and be included in MARC's Long-Range Transportation Plan (LRTP)
- Local match typically required (usually 20%)

**Timeline:** MARC issues calls for projects typically every one to two years, with funding distributed through a competitive selection process.

**Combination of Funds:** These programs may be layered with the STBG program to provide funds specifically for the shared-use path, if STBG funds can be leveraged to support the roadway improvements.

### OTHER FUNDING SOURCES

#### PRIVATE SECTOR AND PUBLIC-PRIVATE PARTNERSHIPS (P3S)

Private developers are often required to contribute to infrastructure improvements, especially when their developments create additional traffic and demand on transportation networks.

P3s involve collaboration between government agencies and private entities to share the costs and risks associated with major infrastructure projects.

#### GRANT PROGRAMS AND OTHER FUNDING OPPORTUNITIES

##### BUILD

The BUILD program, administered by the U.S. Department of Transportation (USDOT), provides competitive grants for surface transportation projects that will have a significant regional or local impact.

**Potential Project Types:** Road, bridge, transit, and non-motorized transportation projects.

#### Program Requirements:

- Projects must demonstrate substantial regional benefits and meet performance criteria for safety, economic competitiveness, quality of life, and environmental sustainability.
- Local match typically required (20% or more).

**Timeline:** Annual application process; highly competitive.

## Implementation Strategy

Phased implementation of the corridor provides an opportunity to divide a larger project into more manageable pieces. Phasing may be employed to manage costs, project management efforts, or the appetite for change. This project provides natural division into three phases:

### Phase 1: South Segment (Cherokee to Seneca)

Improving the Streetscape character and infrastructure near Downtown is crucial to making this project look and feel like it is worth it. This will also be the most challenging phase of the project.

### Phase 2: North Segment (Kiowa to Metropolitan)

The second phase would be creating the vision for 7th Street from Kiowa to Metropolitan. Completing the gateway idea at the north end and showing off the fully fledged and reimagined corridor will be crucial to the success of this project. The completion of the gateway could also be a highly marketable event.

### Phase 3: Middle Segment (Miami to Kickapoo)

Finishing the middle section of the corridor would be the final phase implemented. Getting people in the neighborhood excited about the future and demonstrating the value of a wider path and safer crosswalks along this 0.9 mile stretch of corridor would generate interest and reinvestment in 7th Street.

### Demonstration Project

A demonstration project can serve as an effective first step toward implementing the proposed 7th Street corridor improvements. By temporarily installing selected elements of the project, the City and community can experience the intended benefits well before fully committing to the capital investment required for permanent construction.

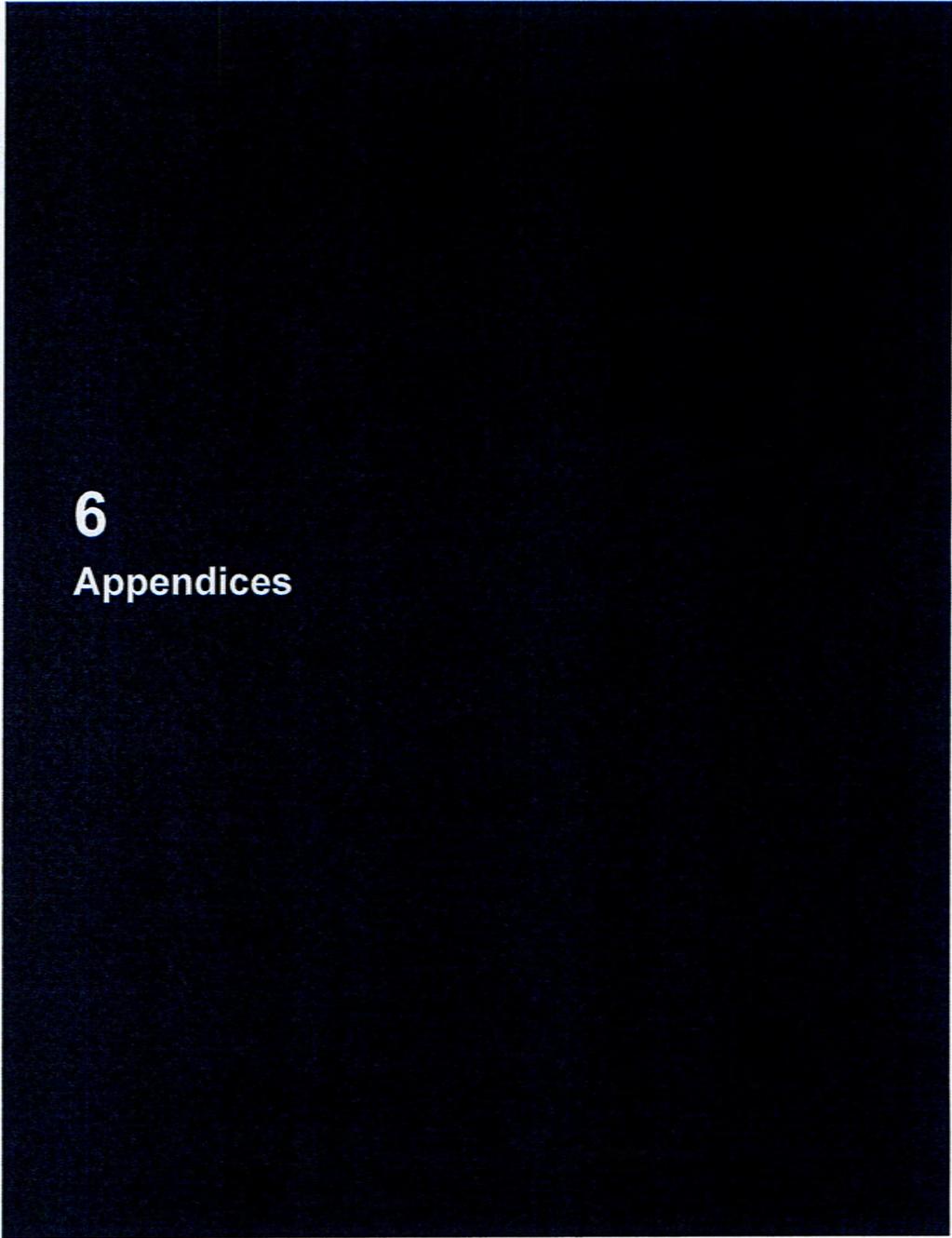
Demonstration projects are especially valuable when communities struggle to fully visualize the scale, function, or impact of proposed changes. Even with detailed drawings, renderings, and descriptions, it can be difficult for residents, stakeholders, and decision-makers to imagine how improvements such as multi-use paths, bumpouts, or safety improvements will feel within the existing corridor. A demonstration project brings these ideas into the real world allowing people to walk, bike, and drive through the temporary improvements to understand how they will enhance safety, comfort, and aesthetics along 7th Street.

These projects can include temporary elements such as delineated trail routes, flexible bollards to define buffers, painted bumpouts, or landscaping in planters or containers. They can be installed quickly and at a much lower initial cost than permanent construction, making them practical and cost-effective. Demonstration installations also create opportunities to gather feedback from residents and users, building additional support and consensus before major capital funds are committed.

Another benefit is that demonstration projects help identify design aspects that may need refinement. Observing real-world performance such as traffic behaviors, pedestrian accessibility, drainage patterns, or maintenance needs provides valuable insights that can be incorporated into the final design. This iterative approach reduces risk and increases confidence that the long-term improvements will meet community expectations.

## Summary of 7th St. Corridor Recommendations

Recommendation	Benefit
<i>Curb Extensions</i>	<i>Shorter crosswalks for pedestrians and calmer traffic flows through intersections</i>
<i>Mixed-Use Path</i>	<i>Wider path along corridor for multiple users and user types with</i>
<i>Street Lights</i>	<i>Better illuminated intersections and better visibility for pedestrian, cyclist, and vehicular traffic alike</i>
<i>Enhanced Streetscape</i>	<i>Beautification and buffer provided to non-vehicular traffic as well as added urban tree canopy</i>
<i>Formalized Streetscape Parking</i>	<i>Painted street parking to indicate size and quantity of parking spaces and prevent over parking</i>
<i>Crosswalk Striping</i>	<i>Providing crosswalk striping at all intersections to indicate presence of pedestrians and slow traffic along corridor</i>
<i>Gateway Feature</i>	<i>Anchoring feature that solidifies 7th Street as connector to the Downtown Leavenworth area</i>



# 6

## Appendices

# Appendix A - Traffic Impact Study

## Leavenworth 7th Street Corridor Planning

### *Traffic Impact Study*

November 18, 2025



Prepared for:  
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1 Introduction

This Traffic Impact Study has been prepared to evaluate the potential impacts of the proposed commercial and mixed-use developments in the downtown Leavenworth area, as outlined in the 2023 *Leavenworth Comprehensive Plan*. The primary focus of the analysis is the intersection of Metropolitan Avenue & Grant Avenue/N 7th Street, which functions as a key access point to the downtown area, particularly for trips to and from the Army Base. The study evaluates existing traffic conditions, projected land use changes, trip generation and distribution patterns, and the operational performance of the intersection during both weekday and weekend peak periods.

The analysis considers both weekday and weekend peak hours and utilizes Synchro software to simulate intersection operations under various peak-period conditions. A conservative approach was applied in the traffic assignment process, particularly for trips originating from the Army Base and for eastbound trips along Metropolitan Avenue, assuming that a substantial portion of these trips would use N 7th Street to access the proposed developments. In addition, this report examines potential intersection improvements that may be required to maintain acceptable levels of service under future traffic conditions.

2 Existing Traffic Conditions

2.1 Existing Traffic Volumes

CFS Engineers collected traffic volume data at the intersection of Metropolitan Avenue & Grant Avenue/N 7th Street from September 18 to September 21, covering weekday and weekend volumes from Thursday through Sunday. These traffic counts were not impacted by adverse weather conditions or a national holiday. Recorded vehicle classifications included three categories: light vehicles (motorcycles, cars, and light goods vehicles), buses, and heavy vehicles (single-unit trucks and articulated trucks). The complete data set for the intersection approaches is provided in the appendix. **Tables 1** through **8** summarize the observed peak hour traffic volumes, while **Figures 1** through **4** illustrate the variations in hourly traffic flow throughout the day.

Table 1. Thursday AM Peak Hour Traffic Counts

Thursday AM Peak Hour (7:00 am to 8:00 pm), Turning Movements Counts (All Vehicles Combined)													
Movements	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	PHF
Year 2025	491	581	51	9	207	335	33	309	17	131	61	114	0.89

Table 2. Thursday PM Peak Hour Traffic Counts

Thursday PM Peak Hour (3:00 pm to 4:00 pm), Turning Movements Counts (All Vehicles Combined)													
Movements	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	PHF
Year 2025	111	383	53	30	368	141	69	80	20	523	195	395	0.93

Key:

- EBL - East Bound Left Turn
- EBT - East Bound Thru Traffic
- EBR - East Bound Right Turn
- WBL - West Bound Left Turn
- WBT - West Bound Thru Traffic
- WBR - West Bound Right Turn
- NBL - North Bound Left Turn
- NBT - North Bound Thru Traffic
- NBR - North Bound Right Turn
- SBL - South Bound Left Turn
- SBT - South Bound Thru Traffic
- SBR - South Bound Right Turn
- PHF -

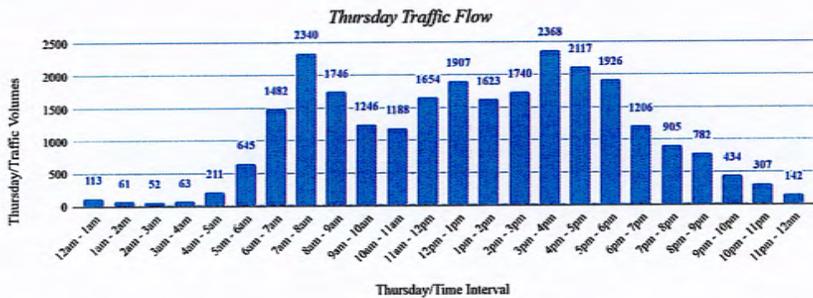


Figure 1. Traffic Flow Variations on Thursday (09/18/2025)

Table 3. Friday AM Peak Hour Traffic Counts

Friday AM Peak Hour (7:00 am to 8:00 pm), Turning Movements Counts (All Vehicles Combined)													
Movements	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	PHF
Year 2025	468	521	39	9	220	294	44	286	17	121	69	121	0.95

Table 4. Friday PM Peak Hour Traffic Counts

Friday PM Peak Hour (3:15 pm to 4:15 pm), Turning Movements Counts (All Vehicles Combined)													
Movements	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	PHF
Year 2025	127	445	77	37	336	181	77	86	26	449	216	335	0.93

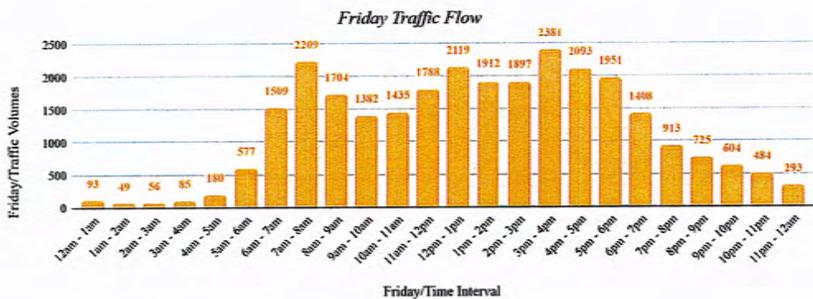


Figure 2. Traffic Flow Variations on Friday (09/19/2025)

Table 5. Saturday AM Peak Hour Traffic Counts

Saturday AM Peak Hour (10:45 am to 11:45 pm), Turning Movements Counts (All Vehicles Combined)													
Movements	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	PHF
Year 2025	104	289	58	30	233	156	51	56	31	229	78	111	0.94

Table 6. Saturday PM Peak Hour Traffic Counts

Saturday PM Peak Hour (12:00 pm to 1:00 pm), Turning Movements Counts (All Vehicles Combined)													
Movements	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	PHF
Year 2025	79	325	38	25	286	192	36	65	26	216	94	123	0.95

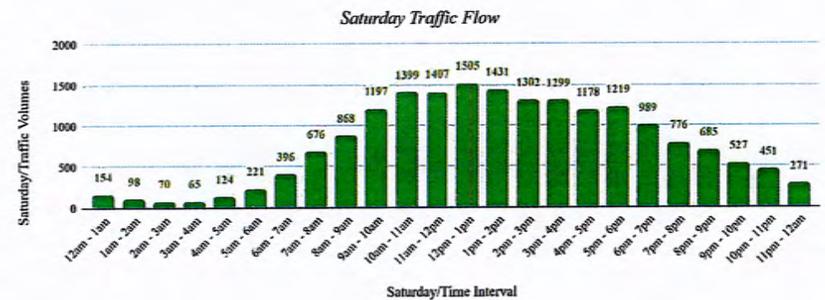


Figure 3. Traffic Flow Variations on Saturday (09/20/2025)

Table 7. Sunday AM Peak Hour Traffic Counts

Sunday AM Peak Hour (10:00 am to 11:00 am), Turning Movements Counts (All Vehicles Combined)													
Movements	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	PHF
Year 2025	96	250	39	18	182	118	31	47	23	173	50	80	0.96

Table 8. Sunday PM Peak Hour Traffic Counts

Sunday PM Peak Hour (12:00 pm to 1:00 pm), Turning Movements Counts (All Vehicles Combined)													
Movements	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR	PHF
Year 2025	80	248	34	20	227	201	24	59	24	198	59	105	0.96

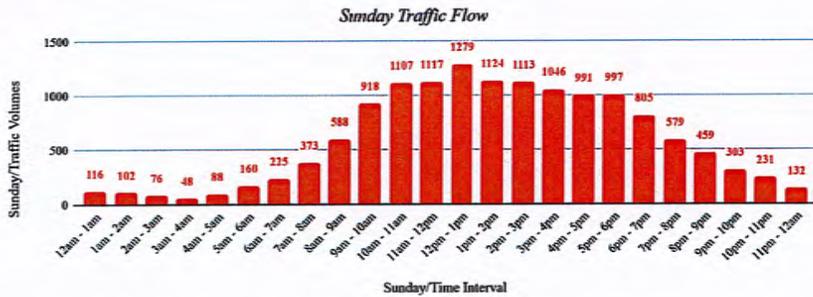


Figure 4. Traffic Flow Variations on Sunday(09/21/2025)

A comparison of traffic volumes between weekdays and weekends clearly indicates differences in peak hour periods. The weekday AM peak occurs between 7:00 and 8:00 a.m., whereas the weekend AM peak shifts later to between 10:00 and 11:00 a.m. Similarly, the weekday PM peak occurs between 3:00 and 4:00 p.m., while the weekend PM peak occurs earlier, between 12:00 and 1:00 p.m.

2.2 Current Land Use and Future Land Use

Based on the *Leavenworth 2023 Comprehensive Plan*, the land use categories within the downtown area have been updated to encourage increased activity and attract more visitors. A comparison of the existing and future land use maps indicates that the primary areas of change are concentrated within two regions: one located along N 7th Street and the other along N 4th Street. In Figure 5, the areas of land use change have been highlighted in the red box.

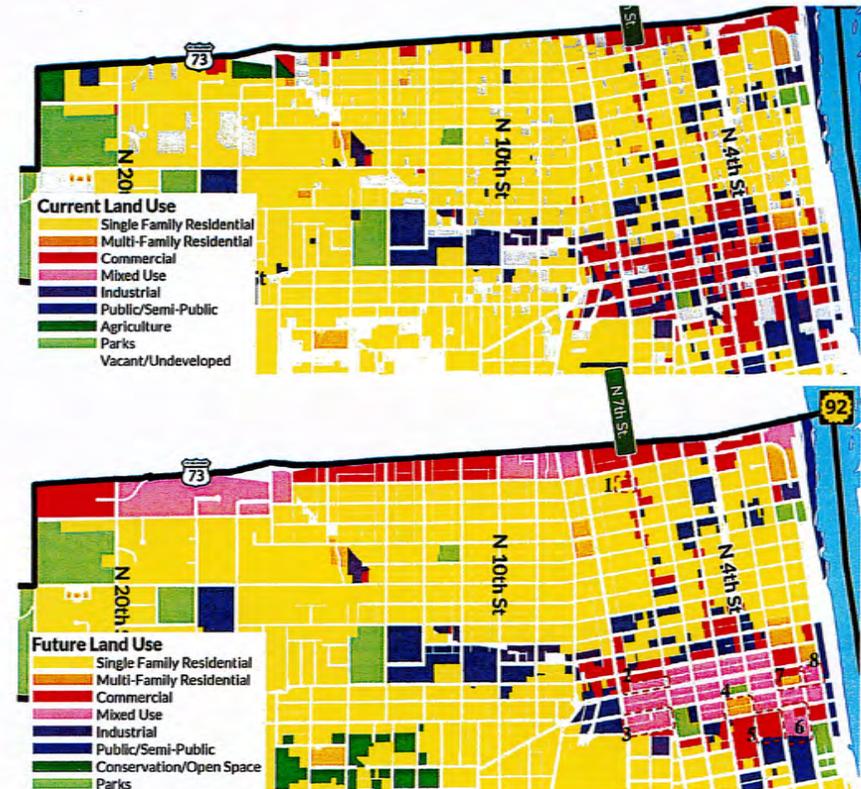


Figure 5. Current Land Use and Future Land Use Map

3 Proposed Development

3.1 Proposed Land Use Change

Since the final land use categories for the development areas have not yet been established in the *Leavenworth 2023 Comprehensive Plan*, this analysis relies primarily on engineering judgment, applying commonly used land use categories for commercial and mixed-use developments. The land use categories are used in this analysis are “Free-Standing Discount Store” (ITE Code 815), “Small Office Building” (ITE Code 712), “High-Turnover (Sit-Down) Restaurant” (ITE Code 932), “General Office Building” (ITE Code 710), and “Multifamily Housing (Low-Rise) Not Close to Rail Transit” (ITE Code 220).

3.2 Proposed Development Along N 7th Street

For the proposed developments along N 7th Street, the assumed land use categories and corresponding gross floor areas are summarized in **Table 9**, while the estimated newly generated trips are presented in **Table 10**. In this study, the Floor Area Ratio (FAR) is assumed to be 0.3.

**Table 9.** Assumed Development Along N 7th Street

	Size (acres)	Land Use	Land Use Category	Gross Floor Area
Development Along N 7th Street	Site 1	0.6	Commercial	815
	Site 2	1.6	Mixed and Commercial	712, 815, and 932
	Site 3	2.4	Mixed	710 and 932
				5227, 5227, and 10,454
				23,522 and 7,841

**Table 10.** Trips Generated by the Development Along N 7th Street

Peak Hour	The Trips Generated by the Development Along 7th Street				Sum
AM Peak In	6	67	73		146
AM Peak Out	3	48	38		89
PM Peak In	19	74	49		142
PM Peak Out	19	57	56		132
Saturday Peak In	28	78	51		158
Saturday Peak Out	27	75	49		151
Sunday Peak In	35	172	114		321
Sunday Peak Out	32	143	93		268

3.3 Proposed Development Along N 4th Street

For the proposed developments along N 4th Street, the assumed land use categories and corresponding gross floor areas are summarized in **Table 11**, while the estimated newly generated trips are presented in **Table 12**. The Floor Area Ratio (FAR) is still assumed to be 0.3.

**Table 11.** Assumed Development Along N 4th Street

	Size (acres)	Land Use	Land Use Category	Gross Floor Area/Dwelling Units
Development Along N 4th Street	Site 4	2.2	Multifamily	220
	Site 5	1.75	Commercial	815 and 932
	Site 6	3.4	Mixed	710 and 932
	Site 7	0.9	Multifamily	220
	Site 8	1.2	Mixed	712 and 932
				39
				13,721 and 9,148
				36,590 and 7,841
				16
				7,841 and 7,841

**Table 12.** Trips Generated by the Development Along N 7th Street

	The Trips Generated by the Development Along 7th Street					Sum
AM Peak In	4	59	90	2	52	207
AM Peak Out	12	44	40	5	36	137
PM Peak In	12	84	52	5	49	203
PM Peak Out	7	66	71	3	39	186
Saturday Peak In	8	101	55	3	45	213
Saturday Peak Out	8	97	52	3	43	204
Sunday Peak In	7	191	116	3	111	428
Sunday Peak Out	7	162	94	3	91	358

4 Trip Distribution and Assignment

For the proposed developments located along N 7th Street, it is assumed that all new trips originating from the north (traveling southbound) would utilize the intersection of Metropolitan Avenue & N 7th Street to enter the development area.

Considering that several proposed developments are located along N 4th Street, a portion of the new trips generated from the Army Base are expected to make a southbound left turn onto Metropolitan Avenue, followed by an eastbound right turn onto N 4th Street to access the proposed development sites. A similar travel pattern is anticipated for new trips traveling eastbound along Metropolitan Avenue.

To conduct a conservative analysis in this study, it is assumed that a high percentage of these trips would continue to use N 7th Street to access the new developments. Specifically, approximately 75 percent of the new trips generated from the Army Base are assumed to travel via N 7th Street, and 75 percent of the new eastbound trips along Metropolitan Avenue are also assumed to use N 7th Street to access the downtown area.

The same directional distribution is assumed for exiting trips, meaning that the proportions using N 7th Street and N 4th Street are consistent with those used for entering trips. **Tables 13 through 16** present the post-development traffic volumes at the intersection of Metropolitan Avenue and N 7th Street during both the weekday and weekend peak hours.

**Table 13.** Post-Development Traffic Summary at Metropolitan Avenue & N 7th Street During Weekday AM Peak Hour

Movements	Weekday AM Peak Hour (7:00 am to 8:00 pm), Turning Movements Counts (All Vehicles Combined)											
	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Year 2025	491	581	51	9	207	335	33	309	17	131	61	114
Added Trips	0	3	19	5	1	2	4	12	4	1	5	0
<b>Sum</b>	<b>491</b>	<b>584</b>	<b>70</b>	<b>14</b>	<b>208</b>	<b>337</b>	<b>37</b>	<b>321</b>	<b>21</b>	<b>132</b>	<b>66</b>	<b>114</b>

**Table 14.** Post-Development Traffic Summary at Metropolitan Avenue & N 7th Street During Weekday PM Peak Hour

Weekday PM Peak Hour (3:00 pm to 4:00 pm), Turning Movements Counts (All Vehicles Combined)												
Movements	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Year 2025	111	383	53	30	368	141	69	80	20	523	195	395
Added Trips	0	4	22	10	5	2	30	12	16	8	44	0
<b>Sum</b>	<b>111</b>	<b>387</b>	<b>75</b>	<b>40</b>	<b>373</b>	<b>143</b>	<b>99</b>	<b>92</b>	<b>36</b>	<b>531</b>	<b>239</b>	<b>395</b>

**Table 15.** Post-Development Traffic Summary at Metropolitan Avenue & N 7th Street During Saturday Peak Hour

Saturday Peak Hour (12:00 pm to 1:00 pm), Turning Movements Counts (All Vehicles Combined)												
Movements	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Year 2025	79	325	38	25	286	192	36	65	26	216	94	123
Added Trips	0	3	21	12	3	3	20	15	13	3	20	0
<b>Sum</b>	<b>79</b>	<b>328</b>	<b>59</b>	<b>37</b>	<b>289</b>	<b>195</b>	<b>56</b>	<b>80</b>	<b>39</b>	<b>219</b>	<b>114</b>	<b>123</b>

**Table 16.** Post-Development Traffic Summary at Metropolitan Avenue & N 7th Street During Sunday Peak Hour

Sunday Peak Hour (12:00 pm to 1:00 pm), Turning Movements Counts (All Vehicles Combined)												
Movements	EBL	EBT	EBR	WBL	WBT	WBR	NBL	NBT	NBR	SBL	SBT	SBR
Year 2025	80	248	34	20	227	201	24	59	24	198	59	105
Added Trips	0	5	32	20	4	4	26	25	17	5	32	0
<b>Sum</b>	<b>80</b>	<b>253</b>	<b>66</b>	<b>40</b>	<b>231</b>	<b>205</b>	<b>50</b>	<b>84</b>	<b>41</b>	<b>203</b>	<b>91</b>	<b>105</b>

**5 Capacity Analysis**

According to the *Leavenworth 2023 Comprehensive Plan*, the land use categories within the downtown area have been updated to encourage activity and attract more visitors. As commercial and mixed-use developments progress in the downtown area, an increase in trips generated from the nearby Army Base is anticipated. These trips are expected to primarily access the downtown area via the intersection of Metropolitan Avenue & Grant Avenue/N 7th Street. Additionally, some of the attracted traffic will travel eastbound and westbound along Metropolitan Avenue, further contributing to the volume at this key intersection. Therefore, the primary objective of this traffic analysis is to evaluate the potential impacts on this intersection and the N 7th Street under future development scenarios.

**5.1 Synchro Scenarios**

Based on the existing traffic volumes and trip generation data, eight Synchro analysis scenarios were developed to evaluate the operational performance of the intersection.

- Scenarios 1 and 2 represent existing conditions during the weekday AM and PM peak hours.
- Scenarios 3 and 4 represent existing conditions during the Saturday and Sunday peak hours.
- Scenarios 5 and 6 represent post-development conditions during the weekday AM and PM peak hours.
- Scenarios 7 and 8 represent post-development conditions during the Saturday and Sunday peak hours.
- Scenario 9 represents post-development conditions with intersection improvements during the weekday AM peak hours.

**5.2 Capacity and Level of Service (LOS) Analysis**

Four performance measures commonly used in a traffic impact analysis are vehicle delay, volume-to-capacity ratio (V/C), Level of Service (LOS), and queue length. Vehicle delay is the average delay, in seconds, experienced by one vehicle passing through the intersection. The volume-to-capacity ratio (V/C) is a key performance indicator used in intersection and roadway analysis to assess the relationship between traffic demand and the available roadway capacity. A V/C ratio greater than 1.0 means that traffic demand exceeds the facility's capacity, resulting in queue formation, increased delays, and potential spillback. The quality of traffic operation at an intersection is defined through Level of Service (LOS) which consists of assignments of 'A' for free-flowing conditions through 'F' for congested conditions. The procedures and methodology for determining the LOS are outlined in the *Highway Capacity Manual*, produced by the Transportation Research Board. LOS 'A' through 'C' is considered acceptable. For intersections and individual movements, operation at LOS D or better is generally desired to ensure acceptable traffic flow and minimize delays. The 95th percentile queue length is the overall length of a line of stopped vehicles. Note that queue length is reported in the left/thru/right order. For stop-control intersections, the queue length is measured in terms of the accumulated number of vehicles which would be lined up waiting to proceed while the queue length for signalized intersections is measured in feet. The "-" symbol represents a shared lane or non-existent movement, thus no queue length given.

**Table 17.** Comparison of Synchro Simulation Results Between Existing Conditions and Post-Development Scenarios During the Weekday AM Peak Hour

Scenario 1 Existing Weekday AM Peak Hour in 2025												
HCM 7th LOS: C, Delay: 27.8 s/veh	EB L	EB T	EB R	WB L	WB T	WB R	NB L	NB T	NB R	SB L	SB T	SB R
Lane V/C Ratio	0.79	0.53	-	0.1	0.33	0.71	-	0.69	-	0.59	0.59	0.2
Movements Delay (s/veh)	32.3	23.2	-	42.6	32	19.7	-	28.9	-	53.6	52.7	2
Movement LOS	C	C	-	D	C	B	-	C	-	D	D	A
Overall Movement Delay (s/veh)	27.2			24.7			29			34.1		
Overall LOS	C			C			C			C		
SimTraffic Movement	EB L	EB T	EB TR	WB L	WB T	WB R	NB LT	NB TR	SB L	SB LT	SB R	
P95 Queue SimTraffic (ft)	335	297	229	33	139	125	174	218	123	107		
Scenario 5 Post-Development Weekday AM Peak Hour in 2025												
HCM 7th LOS: C, Delay: 28.3 s/veh	EB L	EB T	EB R	WB L	WB T	WB R	NB L	NB T	NB R	SB L	SB T	SB R
Lane V/C Ratio	0.82	0.53	-	0.16	0.33	0.75	-	0.76	-	0.64	0.62	0.21
Movements Delay (s/veh)	28.5	22	-	44.3	32.4	24.7	-	32.4	-	57.3	55	2.1
Movement LOS	C	C	-	D	C	C	-	C	-	E	E	A
Overall Movement Delay (s/veh)	24.8			28.1			32.5			36.4		
Overall LOS	C			C			C			D		
SimTraffic Movement	EB L	EB T	EB TR	WB L	WB T	WB T	NB LT	NB TR	SB L	SB LT	SB R	
P95 Queue SimTraffic (ft)	312	281	237	29	139	44	282	254	219	112		

Table 17 presents a comparison of intersection performance between existing and post-development conditions during the weekday AM peak hour. With the addition of newly generated trips, the delays for the westbound, northbound, and southbound approaches show a slight increase. The southbound left-turn and through movements operate at LOS E, which is considered unacceptable. This degradation occurs because the existing delays for these movements are already high, and even a few additional seconds of delay cause the LOS to reach

an unacceptable level. All other movements experience minimal impacts and continue to operate at LOS D or better.

Results from the SimTraffic simulation indicate that the 95th-percentile queue length for the eastbound left-turn movement is approximately 335 feet during the existing AM peak hour. Under post-development conditions, the 95th-percentile queue length for this movement is estimated to be approximately 312 feet during the AM peak hour. The existing eastbound left-turn lane provides approximately 250 feet of storage. However, Metropolitan Avenue includes a two-way left-turn lane, which can accommodate any excess queue and prevent spillback from impacting the eastbound through movement. It is also noted that, with or without the proposed development, the 95th-percentile northbound queue length is expected to extend far enough to affect the operation of the gas station driveway located approximately 170 feet south of the intersection. However, the projected queue is not anticipated to block the intersection of N 7th Street & Cheyenne Street. For the southbound approach, the available left-turn lane storage exceeds 350 feet, which is sufficient to accommodate the post-development southbound left-turn 95th-percentile queue length.

**Table 18.** Comparison of Synchro Simulation Results Between Existing Conditions and Post-Development Scenarios During the Weekday PM Peak Hour

Scenario 2. Existing Weekday PM Peak Hour in 2025												
HCM 7th LOS: C, Delay: 29.5 s/veh	EB L	EB T	EB R	WB L	WB T	WB R	NB L	NB T	NB R	SB L	SB T	SB R
Lane V/C Ratio	0.46	0.65	-	0.32	0.56	0.32	-	0.52	-	0.76	0.75	0.45
Movements Delay (s/veh)	33.1	36.5	-	49.6	35.9	5	-	21.4	-	40.7	39.7	5.5
Movement LOS	C	D	-	D	D	A	-	C	-	D	D	A
Overall Movement Delay (s/veh)	35.9			28.6			21.5			27.9		
Overall LOS	D			C			C			C		
SimTraffic Movement	EB L	EB T	EB TR	WB L	WB T	WB TR	NB LT	NB TR	SB L	SB LT	SB R	
P95 Queue SimTraffic (ft)	138	202	176	68	195	162	93	92	270	257	119	

Scenario 6. Post-Development Weekday PM Peak Hour in 2025												
HCM 7th LOS: C, Delay: 34.2 s/veh	EB L	EB T	EB R	WB L	WB T	WB R	NB L	NB T	NB R	SB L	SB T	SB R
Lane V/C Ratio	0.49	0.7	-	0.43	0.56	0.32	-	0.85	-	0.87	0.88	0.45
Movements Delay (s/veh)	31.9	38.2	-	54.6	36.1	5.2	-	23.1	-	53.1	53.1	6.1
Movement LOS	C	D	-	D	D	A	-	C	-	D	D	A
Overall Movement Delay (s/veh)	37			29.5			23.2			37.2		
Overall LOS	D			C			C			D		
SimTraffic Movement	EB L	EB T	EB TR	WB L	WB T	WB TR	NB LT	NB TR	SB L	SB LT	SB R	
P95 Queue SimTraffic (ft)	105	196	175	77	192	170	184	151	324	346	241	

**Table 18** presents a comparison of intersection performance between existing and post-development conditions during the weekday PM peak hour. Although the delays for all approaches have slightly increased due to the additional trips, the level of service for individual movement remains unchanged.

Results from the SimTraffic simulation indicate that the 95th-percentile queue length for the southbound left-turn movement is approximately 270 feet during the existing PM peak hour. Under post-development PM peak conditions, the 95th-percentile queue length increases to approximately 346 feet. However, it remains within the available storage length of the southbound left-turn lane. The 95th-percentile northbound left-through queue

length is approximately 184 feet, which may affect the operation of the gas station driveway access on N 7th Street.

**Table 19.** Comparison of Synchro Simulation Results Between Existing Conditions and Post-Development Scenarios During the Saturday Peak Hour

Scenario 3. Existing Saturday Peak Hour in 2025												
HCM 7th LOS: C, Delay: 24.4 s/veh	EB L	EB T	EB R	WB L	WB T	WB R	NB L	NB T	NB R	SB L	SB T	SB R
Lane V/C Ratio	0.22	0.46	-	0.17	0.37	0.38	-	0.24	-	0.43	0.43	0.16
Movements Delay (s/veh)	21.1	31.1	-	41.3	30.9	6.8	-	10.8	-	34.7	34.5	3.5
Movement LOS	C	C	-	D	C	A	-	B	-	C	C	A
Overall Movement Delay (s/veh)	29.4			22.2			10.9			25.9		
Overall LOS	C			C			B			C		
SimTraffic Movement	EB L	EB T	EB TR	WB L	WB T	WB TR	NB LT	NB TR	SB L	SB LT	SB R	
P95 Queue SimTraffic (ft)	86	162	124	51	157	104	74	85	152	127		

Scenario 7. Post-Development Saturday Peak Hour in 2025												
HCM 7th LOS: C, Delay: 24.7 s/veh	EB L	EB T	EB R	WB L	WB T	WB R	NB L	NB T	NB R	SB L	SB T	SB R
Lane V/C Ratio	0.22	0.49	-	0.26	0.37	0.39	-	0.35	-	0.46	0.46	0.16
Movements Delay (s/veh)	21.1	31	-	43.3	30.9	6.8	-	11.7	-	35.5	35.3	3.5
Movement LOS	C	C	-	D	C	A	-	B	-	D	D	A
Overall Movement Delay (s/veh)	29.4			22.8			11.7			26.9		
Overall LOS	C			C			B			C		
SimTraffic Movement	EB L	EB T	EB TR	WB L	WB T	WB TR	NB LT	NB TR	SB L	SB LT	SB R	
P95 Queue SimTraffic (ft)	86	169	135	59	160	115	97	103	159	130		

**Table 19** presents a comparison of intersection performance between existing and post-development conditions during the Saturday peak hour. With the addition of new trips, the overall intersection delay increases by approximately 0.3 seconds per vehicle, which is considered minimal. The level of service for the southbound left-turn and through movements decreases from LOS C to LOS D. However, all individual movements continue to operate at LOS D or better.

Results from the SimTraffic simulation indicate that the 95th-percentile queue lengths for all movements remain within the available storage lane lengths. No operational issues related to queue spillback are anticipated.

**Table 20.** Comparison of Synchro Simulation Results Between Existing Conditions and Post-Development Scenarios During the Sunday Peak Hour

Scenario 4 Existing Sunday Peak Hour in 2025												
HCM 7th LOS: C, Delay: 22.1 s/veh	EB L	EB T	EB R	WB L	WB T	WB R	NB L	NB T	NB R	SB L	SB T	SB R
Lane V/C Ratio	0.19	0.32	-	0.14	0.26	0.37	-	0.19	-	0.4	0.39	0.14
Movements Delay (s/veh)	19.3	27.2	-	40.6	28	6.1	-	10.5	-	35.9	35.7	2.9
Movement LOS	B	C	-	D	C	A	-	B	-	D	D	A
Overall Movement Delay (s/veh)	25.5			18.8			10.6			26.3		
Overall LOS	C			B			B			C		
SimTraffic Movement	EB L	EB T	EB TR	WB L	WB T	WB T	NB LT	NB TR	SB L	SB LT		
P95 Queue SimTraffic (ft)	90	140	103	46	127	70	61	88	150	93		
Scenario 8 Post-Development Sunday Peak Hour in 2025												
HCM 7th LOS: C, Delay: 22.8 s/veh	EB L	EB T	EB R	WB L	WB T	WB R	NB L	NB T	NB R	SB L	SB T	SB R
Lane V/C Ratio	0.2	0.4	-	0.28	0.29	0.4	-	0.34	-	0.4	0.4	0.14
Movements Delay (s/veh)	20.9	28.1	-	43.9	29.9	6.7	-	11.3	-	34.2	34.1	2.6
Movement LOS	C	C	-	D	C	A	-	B	-	C	C	A
Overall Movement Delay (s/veh)	26.7			21.1			11.3			25.9		
Overall LOS	C			C			B			C		
SimTraffic Movement	EB L	EB T	EB TR	WB L	WB T	WB T	NB LT	NB TR	SB L	SB LT		
P95 Queue SimTraffic (ft)	91	144	107	67	126	73	75	118	158	123		

Table 20 presents a comparison of intersection performance between existing and post-development conditions during the Sunday peak hour. With the addition of new trips, the overall intersection delay increases by approximately 0.7 seconds per vehicle, which is considered minimal. Under the proposed downtown development conditions, all movements continue to operate at LOS D or better during the Sunday peak hour.

Results from the SimTraffic simulation indicate that the 95th percentile queue lengths for all movements remain within the available storage lane lengths. No operational issues related to queue spillback are anticipated.

Since the southbound left-turn and through movements operate at LOS E during the post-development weekday AM peak hour, CFS Engineers evaluated potential improvement strategies to mitigate these delays and enhance overall intersection performance. One potential improvement involves reconfiguring the southbound approach to provide two left-turn lanes, one through lane, and one right-turn lane. The proposed configuration is illustrated in Figure 6.

Table 21 presents the Synchro simulation results for the intersection with the proposed improvements. The overall intersection delay decreases from 28.3 seconds per vehicle to 23.3 seconds per vehicle. The southbound approach delay is reduced from 36.4 seconds per vehicle to 25.5 seconds per vehicle. Under the improved configuration, the southbound left-turn movement operates at LOS D, while the southbound through movement operates at LOS C. Results from the SimTraffic simulation indicate that the 95th-percentile queue length for the northbound left-through movement is estimated at approximately 260 feet, which is still expected to impact the operation of the gas station driveway on N 7th Street.



Figure 6. The Southbound Approach with New Configuration

**Table 21.** Synchro Simulation Results for the Post-Development Scenario with Southbound Approach Improvements During the Weekday AM Peak Hour

Scenario 9 Post-Development Weekday PM Peak Hour in 2025												
HCM 7th LOS: C, Delay: 23.3 s/veh	EB L	EB T	EB R	WB L	WB T	WB R	NB L	NB T	NB R	SB L	SB T	SB R
Lane V/C Ratio	0.85	0.55	-	0.13	0.28	0.67	-	0.7	-	0.63	0.15	0.22
Movements Delay (s/veh)	28.7	19.6	-	35.6	24.3	16.3	-	25.6	-	47.5	23.3	1.2
Movement LOS	C	B	-	D	C	B	-	C	-	D	C	A
Overall Movement Delay (s/veh)	23.6			19.8			25.7			25.5		
Overall LOS	C			B			C			C		
SimTraffic Movement	EB L	EB T	EB TR	WB L	WB T	WB T	NB LT	NB TR	SB L	SB L	SB T	SB T
P95 Queue SimTraffic (ft)	285	217	189	33	122	65	260	229	74	144	75	75

## 6 Summary

This Traffic Impact Study evaluates the anticipated traffic impacts associated with the proposed commercial and mixed-use developments within the downtown Leavenworth area, as outlined in the 2023 *Leavenworth Comprehensive Plan*. The primary focus of this analysis is the intersection of Metropolitan Avenue & Grant Avenue/N 7th Street, which functions as the primary gateway for downtown traffic, including a substantial portion of trips traveling to and from the Army Base. Because the Comprehensive Plan does not identify specific land use categories for each development area, this study applies reasonable engineering judgment to define representative land use types and estimate trip generation accordingly.

The analysis incorporates existing weekday and weekend traffic counts, projected land use assumptions, trip generation estimates, and conservative trip distribution assumptions that route a significant share of new development trips through N 7th Street. A total of night Synchro scenarios were evaluated, including existing and post-development conditions during weekday AM/PM, Saturday, and Sunday peak hours, along with an improvement scenario for the weekday AM peak hour.

Across all scenarios, the intersection continues to operate at acceptable overall Levels of Service (LOS), with most movements performing at LOS D or better. The only exception occurs during the weekday AM peak hour, where the southbound left-turn and through movements degrade to LOS E under post-development conditions. This degradation is attributed to already high existing delays, even marginal increases from added trips lead to an LOS decline.

Queue analyses conducted using SimTraffic provide additional operational insight. During the AM peak hour, the 95th percentile eastbound left-turn queue is estimated at 312 feet, which exceeds the available left-turn storage of 250 feet, however, the presence of a two-way left-turn lane on Metropolitan Avenue allows excess queue to be stored without blocking the eastbound through movement. The northbound queue extends far enough to affect the operation of the gas station driveway located approximately 170 - 200 feet south of the intersection, although queues are not expected to block the N 7th Street & Cheyenne Street intersection. For the southbound approach, the left-turn lane storage exceeds 350 feet, adequately accommodating the projected 95th percentile queue under both AM and PM conditions.

During the weekday PM peak hour, the southbound left-turn 95th percentile queue increases from approximately 270 feet under existing conditions to 346 feet under post-development conditions, remaining within the available storage length. The northbound left-through queue, approximately 184 feet, may continue to affect access to the gas station driveway on N 7th Street. Despite these localized impacts, no movement experiences a decline in LOS between existing and post-development PM peak conditions.

Weekend peak period analysis (Saturday and Sunday) indicates minimal impacts, with slight increases in delay but overall intersection operations remaining at LOS C or better. All 95th percentile queues during weekend peaks remain within available storage lane lengths, and no spillback concerns are anticipated.

Given the weekday AM peak hour deficiencies in the southbound approach, this study evaluates a potential geometric improvement consisting of two southbound left-turn lanes, one through lane, and one right-turn lane. With this improvement, the overall intersection delay decreases from 28.3 to 23.3 seconds per vehicle, and the southbound approach delay improves significantly from 36.4 to 25.5 seconds per vehicle,

returning all movements to LOS D or better. SimTraffic results indicate that the northbound left-through queue (approximately 260 feet) may continue to affect the gas station driveway, but overall intersection operations improve substantially.

In conclusion, the results of this Traffic Impact Study indicate that the proposed commercial and mixed-use developments will generate additional peak-hour traffic but will not cause significant operational deterioration at the Metropolitan Avenue & Grant Avenue/N 7th Street intersection. Minor increases in delay are anticipated during all peak periods, and localized queue impacts, primarily affecting driveway operations, are expected. However, intersection operations remain acceptable overall. To address the LOS degradation observed during the weekday AM peak hour, the study recommends considering the southbound approach improvement, which provides a meaningful reduction in delay and enhances intersection performance under future conditions.

# Appendix B - Survey Results



DATA SOURCES: Platte County, Missouri Dept. of Conservation, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA, GBA

### Legend

- Additional Parking is most needed here... (1)
- Cosmetic enhancements are most needed along the 7th St Corridor here... (10)
- Unsafe conditions for pedestrians exist here... (7)
- Other (Please explain in the following text box) (10)

Please complete the following survey to help us better identify the needs of the 7th Street Corridor.

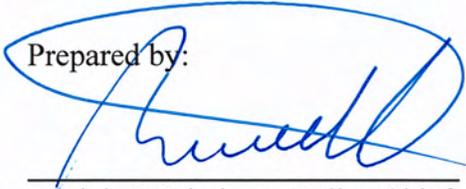
Please select one of the following items, and define the relevant location using a PIN on the Map.

### LEAVENWORTH, KS - 7TH STREET CORRIDOR CONNECTIVITY PLAN - MAP SURVEY RESULTS

PROJECT NUMBER: 16800.00  
DATE EXPORTED: 11/18/2025 3:49 PM

**Policy Report No. 1-2026**  
**2025 Edward Byrne Memorial Justice Assistance Grant Application**  
**March 24, 2026**

Prepared by:



Patrick R. Kitchens, Police Chief

Approved by:



Scott Peterson, City Manager

**ISSUE:**

The Police Department is requesting approval to apply for the 2025 Edward Byrne Memorial Justice Assistance Grant in the amount of \$26,394.

**STAFF RECOMMENDATION:**

Staff recommends approval.

**BACKGROUND:**

On March 16, 2026, the U.S. Department of Justice released the annual Edward Byrne Memorial Justice Assistance Grant for Kansas local solicitation and identified the City of Leavenworth as eligible for \$26,394. This is an annual grant made available to law enforcement agencies in the United States, and we have experienced great success with these funds. The Police Department intends to use these funds to replace our Live Scan Fingerprint and Photograph system.

This grant application requires the City of Leavenworth to share this allocation with Leavenworth County as they are categorized in the disparate grouping. The allocation is based upon a formula, which provides the City of Leavenworth will receive \$16,394 and Leavenworth County will receive \$10,000. The City of Leavenworth must apply for this grant on behalf of both entities.

The Leavenworth County Sheriff's Office intends to use the funds to purchase law enforcement equipment.

**BUDGET IMPACT:**

No City of Leavenworth funds are necessary for this grant application.

**COMMISSION ACTION:**

Authorize the Police Department to apply for the 2025 Edward Byrne Memorial Justice Assistance Grant in the amount \$2,394 of which \$10,000 will be given to Leavenworth County Sheriff's Office. This action requires the City Manager and City Attorney to sign an Interlocal agreement with Leavenworth County.

Further, it requires the Mayor to sign an additional document entitled "Certifications and Assurances by the Chief Executive of the Applicant Government."

**2025 Kansas Local JAG Allocations**

Only jurisdictions listed below in the state are eligible to receive FY 2025 JAG funding directly from BJA, with award amounts determined by the annual formula. Important notes:

1) Disparate jurisdictions are listed in shaded groups below, in alphabetic order by county. A single jurisdiction must serve as the fiscal agent on behalf of the group. BJA will only fund one award for the disparate group. Disparate jurisdictions are responsible for determining individual amounts within the Joint Allocation and for documenting allocations via a memorandum of understanding

2) Jurisdictions eligible for a direct allocation (i.e., not part of a disparate group) are listed alphabetically below the shaded, disparate groupings.

For additional details on eligibility and disparate group requirements, refer to the FY25 JAG notice of funding opportunity (NOFO) and the Frequently Asked Questions here: <https://bja.ojp.gov/program/jag/frequently-asked-questions>. For additional details regarding the JAG formula and award calculations process, please refer to the JAG Technical report here: <https://bjs.ojp.gov/library/publications/justice-assistance-grant-jag-program-2024>.

State	Jurisdiction Name	Government Type	Direct Allocation	Joint Allocation
KS	CRAWFORD County	County	*	
KS	PITTSBURG City	Municipal	\$10,422	\$10,422
KS	DOUGLAS County	County	*	
KS	LAWRENCE City	Municipal	\$34,202	\$34,202
KS	FINNEY County	County	*	
KS	GARDEN CITY City	Municipal	\$15,230	\$15,230
KS	FORD County	County	*	
KS	DODGE CITY City	Municipal	\$11,003	\$11,003
KS	GEARY County	County	*	
KS	JUNCTION CITY City	Municipal	\$18,553	\$18,553
KS	HARVEY County	County	*	
KS	NEWTON City	Municipal	\$12,068	\$12,068
KS	JOHNSON County	County	*	
KS	LENEXA City	Municipal	\$11,971	
KS	OLATHE City	Municipal	\$33,041	
KS	OVERLAND PARK City	Municipal	\$43,075	
KS	SHAWNEE City	Municipal	\$16,553	\$104,640
KS	LEAVENWORTH County	County	*	
KS	LEAVENWORTH City	Municipal	\$26,394	\$26,394
KS	RENO County	County	*	
KS	HUTCHINSON City	Municipal	\$15,068	\$15,068
KS	SALINE County	County	*	
KS	SALINA City	Municipal	\$22,748	\$22,748
KS	SEDGWICK County	County	\$10,874	
KS	WICHITA City	Municipal	\$433,594	\$444,468
KS	SHAWNEE County	County	*	
KS	TOPEKA City	Municipal	\$113,416	\$113,416
KS	RILEY County	County	\$19,908	

## Patrick Kitchens

---

**From:** Dedeke, Andrew <adedeke@lvsheriff.org>  
**Sent:** Tuesday, March 17, 2026 9:37 AM  
**To:** Patrick Kitchens  
**Subject:** RE: Byrne Grant

Thank you, Pat.

---

**From:** Patrick Kitchens <pkitchens@leavenworthks.gov>  
**Sent:** Tuesday, March 17, 2026 8:26 AM  
**To:** Dedeke, Andrew <adedeke@lvsheriff.org>  
**Subject:** Byrne Grant

Sheriff,

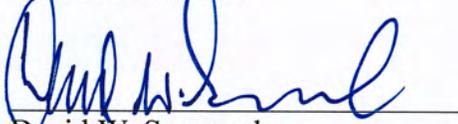
We finally received word on the 2025 Bryne Grant. The total is \$26,394 and so we will do our normal split. Leavenworth County Sheriff's Office will get \$10,000 and Leavenworth PD will get \$16,394.

Thanks  
Pat

*City of Leavenworth, Kansas*  
**Parks & Recreation Department**  
**2026 Truck Replacements**  
**POLICY REPORT NO. P&R 01-26**

**March 24<sup>th</sup>, 2026**

**PREPARED BY:**



David W. Sommerla  
Park Superintendent

**REVIEWED BY:**



Brian Bailey  
Parks and Recreation Deputy Director



Scott Peterson  
City Manager

**ISSUE:**

The Parks and Recreation Department is requesting approval to purchase one 2026 Ford Super Duty F-350 XLT Cab and Chassis 4x4 manufactured and furnished to our specifications, utilizing a cooperative purchasing program authorized by the city's purchasing policy.

**BACKGROUND:**

In 2011 the Parks Department bought truck #2343. This truck was a vital part of our park's fleet. This truck is used to service equipment that has broken down in the field. It pulls equipment out that is stuck in mud or hung up. We also have the ability to weld soccer goals, backstops, and various other items in the field without having to bring the items to the shop for repairs and we do not have to contract with an outside company.

After reviewing available purchasing options, the department staff has selected the Sourcewell Cooperative Purchasing program. This program is used throughout our region for the purchase of transportation equipment. This program allows us to purchase equipment that meets our needs through a manufacturer with a proven record of customer service in the Kansas region, and it ensures that we are receiving the best possible price while guaranteeing that standard governmental purchasing practices are followed.

Staff developed a set of specifications for the trucks that would replace truck #2343. The new truck will be equipped with the ability to fulfil the maintenance needs required by the department. The truck on the Sourcewell cooperative bid that meets these requirements is the 2026 Ford Super Duty F-350 XLT Cab and Chassis 4x4 for a total of \$60,645.32

**RECOMMENDATION:**

Staff recommends the purchase of one (1) 2026 Ford Super Duty F-350 XLT Cab and Chassis 4x4 for a total of \$60,645.32 from Sourcewell quote ID# 42259.

**BUDGET IMPACT:**

There is \$103,706.00 allocated for this in the 2026 CIP equipment purchase.

**ATTACHMENTS:**

Sourcewell (National Auto Fleet Group) Quotes ID# 42259



# National Auto Fleet Group

A Division of Chevrolet of Watsonville  
490 Auto Center Drive, Watsonville, CA 95076  
(855) 289-6572 • (831) 480-8497 Fax  
Fleet@NationalAutoFleetGroup.com

2/6/2026

Quote ID: **42259**

Order Cut Off Date: **TBA**

Chris Parr  
CITY OF LEAVENWORTH Park & Rec  
Parks and Rec

790 Thorton Street  
Leavenworth , Kansas, 66048

Dear Chris Parr,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

**One (1) New/Unused (2026 Ford Super Duty F-350 DRW (F3H) XLT 4WD Reg Cab 169" WB 84" CA, )** and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$62,710.00	\$60,645.32	3.292 %	\$2,064.68
Tax (0.0000 %)		\$0.00		
Tire fee		\$0.00		
Total		\$60,645.32		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 081325-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper  
Account Manager  
Email: Fleet@NationalAutoFleetGroup.com  
Office: (855) 289-6572  
Fax: (831) 480-8497

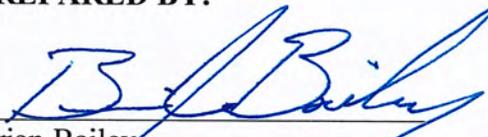


**GMC**

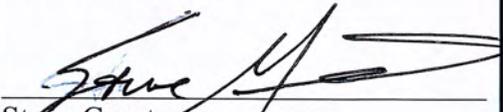
*City of Leavenworth, Kansas*  
**Parks & Recreation Department**  
**2026 Indoor Pool Mechanical Upgrades**  
**POLICY REPORT NO. P&R 02-26**

**March 24, 2026**

**PREPARED BY:**

  
 Brian Bailey  
 Parks and Recreation Deputy Director

**REVIEWED BY:**

  
 Steve Grant  
 Parks and Recreation Director

  
 Scott Peterson  
 City Manager

**ISSUE:**

Consider approval for 2026 Indoor Pool Mechanical Upgrades.

**BACKGROUND:**

In 2024 staff presented an informational comprehensive maintenance overview of the Riverfront Community Center Indoor Pool facility to the City Commission in preparation for the 2025-2029 Capital Improvement Program. In 2025, phase one of the plan was completed to include new led lighting, new stairs in the walls, ADA chair lift, new ADA steps entering the pool, and electrical panel upgrades.

The City of Leavenworth solicited RFQ from firms for the 2026 Indoor Pool Mechanical Upgrades as part of phase two. Specifications and plan were made available, and a mandatory pre-bid meeting was conducted. Proposal's submittal deadline was February 27, 2026, at 3:00pm. Three bids were received but only one bid meets qualifications and specs of the RFQ procedure.

Below is the bid tab sheet for this project:

Phase #2 Indoor Pool Upgrades				
Pool Mechanical Upgrades				
Bidder	Addendum #1	Addendum #2	Meets Bid Specifications	Total Bid Base
HMI Aquatics	X	X	x	\$64,616
SGI	X	X		\$32,235
D'Agostino Mechanical				Unread

Work for this phase two will include a new boiler, heat exchanger, valves, automatic pool filler and piping per specification. Work is expected to be completed between May 26, 2026, and July

31, 2026. The indoor pool will be closed May 26, 2026 through September 7, 2026, for this project and the indoor pool area painting project.

**RECOMMENDATION:**

Staff recommends the base bid from HMI Aquatics, LLC for a total amount not to exceed \$64,615.89.

**BUDGET IMPACT:**

There is \$94,817.28 allocated in the 2026 Capital Improvement Program for phase two of the Indoor Pool Upgrades.

**ATTACHMENTS:**

HMI Aquatics, LLC., Quote Proposal

# QUOTE PROPOSAL

## 2026 Indoor Pool Mechanical Upgrades

Project No. 2026-0002

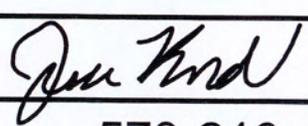
Quote - includes all costs, equipment, materials, appurtenances, and labor as identified in the "Project Scope" as well as any costs that shall be subsidiary to other work items stated.

Total Quote Amount \$ 64,615.89

HMI Aquatics, LLC

Hereby agrees that the City of Leavenworth has a right to reject any and all quotes or parts thereof

Work to be completed between May 26, 2026 and July 31, 2026

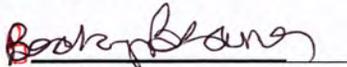
Bidder:	<u>HMI Aquatics, LLC</u>		
FEIN:	<u>39-5159881</u>		
Address:	<u>16129 Westwoods Business Park</u>		
City/State:	<u>Ellisville, MO</u>		
By:	<u>Jesse Knoll</u>	Title:	<u>Director of Operations</u>
Signature:		Date:	<u>2/27/2026</u>
Telephone No.:	<u>573-210-1243</u>		
E-mail Address:	<u>jknoll@hmiaquatics.com</u>		

POLICY REPORT PWD NO. 26-12

CONSIDER PURCHASE OF TWO (2) REPLACEMENT DUMP BEDS AND  
ONE (1) SALT/SAND SPREADER  
WITH DEALER INSTALLED PRE-WETTING SYSTEM

March 10, 2026

Prepared by:



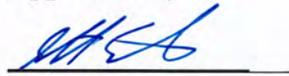
Becky Beaver  
Operations Superintendent

Reviewed by:



Brian Faust,  
Director of Public Works

Approved By:



Scott Peterson,  
City Manager

**ISSUE**

Consider the purchase of two (2) Warren dump beds and one (1) Monroe salt/sand spreader with dealer installed pre-wetting system.

**BACKGROUND**

The city originally looked at a complete replacement of 2 dump trucks in 2026. After further investigation, the cab and chassis for these trucks were determined to be in reasonable shape, however, the dump beds needed replacement, partially due to salt usage during the winter months. Dump beds will be replaced on two of our single axle dump trucks: a 2011 International and a 2014 Freightliner. The cab and chassis for both these trucks are not being replaced. The salt/sand spreader will be replacing an existing spreader purchased in 2005 for one of the single axle trucks.

Bid specifications were prepared. After reviewing both Sourcewell pricing and a cooperative purchasing contract with Kansas City, MO, department staff made the decision to utilize the Kansas City, MO contract #EV2925.

Bid pricing is based off that contract from American Equipment Company, 3250 Harvester Road, Kansas City, KS 66115. Total price for the 2 dump beds and one spreader from American Equipment is \$102,573.00.

Sourcewell pricing from Henderson Products, Inc, 400 West St Eunice, Fulton, MO was significantly higher. Dump bed pricing from Henderson was \$76,513.24 and spreader pricing is \$66,186.20 for a total of \$142,699.44

Lead time for the dump beds and spreader is 16 to 18 months from confirmation of the order.

**BUDGET IMPACT:**

The city budgeted \$100,000.00 in the 2026 CIP for the purchase of two dump beds and two salt/sand spreaders with a pre-wetting system for the Street Division. Due to the increase in pricing, the CIP budget will only allow the purchase of two dump beds and one spreader.

**STAFF RECOMMENDATIONS**

Staff recommends the City Commission accept the bid from the Kansas City, MO contract through American Equipment Co. in the amount of \$61,862.00 for the dump beds and \$40,711.00 for the salt/sand spreader for a total of \$102,573.00

**POLICY**

The City Commission can either approve or reject the bid from American Equipment Co.

**ATTACHMENTS**

American Equipment Quote – Warren Dump Beds

American Equipment Quote – Monroe Spreaders

# American

EQUIPMENT CO.

3250 Harvester Road  
 Kansas City, Kansas 66115  
 (Phone) 913-342-1450 (Fax) 913-342-1377  
 sales@americanequipment.us

## QUOTATION

DATE	Quotation #
2/9/2026	020926/2JB

NAME / ADDRESS
City of Leavenworth Purchasing Office 100 North 5th, City Hall Leavenworth, KS 66048

TO CONFIRM ORDER
Quote Accepted by _____
Date _____
P.O. # _____

LEAD TIME	TERMS	REP	FOB	PHONE	Email
16 to 18 months	Due on Rece...	JLB		913-758-6611	913-682-0282

QTY	ITEM	DESCRIPTION	U/M	COST	Total
2	300	Pricing based off KC,MO contract EV2959 - City unit #'s 3324 & 3328 - Remove old dump bodies & hoists - Install new Warren dump bodies & hoists  Warren Model WXL-10 dump: - 10 foot 6 to 8 cubic yard capacity - 30" sides 7 GA A1011 steel - 3/16" AR450 steel floor - 24" full width cab shield with oval holes - 38" 7 GA A1011 steel tailgate with air release - 8" spreader apron (bolt on) - Replace ALL hydraulic hoses, fittings, & quick disconnects for dump & spreader (includes PTO supply & suction) - LED lighting package - Mudflaps - Painted black ALL OF THE ABOVE INSTALLED  OPTION/S: - Electric tarp system ADD \$ 3,175 - Replace front plow hydraulic hoses, fittings, & quick disconnects ADD \$ 1,385		30,931.00	61,862.00

Quoted by John Blogin	<b>Total</b>	\$61,862.00
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**This quote is valid for 30 days. Applicable taxes not included.**

# American

EQUIPMENT CO.  
 3250 Harvester Road  
 Kansas City, Kansas 66115  
 (Phone) 913-342-1450 (Fax) 913-342-1377  
 sales@americanequipment.us

## QUOTATION

DATE	Quotation #
2/27/2026	022726/13JB

NAME / ADDRESS
City of Leavenworth Purchasing Office 100 North 5th, City Hall Leavenworth, KS 66048

TO CONFIRM ORDER
Quote Accepted by _____
Date _____
P.O. # _____

LEAD TIME	TERMS	REP	FOB	PHONE	Email
16 to 18 months	Due on Rece...	JLB		913-758-6611	913-682-0282

QTY	ITEM	DESCRIPTION	U/M	COST	Total
1	300	Pricing based off KC,MO contract EV2959 - City unit #'s 3324 or 3328  Monroe Model MCV V-Box Spreader (120-84-50) DUAL AUGER: - 10' Length, 84" Width, 50" Height - 10 Ga. 201 Stainless Steel Hopper w/ 45 Degree Sloped Sides - 10 Ga. Side Gussets on 24" Centers - 7 Ga. Longmembers - 7 Ga. Bolt-On Tail Section - 3" Channel Bottom Crossmembers - DUAL 7" AUGERS & SPEED SENSOR - 100% Continuously Welded Inside & Outside - TOP GRATE KIT WITH HYD INTERLOCK - SS INVERTED V & GREASE EXTENSIONS - SS TIP-UP SPINNER WITH POLY DISC & SS LATCH KIT Liquid Dispensing Electric LDS System PRE-WET KIT,LDS-333,12VDC,3GPM,(2) 1GPM NOZZLES LDS-333 SYSTEM INCLUDES: 3 GPM ELECTRIC PLUMBING KIT 2 NOZZLES 1GPM EACH CONTROL AND HARNESS - (2)100 GAL TANKS - LH ENCLOSURE MTG KIT - CROSS OVER KIT - FLUSH KIT - BULK FILL KIT - REMOTE VENT KIT - LOW LEVEL SENSOR ALL OF THE ABOVE INSTALLED  OPTION: - Galvanized spreader stand for above spreader ADD \$6,278		40,711.00	40,711.00

Quoted by John Blogin	<b>Total</b>	\$40,711.00
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**This quote is valid for 30 days. Applicable taxes not included.**

**POLICY REPORT  
FIRST CONSIDERATION ORDINANCE  
2026-03 REZ  
2121 SPRING GARDEN**

**MARCH 24, 2026**

**SUBJECT:**

Place on first consideration an ordinance to rezone the property located at 2121 Spring Garden Street from R-MF, Multi-Family Residential District, to R1-6, High Density Single Family Residential District.



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



**Reviewed By:**  
Scott Peterson,  
City Manager

**ANALYSIS:**

The owner and applicant, Barbara Kersten, is requesting approval to rezone the property located at 2121 Spring Garden St. from R-MF, Residential Multi Family District, to R1-6, High Density Single Family Residential District.

The subject property consists of approximately .21 acres in size and is currently vacant. The applicant intends to construct a new three (3) bedroom, two-and-one-half (2.5) bathroom single-family dwelling with an attached two (2) car garage.

Surrounding zoning and land uses are as follows:

- North: R-MF (duplexes); further north across Thornton Street is the City Service Center zoned I-1, Light Industrial District.
- South: R1-6 (single-family residential)
- West: R1-6
- East I-1 (occupied by a single-family dwelling); further east is R1-6 residential

The Future Land Use Map identifies this area as appropriate for single-family residential uses. The proposed rezoning would allow development consistent with the Comprehensive Plan designation.

**HISTORY OF THE PROPERTY:**

- The previous structure was demolished in December 2007.
- Rezoned from I-1, Light Industrial District, to R-MF, Residential Multi Family District, on October 14, 2008 (Ordinance No. 7781).
- Plans for a proposed three-story triplex were submitted in 2008-2009 but were never constructed.
- The property has remained vacant since demolition.

**CONDITIONS OF DETERMINATION**

Whenever the Planning Commission or City Commission takes action on an application for amendment to these Development Regulations, and such proposed amendment is not a general revision of existing ordinances, but one which will affect specific property, the Planning Commission and City Commission shall consider the following factors:

- a) The character of the neighborhood;  
*The subject property is located at the corner of Spring Garden and Marion Streets within an established residential neighborhood. The area is predominately single-family in character, with two duplexes immediately north of the subject property, and the City Service Center located further north across Thornton Street.*
- b) The zoning and use of properties nearby;  
*Properties to the south and west are zoned R1-6 and developed with single-family homes. Properties to the north are zoned R-MF and developed with duplexes. The City Service Center, located further north, is zoned I-1. The adjacent property to the east is zoned I-1 but contains a single-family dwelling. Overall, the surrounding area is predominantly residential in use.*
- c) The suitability of the subject property for the uses to which it has been restricted;  
*Although rezoned to R-MF in 2008, the property has remained vacant for approximately 18 years. A previously proposed triplex was never constructed. The Comprehensive Plan identifies the property as appropriate for single-family residential use, supporting the requested zoning change.*
- d) The extent to which removal of the restrictions will detrimentally affect nearby property;  
*Rezoning to R1-6 will allow development consistent with surrounding single-family properties and the Future Land Use Map. The proposed rezoning is not anticipated to have a detrimental impact on nearby properties.*
- e) The length of time the subject property has remained vacant as zoned;  
*The property has remained vacant since December 2007.*
- f) The relative gain to economic development, public health, safety, and welfare by the reduction of the value of the landowner's property as compared to the hardship imposed by such reduction upon the individual landowner;  
*Development of a single-family residence will return the property to productive use and increase its taxable value. The rezoning supports reinvestment in an established neighborhood.*
- g) The recommendations of permanent or professional staff;  
*Staff recommends approval of the rezoning request.*
- h) The conformance of the requested change to the adopted or recognized Comprehensive Land Use Plan being utilized by the city;  
*The Future Land Use Map designates this area for single-family residential use. The proposed rezoning to R1-6 is consistent with the Comprehensive Plan.*
- i) Such other factors as may be relevant to a particular proposed amendment. The factors considered in taking action on any proposed amendment shall be included in the minutes or otherwise be made part of the written record.  
*No additional factors have been identified.*

After the required public notices were sent to property owners within 200' as required by Kansas State Statute, staff received one question regarding the status of the property from a notified property owner. At the public hearing, two residents who live nearby stated that they did not want to see the property used for multi-family development.

The Planning Commission took action on this item at their March 2nd, 2026 meeting and voted 4-0 to recommend approval of the Rezoning request.

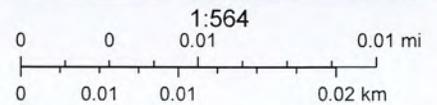
**REZONING ACTION/OPTIONS:**

- Place an ordinance on first consideration to approve the request to rezone the property located at 2121 Spring Garden Street from R-MF, Multi-Family Residential District, to R1-6, High Density Single Family Residential District.
- Deny the request to rezone the property located at 2121 Spring Garden Street from R-MF, Multi-Family Residential District, to R1-6, High Density Single Family Residential District.
- Remand the request to rezone the property located at 2121 Spring Garden Street from R-MF, Multi-Family Residential District, to R1-6, High Density Single Family Residential District.
- to the Planning Commission for further consideration.

# 2121 Spring Garden



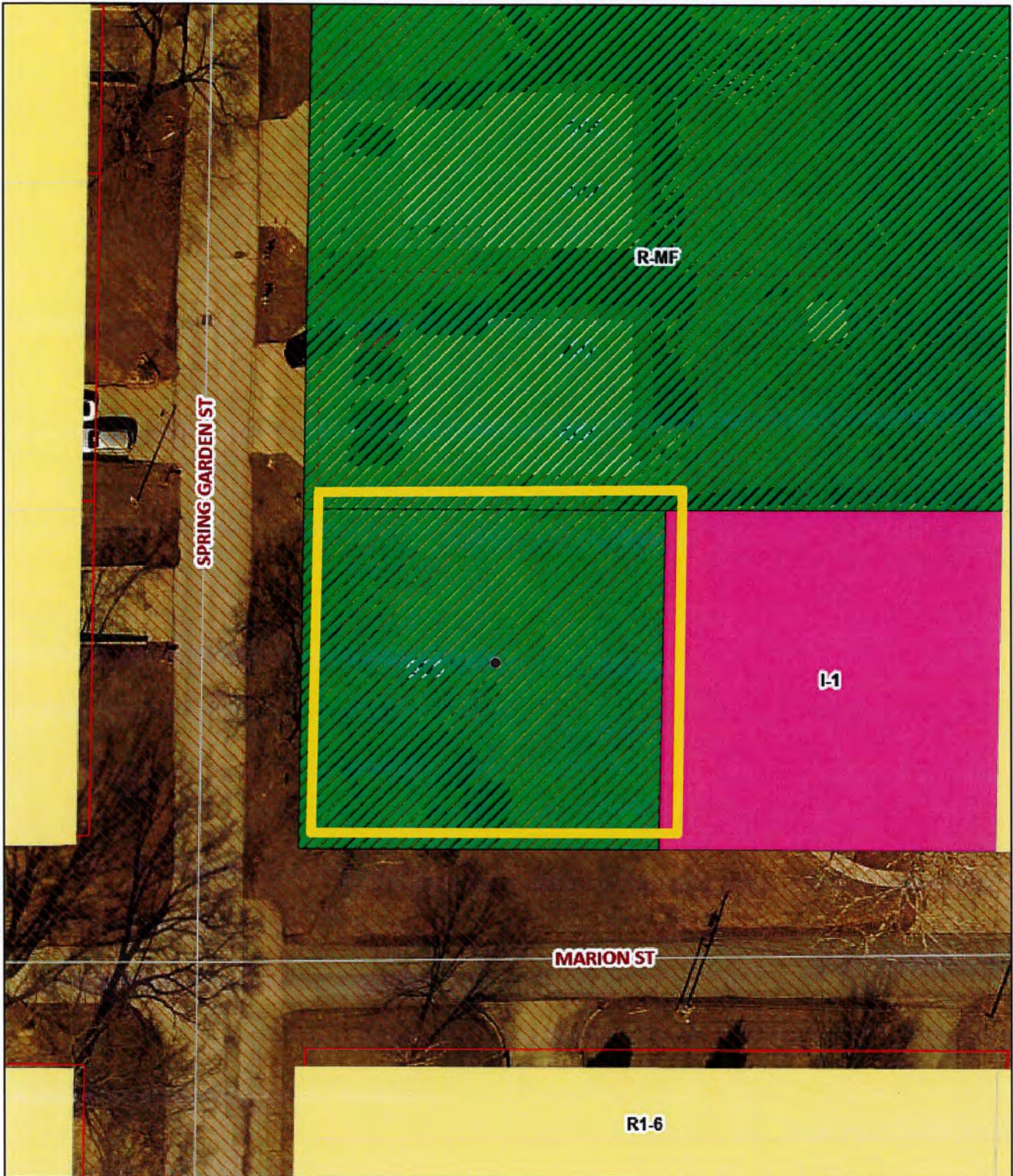
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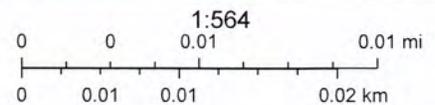
- Override 1
- Parcels\_Current
- Buildings
- Address (Points)
- Leavenworth City Limits
- City Right-of-Way
- RoadCenterline

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# 2121 Spring Garden Zoning



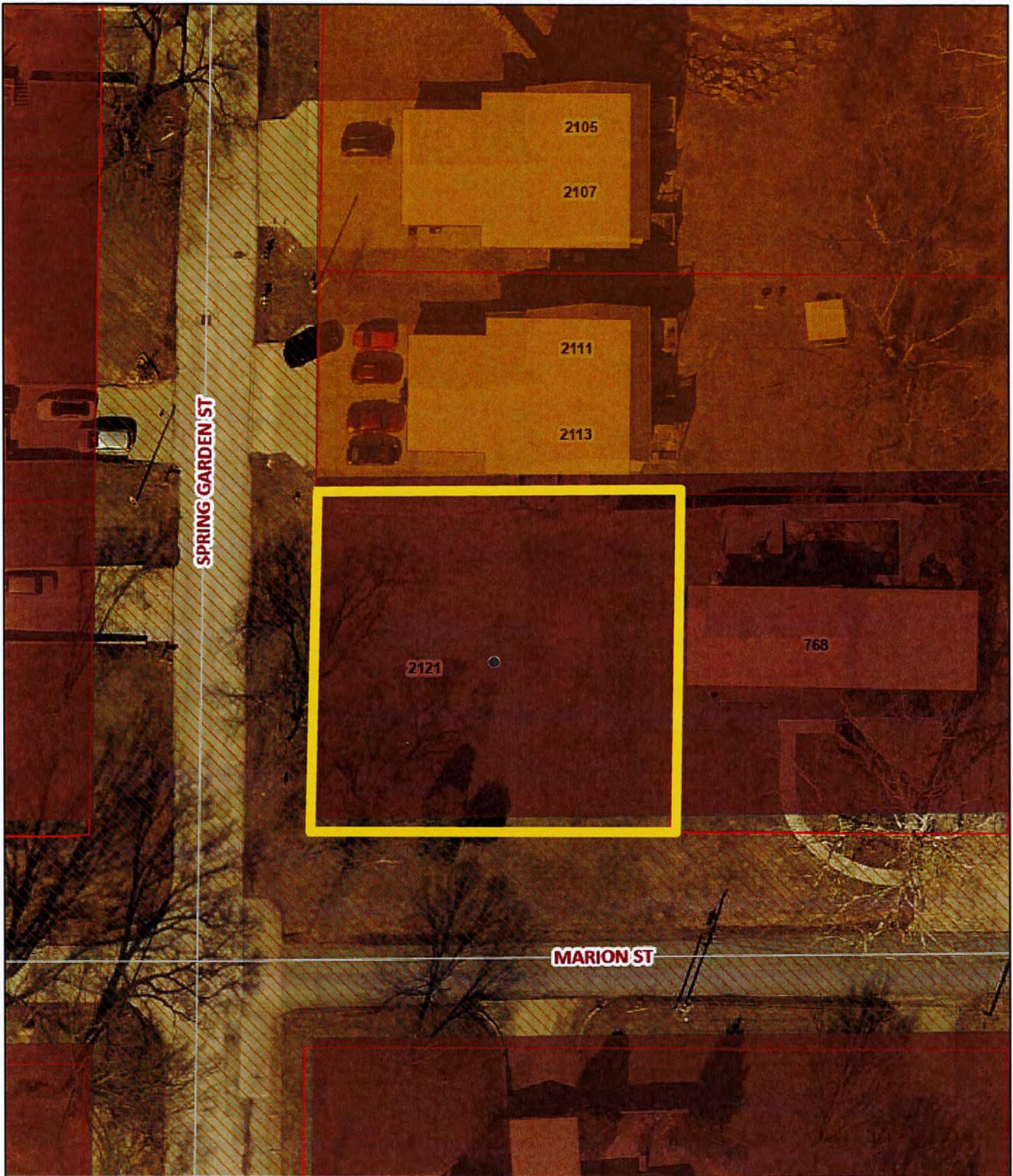
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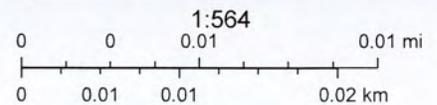
- Override 1
- Zoning\_CURRENT I-1
- Zoning\_CURRENT R-MF
- Zoning\_CURRENT R1-6
- Parcels\_Current
- Buildings
- Address (Points)
- Leavenworth City Limits
- City Right-of-Way
- RoadCenterline

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# 2121 Spring Garden Future Land Use



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- Override 1
- Buildings
- Future Land Use (Comp Plan 2030)
- Multi-Family
- Single-Family
- Parcels\_Current
- Address (Points)
- Leavenworth City Limits
- City Right-of-Way
- RoadCenterline

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(Summary Published in the Leavenworth Times on \_\_\_\_\_)

**ORDINANCE NO. XXXX**

**AN ORDINANCE AMENDING THE DEVELOPMENT REGULATIONS, APPENDIX A OF THE CODE OF ORDINANCES OF THE CITY OF LEAVENWORTH, KANSAS BY REZONING 2121 SPRING GARDEN STREET FROM MULTI-FAMILY RESIDENTIAL DISTRICT (R-MF) TO HIGH DENSITY SINGLE FAMILY RESIDENTIAL DISTRICT (R1-6).**

**WHEREAS**, under the Development Regulations, Appendix A of the Code of Ordinances of the City of Leavenworth, Kansas, the Governing Body of the City of Leavenworth is given the power to amend, supplement or change existing zoning regulations within said City; and

**WHEREAS**, the City Planning Commission, after fully complying with the requirements of the Code of Ordinances of the City of Leavenworth, Kansas, held a public hearing on the 2nd day of March 2026 in the Commission Room, 1<sup>st</sup> Floor of City Hall, 100 N. 5<sup>th</sup> Street, Leavenworth, Kansas. The official date and time set as was published in the Leavenworth Times newspaper on the 4<sup>th</sup> day of February 2026 and notice of the public hearing was mailed to all property owners as required by K.S.A. 12-757(b); and

**WHEREAS**, upon a motion made, duly seconded, and passed, the Planning Commission adopted findings of fact and recommended approval of the request Rezoning of 2121 Spring Garden Street, Leavenworth Kansas from Multi-Family Residential District (R-MF) to High Density Single Family Residential District (R1-6); and

**WHEREAS**, upon a roll call vote duly passed, the Governing Body adopted the findings of fact and conclusions to rezone the property described herein.

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

**Section 1:** That the following described property, to-wit, is hereby rezoned from Multi-Family Residential District (R-MF) to High Density Single Family Residential District (R1-6).

Lot 1, Block 12, less the East 80 feet thereof, NEELY’S FOREST ADDITION, City of Leavenworth, Leavenworth County, Kansas. And **more commonly referred to as 2121 Spring Garden Street**, Leavenworth, Kansas

**Section 2:** That the “Zoning District Map” adopted under the Development Regulations, Appendix A of the Code of Ordinances of the City of Leavenworth, Kansas shall be and the same is hereby amended to conform to the rezoning as set forth in Section 1 above.

**Section 3:** That this Ordinance shall take effect and be in force from and after its passage, approval and summary publication in the official City newspaper of the City of Leavenworth, Kansas, as provided by law.

**PASSED and APPROVED** by the Governing Body on the \_\_\_ day of \_\_\_\_, 2026.

\_\_\_\_\_  
Nancy D. Bauder, Mayor

{Seal}

ATTEST:

\_\_\_\_\_  
Sarah Bodensteiner, CMC, City Clerk

**POLICY REPORT  
FIRST CONSIDERATION ORDINANCE  
2026-04 REZ  
529 & 00000 CHOCTAW**

**MARCH 24, 2026**

**SUBJECT:**

Place on first consideration an ordinance to rezone the property located at 529 AND 00000 Choctaw Street from I-1, Light Industrial District, to CBD, Central Business District.



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



**Reviewed By:**  
Scott Peterson,  
City Manager

**ANALYSIS:**

The owner and applicant, VFW Post 56, is requesting approval to rezone approximately 0.42 acres from I-1 (Light Industrial District) to CBD (Central Business District). The subject property consists of two vacant parcels.

The applicant proposes to develop a Veterans Memorial Park to honor veterans, both living and deceased. The park would serve as a ceremonial gathering space for events such as Memorial Day, Independence Day, and Veteran's Day, and would include the For Those Who Gave All (FTWGA) Boot Display of Kansas veterans who have died in service.

**Proposed Site Improvements**

The conceptual development plan includes:

- A stage area for ceremonies
- A concrete slab and pergola with fire pit for Flag Retirement Ceremonies
- Sidewalks and benches honoring each branch of military service, the VFW Auxiliary, and Vietnam Veterans of America
- Memory bricks surrounding the existing flag poles, available for purchase by community members to honor individual veterans
- Three parking spaces for VFW patrons
- Chain-link fencing enclosing the park

The project is proposed to be completed in three phases:

- Stage 1: Parking area and concrete slab/fire pit
- Stage 2: Sidewalks, benches, and memory bricks
- Stage 3: Stage area

**Floodplain Considerations**

The subject property is located within both the 100-year and 500-year floodplain. Due to these constraints, the site is not suitable for construction of enclosed structures. The proposed memorial park represents a low-intensity use compatible with floodplain limitations.

## Surrounding Zoning and Land Uses

- North: CBD – Commercial and civic uses including restaurant, retail, and VFW Post 56
- South: I-1 – City owned property designated for Three-Mile Creek
- West (across 6<sup>th</sup> Street): CBD – Leavenworth Waterworks Department
- East: CBD and I-1 – Citizens Federal Savings Bank and a mixed-use building

The surrounding area is predominantly commercial in character and located within Downtown Leavenworth.

The subject property is located in the 100 and 500 year floodplain which makes the site unsuitable for development of a building.

The Future Land Use Map designates this area as Mixed Use. The proposed rezoning to CBD supports a civic and memorial use that is compatible with the downtown mixed-use environment and consistent with the Comprehensive Plan.

## **CONDITIONS OF DETERMINATION**

Whenever the Planning Commission or City Commission takes action on an application for amendment to these Development Regulations, and such proposed amendment is not a general revision of existing ordinances, but one which will affect specific property, the Planning Commission and City Commission shall consider the following factors:

- a) The character of the neighborhood;

*The subject property lies southeast of the intersection of 6<sup>th</sup> and Cherokee Street. The site is considered to be within Downtown Leavenworth and is part of the Central Business District overlay. Downtown Leavenworth contains a wide variety of uses. The proposed memorial park is consistent with the character of the downtown environment.*

- b) The zoning and use of properties nearby;

*Adjacent properties are predominantly zoned CBD and developed with commercial and civic uses. The property to the south remains zoned I-1 and is designated for Three-Mile Creek. The requested CBD zoning aligns with the surrounding zoning pattern.*

- c) The suitability of the subject property for the uses to which it has been restricted;

*The property has remained vacant for nearly 30 years and is located within the floodplain, limiting its suitability for industrial development. The I-1 zoning classification is not well suited to the site's physical constraints.*

- d) The extent to which removal of the restrictions will detrimentally affect nearby property;

*The proposed rezoning is not anticipated to have a detrimental impact on nearby properties. CBD is a less intense zoning classification than I-1. The proposed memorial park is not anticipated to negatively impact surrounding properties and will activate an otherwise undevelopable site.*

- e) The length of time the subject property has remained vacant as zoned;

*Aerial imagery indicates a building was demolished sometime after 1998. The property has remained vacant since that time.*

- f) The relative gain to economic development, public health, safety, and welfare by the reduction of the value of the landowner's property as compared to the hardship imposed by such reduction upon the individual landowner;

*The proposed rezoning will have a positive effect on public health, safety and welfare by providing a community gathering space, enhancing downtown aesthetics, and honoring veterans. The project places the property in a more appropriate zoning classification given its floodplain limitations.*

- g) The recommendations of permanent or professional staff;

*Staff recommends approval of the rezoning request.*

- h) The conformance of the requested change to the adopted or recognized Comprehensive Land Use Plan being utilized by the city;

*The Future Land Use Map designates the area as Mixed Use. The proposed CBD zoning and memorial park use are consistent with the goals and intent of the Comprehensive Plan.*

- i) Such other factors as may be relevant to a particular proposed amendment. The factors considered in taking action on any proposed amendment shall be included in the minutes or otherwise be made part of the written record.

*No additional factors have been identified.*

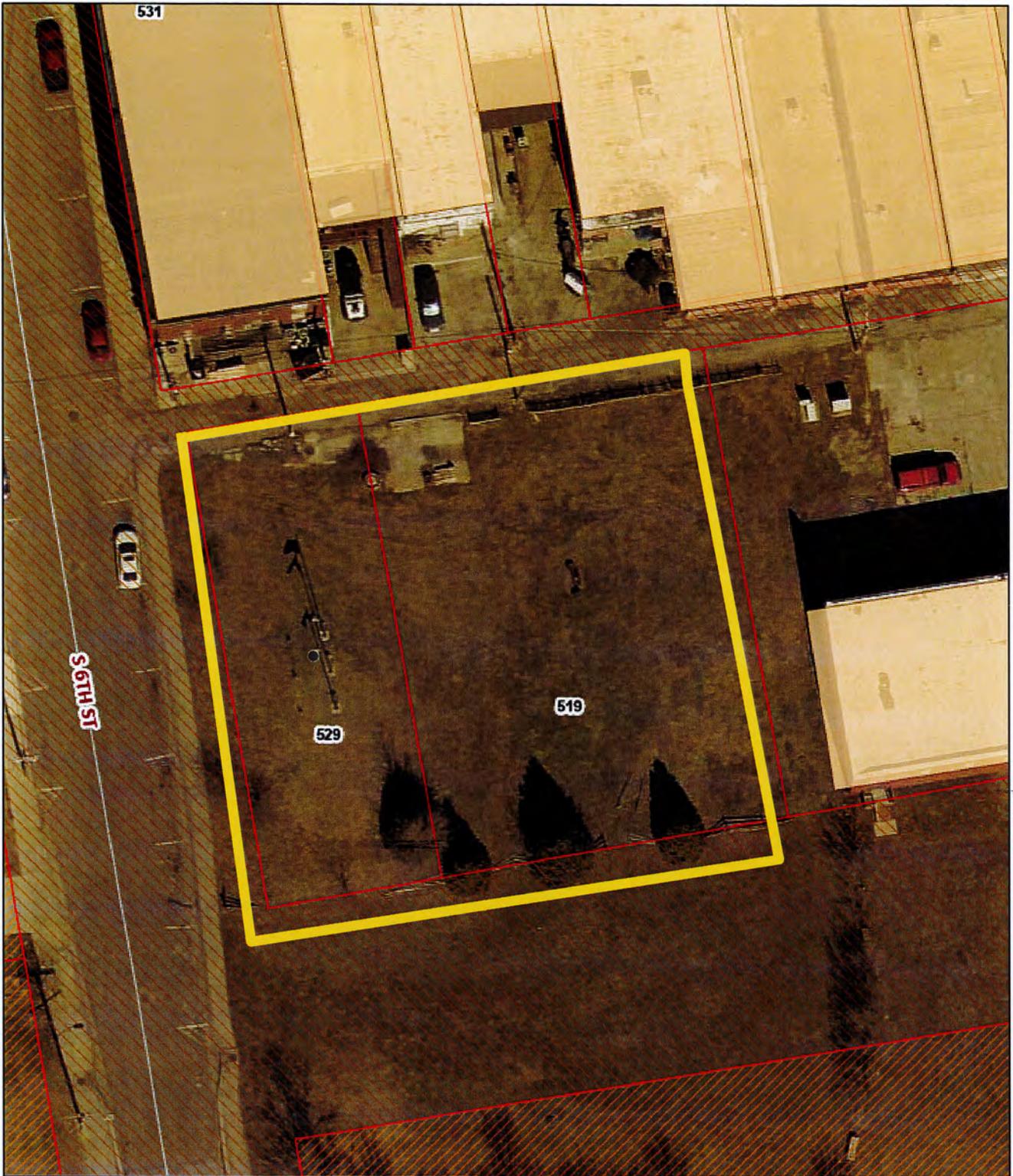
After the required public notices were sent to property owners within 200' as required by Kansas State Statute, staff received one question regarding the status of the property from a notified property owner, but no concerns or comments.

The Planning Commission took action on this item at their March 2<sup>nd</sup>, 2026, meeting and voted 5-0 to recommend approval of the Rezoning request.

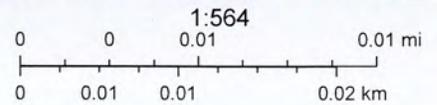
**REZONING ACTION/OPTIONS:**

- Place an ordinance on first consideration to approve the request to rezone the property located at 529 AND 00000 Choctaw Street from I-1, Light Industrial District, to CBD, Central Business District.
- Deny the request to rezone the property located at 529 AND 00000 Choctaw Street from I-1, Light Industrial District, to CBD, Central Business District.
- Remand the request to rezone the property located 529 AND 00000 Choctaw Street from I-1, Light Industrial District, to CBD, Central Business District to the Planning Commission for further consideration.

# 529 & 0000 Choctaw



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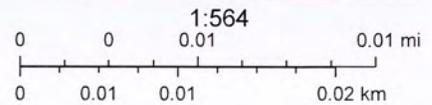
- Override 1
- Parcels (City Owned)
- Parcels\_Current
- Buildings
- Address (Points)
- Leavenworth City Limits
- City Right-of-Way
- RoadCenterline

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# 529 & 00000 Choctaw Zoning



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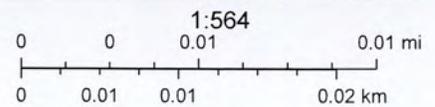
- Override 1
- Zoning\_CURRENT CBD
- I-1
- Parcels (City Owned)
- Parcels\_Current
- Buildings
- Address (Points)
- Leavenworth City Limits
- City Right-of-Way
- RoadCenterline

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# 529 & 00000 Choctaw Future Land Use



3/18/2026, 12:56:37 PM



- Override 1
- Parcels\_Current
- Future Land Use (Comp Plan 2030)
- Mixed Use
- Park
- Public/Semi-Public
- Parcels (City Owned)
- Buildings
- Address (Points)
- Leavenworth City Limits
- City Right-of-Way
- RoadCenterline

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

(Summary Published in the Leavenworth Times on \_\_\_\_\_)

**ORDINANCE NO. XXXX**

**AN ORDINANCE AMENDING THE DEVELOPMENT REGULATIONS, APPENDIX A OF THE CODE OF ORDINANCES OF THE CITY OF LEAVENWORTH, KANSAS BY REZONING 529 AND 00000 CHOCTAW STREET FROM LIGHT INDUSTRIAL DISTRICT (I-1) TO CENTRAL BUSINESS DISTRICT (CBD).**

**WHEREAS**, under the Development Regulations, Appendix A of the Code of Ordinances of the City of Leavenworth, Kansas, the Governing Body of the City of Leavenworth is given the power to amend, supplement or change existing zoning regulations within said City; and

**WHEREAS**, the City Planning Commission, after fully complying with the requirements of the Code of Ordinances of the City of Leavenworth, Kansas, held a public hearing on the 2nd day of March 2026 in the Commission Room, 1<sup>st</sup> Floor of City Hall, 100 N. 5<sup>th</sup> Street, Leavenworth, Kansas. The official date and time set as was published in the Leavenworth Times newspaper on the 4th day of February 2026 and notice of the public hearing was mailed to all property owners as required by K.S.A. 12-757(b); and

**WHEREAS**, upon a motion made, duly seconded, and passed, the Planning Commission adopted findings of fact and recommended approval of the request Rezoning of 529 and 00000 Choctaw Street, Leavenworth Kansas from Light Industrial District (I-1) to Central Business District (CBD); and

**WHEREAS**, upon a roll call vote duly passed, the Governing Body adopted the findings of fact and conclusions to rezone the property described herein.

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

**Section 1:** That the following described property, to-wit, is hereby rezoned from Light Industrial District (I-1) to Central Business District (CBD).

A part of Lot 14 and all of Lots 15 and 16, Block 72, LEAVENWORTH CITY PROPER, an addition to the City of Leavenworth, AND ALSO the North 4.00 feet of Choctaw Street lying South of the above described property, being more fully described as follows: Beginning at the Northwest corner of Lot 16 of said Block 72; thence south 00° 05' 00" East 129.00 feet along the West line of said Lot 16 to a point 4.00 feet South of the Southwest corner of said Lot 16; thence North 90° 00' 00" East 49.35 feet; thence North 00° 27' 59" West 189.00 feet to a point on the South right-of-way line of the alley; thence North 90° 00' 00" West 48.63 feet to the point of beginning, in Leavenworth County, Kansas. And **more commonly referred to as 529 Choctaw Street**, Leavenworth, KS; And

All of Lots 11, 12, 13, and 14, Block 72 in LEAVENWORTH CITY PROPER, and the North 4 feet of Choctaw Street lying South of Lots 10 through 14 of said Block 72, owned by Grantor, in LEAVENWORTH CITY PROPER in the City of Leavenworth, Leavenworth County, Kansas; And **more commonly referred to as 00000 Choctaw Street**, Leavenworth, KS.

**Section 2:** That the “Zoning District Map” adopted under the Development Regulations, Appendix A of the Code of Ordinances of the City of Leavenworth, Kansas shall be and the same is hereby amended to conform to the rezoning as set forth in Section 1 above.

**Section 3:** That this Ordinance shall take effect and be in force from and after its passage, approval and summary publication in the official City newspaper of the City of Leavenworth, Kansas, as provided by law.

**PASSED and APPROVED** by the Governing Body on the \_\_\_ day of \_\_\_\_, 2026.

\_\_\_\_\_  
Nancy D. Bauder, Mayor

{Seal}

ATTEST:

\_\_\_\_\_  
Sarah Bodensteiner, CMC, City Clerk

**POLICY REPORT  
FIRST CONSIDERATION ORDINANCE  
2026-05 SUP  
1405 Cherokee St.**

**MARCH 24, 2026**

**SUBJECT:**

Place on first consideration an ordinance to approve 2026-05 SUP to allow a two-family dwelling in the R1-6, High Density Single Family Residential District, zoning district.



**Prepared By:**

Kim Portillo  
Director of Planning and  
Community Development



**Reviewed By:**

Scott Peterson,  
City Manager

**NATURE OF REQUEST:**

The owners and applicants, Carlos Galdamez and Dania Grisell Urrutia, request approval of a Special Use Permit (SUP) to allow a two-family dwelling in the R1-6, High Density Single Family Residential District. Two-family dwellings are permitted in the R1-6 zoning district subject to issuance of a Special Use Permit.

The subject property is currently operating as a two-family dwelling without an approved SUP and is therefore considered an existing nonconforming use. Per section 1.05.D of the adopted Development Regulations:

*Any lawfully existing nonconforming use of part or all of a structure or any lawfully existing nonconforming use of land, not involving a structure or only involving a structure which is accessory to such use or land, may be continued, so long as otherwise lawful.*

Section 1.05.D further provides:

*If a structure devoted to a nonconforming use is damaged or destroyed by more than fifty percent (50%) of its fair market value, such building shall not be restored if the use of such building is not in conformance with the regulations of the zoning district in which it is located.*

Based on staff research, the structure has functioned as a two-family dwelling since at least 2008. The applicants are requesting approval of a Special Use Permit to bring the property into conformance with zoning regulations, particularly in advance of a pending property sale.

No structural expansions, site modifications, or changes in intensity of use are proposed.

**COMMISSION FINDINGS**

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

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

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

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

*This property has functioned as a two-family dwelling since at least 2008 and contributes to the diversity of housing stock available to Leavenworth residents.*

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

*Based on the information available, staff does not believe that the continued use will cause any substantial injury to surrounding property values.*

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

*The request does not involve new construction, expansion, or increased intensity of use. The property will continue to operate as it currently does. Therefore, staff finds that the use will not dominate the neighborhood or interfere with the development rights of adjacent properties.*

Notification was mailed to property owners within 200 feet of the subject property in accordance with Kansas statutory requirements. After notifications were mailed, staff received no comments.

The Planning Commission took action on this item at their March 2<sup>nd</sup>, 2026, meeting and voted 4-0 to recommend approval of the special use permit with one condition:

1. The property owner(s) shall register the property with the City of Leavenworth as a two-family rental property.

**STAFF RECOMMENDATION:**

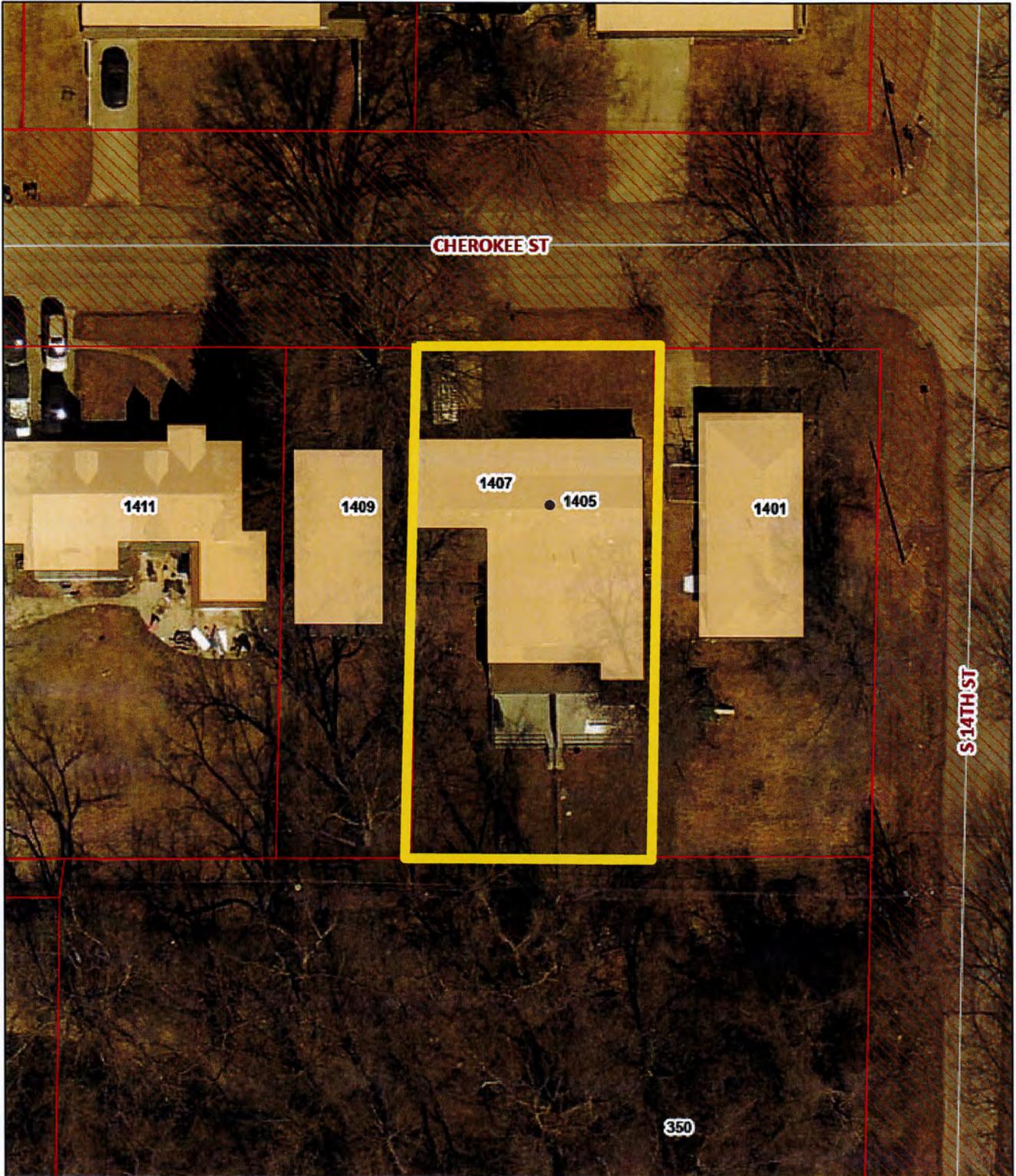
Staff recommends approval of the Special Use Permit request based on the analysis and findings included herein, subject to the following conditions:

1. The property owner(s) shall register the property with the City of Leavenworth as a two-family rental property.

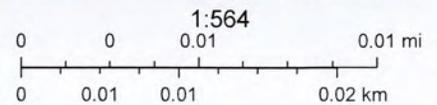
**ACTION/OPTIONS:**

- Place an ordinance on first consideration to approve the Special Use Permit request to allow a two-family dwelling at 1405 Cherokee Street.
- Deny the Special Use Permit request to allow a two-family dwelling at 1405 Cherokee Street.
- Remand the Special Use Permit request to allow a two-family dwelling at 1405 Cherokee Street to the Planning Commission for further consideration.

# 1405 Cherokee



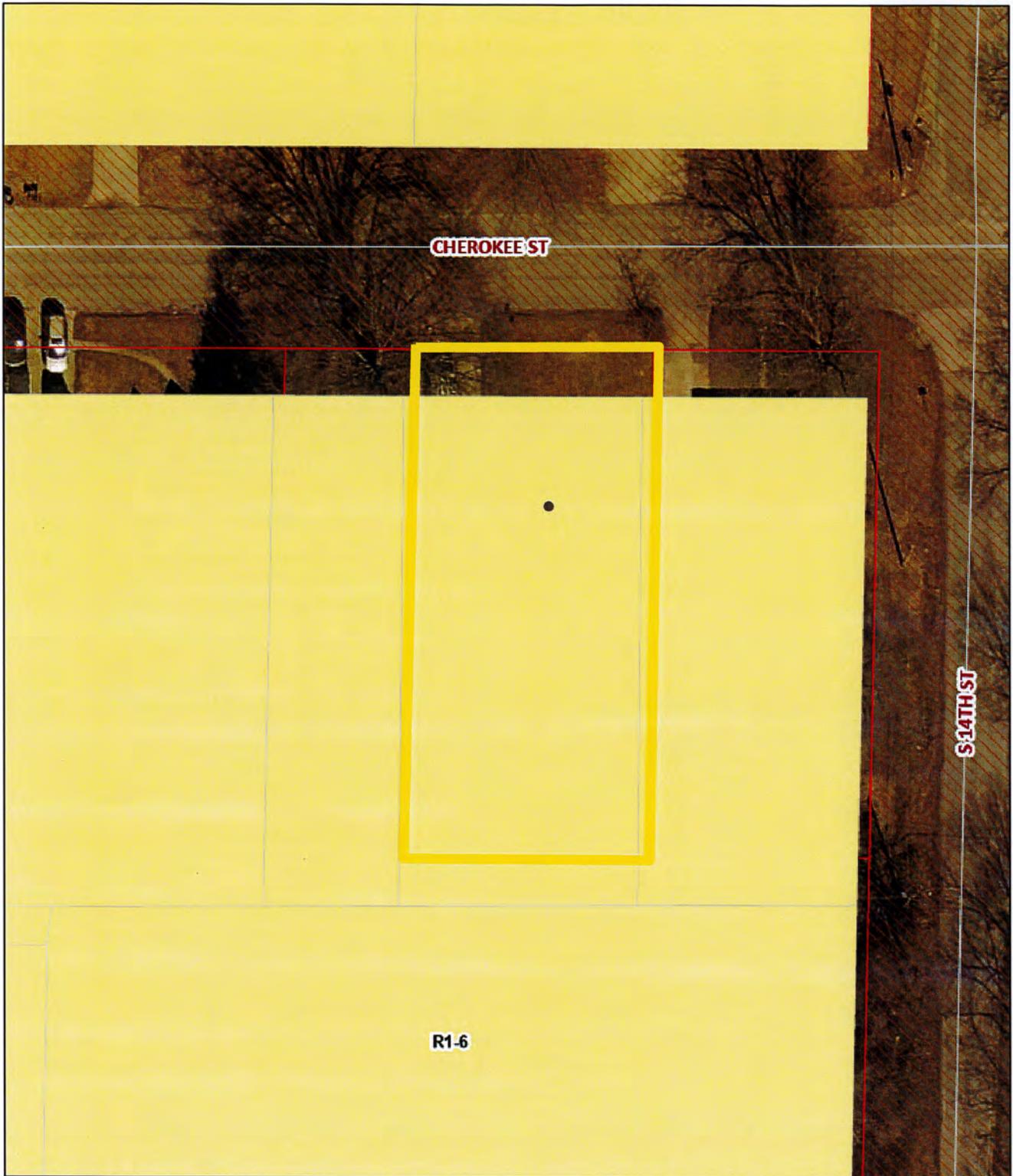
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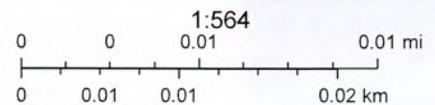
- Override 1
- Leavenworth City Limits
- Parcels\_Current
- City Right-of-Way
- Buildings
- RoadCenterline
- Address (Points)

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

# 1405 Cherokee Zoning



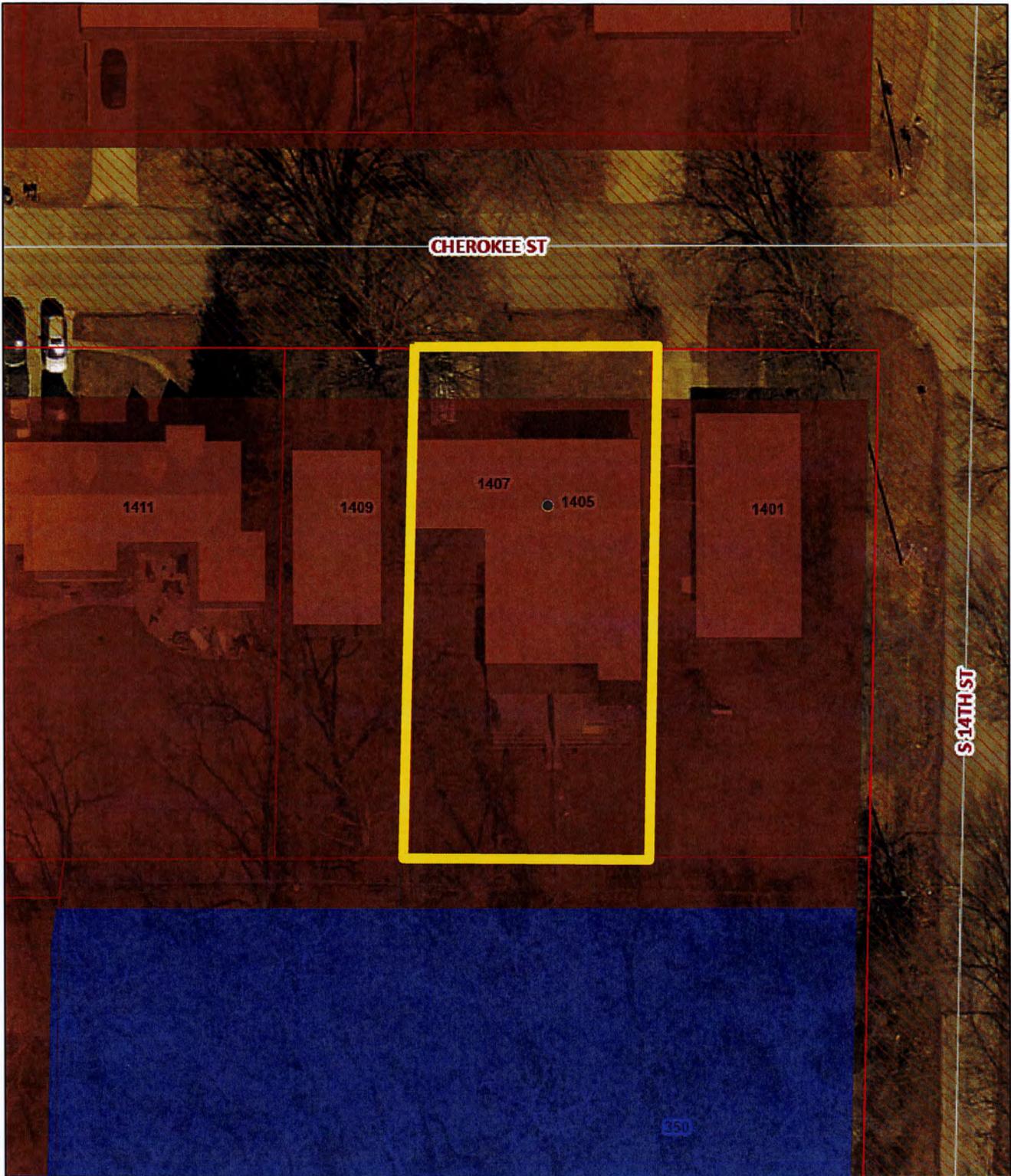
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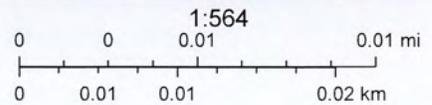
- Override 1
- Leavenworth City Limits
- Zoning\_CURRENT R1-6
- City Right-of-Way
- Parcels\_Current
- RoadCenterline
- Buildings
- Address (Points)

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

# 1405 Cherokee Future Land Use



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- Override 1
- Buildings
- Future Land Use (Comp Plan 2030)
- Conservation/Open Space
- Single-Family
- Parcels\_Current
- Address (Points)
- Leavenworth City Limits
- City Right-of-Way
- RoadCenterline

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

(Summary Published in the Leavenworth Times on )

**ORDINANCE NO. XXXX**

**AN ORDINANCE ALLOWING A SPECIAL USE FOR A TWO-FAMILY DWELLING IN A HIGH DENSITY SINGLE FAMILY RESIDENTIAL DISTRICT ZONING DISTRICT LOCATED AT 1405 CHEROKEE STREET IN THE CITY OF LEAVENWORTH, KANSAS.**

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

**WHEREAS**, the City Planning Commission, after fully complying with the requirements of the Ordinances of the City of Leavenworth, Kansas, held a public hearing on the 2nd day of March 2026 in the Commission Room, 1<sup>st</sup> Floor of City Hall, 100 N. 5<sup>th</sup> Street, Leavenworth, Kansas, the official date and time set as was published in the Leavenworth Times newspaper and mailed to all property owners within 200 feet of the said property on the 4th day of February 2026; and

**WHEREAS**, the City Planning Commission did hear on the 2nd day of March 2026 in the Commission Room, 1<sup>st</sup> Floor of City Hall, 100 N. 5<sup>th</sup> Street, Leavenworth, Kansas and upon a motion made, duly seconded, and passed, the City Planning Commission adopted findings of fact and recommended approval of the request for a two-family dwelling in a High Density Single Family Residential District zoning district located at 1405 Cherokee Street, Leavenworth, Kansas; and

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

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

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

Lots 33, 34, and the West 3 feet of Lot 35, Block 54, WHITAKER'S RE-PLAT OF BLOCKS 48, 54, 59 and 60 OF CENTRAL SUBDIVISION, a subdivision in the City of Leavenworth, Leavenworth County, Kansas; And more commonly referred to as 1405 Cherokee Street, Leavenworth, Kansas.

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

**PASSED AND APPROVED** by the Leavenworth City Commission of the City of Leavenworth, Kansas on this \_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Nancy D. Bauder, Mayor

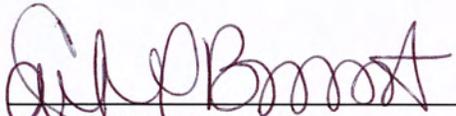
{Seal}

ATTEST:

\_\_\_\_\_  
Sarah Bodensteiner, CMC, City Clerk

**STAFF REPORT  
YOUTH ADVISORY COMMISSION ORDINANCE UPDATE**

**MARCH 24, 2026**



Sarah Bodensteiner, CMC  
City Clerk



Scott Peterson  
City Manager

**ISSUE:**

Review the current Ordinance regarding the Youth Advisory Commission and discuss potential updates.

**BACKGROUND:**

At the March 17, 2026 City Commission Study Session, the Commission discussed the re-establishment of the Youth Advisory Commission. During this discussion, several key policy components were identified for consideration, including the number of members, eligible ages and/or grade levels, residency requirements, and term lengths.

The current ordinance governing the Youth Advisory Commission was adopted in 2006 and no longer reflects the Commission's recent direction. Additionally, portions of the ordinance are outdated, including references to at least one school that is no longer in operation. As a result, the existing framework does not adequately support the intended structure or function of a modern Youth Advisory Commission.

City staff and the Commission will review the existing ordinance and identify necessary updates. This process will ensure alignment with current priorities and provide a clear foundation for re-establishing the Youth Advisory Commission.

**ORDINANCE NO. 7685**

**AN ORDINANCE AMENDING ORDINANCE NO. 7566  
AN ORDINANCE ESTABLISHING A YOUTH ADVISORY COMMISSION**

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

**Section 1. Youth Advisory Commission; established**

There is hereby created a Youth Advisory Commission for the City of Leavenworth, Kansas, consisting of sixteen (16) members, all of whom shall live in the City of Leavenworth and be between the ages of twelve (12) and nineteen (19) years. The members of the Youth Advisory Commission shall be appointed by the Mayor with the consent of the City Commission.

**Section 2. Membership**

The Commission shall be comprised of a maximum of sixteen (16) students with at least one member from each of the following schools: Immaculata High School, Leavenworth High School, Patton Junior High School, West Middle School, Warren Middle School, Xavier School, St. Paul Lutheran School and one home-school representative.

Commission members will be selected via an open application process. Application shall be submitted to the City Manager's Office, City Hall, 100 North 5<sup>th</sup> Street, Leavenworth, Kansas.

**Section 3. Term of Office**

Each Youth Advisory Commissioner will be appointed to office for a term not to exceed six (6) years or until age limitation is achieved.

**Section 4. Purpose, Duties**

The Commission shall be an advisory body to the City Commission on matters involving youth. The purpose and duties of the Commission shall be as follows:

- a) Serve as a liaison between the City Commission and the youth of the community on issues affecting youth;
- b) Encourage the positive growth and development of youth;
- c) Serve as a vehicle to familiarize youth with the city government;
- d) Assist in minimizing community problems relating to youth;
- e) Give advice and assistance on matters concerning the needs of youth;
- f) Develop and maintain bylaws, rules and procedures for the conduct of the Commission's activities;
- g) The City Commission and/or City Manager will assign, and prioritize as necessary, projects for discussion and reporting. The Commission may generate it's own discussion

projects. The City Commission will use the Commission as a formal “voice of youth” on various items concerning youth in the City.

**Section 5. Meetings; Organization**

The members of the Youth Advisory Commission shall meet at such time and place as may be fixed in the Commission’s bylaws, but not less than monthly. The Commission shall elect one member as chairperson, one member as vice-chairperson, and one member as secretary who shall serve for one-year terms of office commencing May 1 of each year. A member shall be eligible for reelection to any of these offices as long as he/she remains on the Commission.

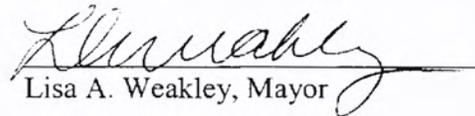
Special meetings may be called at any time by the chairperson or in the chairperson’s absence, by the vice-chairperson. A simple majority of the members shall constitute a quorum. A vote of the simple majority of the quorum shall be required for any action taken by the Commission. All meetings of the Commission shall be open to the public.

**Section 6. Reports**

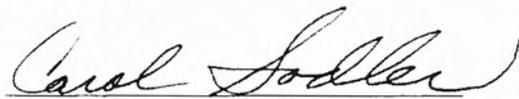
An informal progress report shall be given to the City Commission not less than two (2) times per year. Additional reports shall be submitted as requested by either the City Manager or the City Commission.

This ordinance shall take effect and be in force from and after its approval, passage and publication in the official newspaper of the City of Leavenworth, Kansas, as provided by law.

Adopted this 24<sup>th</sup> day of January, 2006.

  
Lisa A. Weakley, Mayor

ATTEST:

  
Carol Sadler, City Clerk, CMC

Passed and approved: 01-24-06  
Published: 01-27-06