

**LEAVENWORTH PRESERVATION COMMISSION
COMMISSION CHAMBERS, CITY HALL
100 N. 5th Street
Leavenworth, KS 66048**

**REGULAR SESSION
Wednesday, March 5, 2025
6:00 p.m.**

AGENDA

CALL TO ORDER:

- 1. Roll Call/Establish Quorum**
- 2. Approval of Minutes: January 3, 2024**
- 3. Approval of Minutes: February 7, 2024**

OLD BUSINESS:

None

NEW BUSINESS:

- 1. INTRODUCE NEW PLANNING & CD DIRECTOR AND CITY PLANNER**
- 2. ELECTION OF OFFICERS**
- 3. GENERAL DISCUSSION**

OTHER BUSINESS/CORRESPONDENCE:

- 1. MINOR STATE LAW REVIEW AND/OR MINOR CERTIFICATE OF APPROPRIATENESS (14) –
No action required.**
 - 1128 3rd Ave – replace roof in-kind
 - 408 Delaware – sewer line repair
 - 1000 3rd Ave – install new water heater
 - 608 Olive – repair rotted rear porch in-kind
 - 307 N Broadway – replace windows in sun room
 - 612 Cherokee – add signage to awning & reface projecting sign
 - 428 Delaware – HVAC, electrical, flooring, restrooms, stairs to second floor, new windows
 - 400 Shawnee – replace HVAC
 - 111 S 5th St – vinyl lettering on existing awning and lit channel letters on front wall
 - 100 N 5th St – replace exterior ADA door

- 123 S Esplanade – reconfigure south wing to construct main floor office space, mechanical, electrical, plumbing
- 507 N Esplanade – replace windows in-kiosk
- 123 S Esplanade – wall sign for new office entrance
- 513 Delaware – interior renovations of existing apartments, new floors, paint

ADJOURN



LEAVENWORTH PRESERVATION COMMISSION MINUTES

COMMISSION CHAMBERS, CITY HALL
100 N 5th Street, Leavenworth, Kansas 66048
WEDNESDAY, January 3, 2024, 6:00 PM

CALL TO ORDER:

Board Members Present

Rik Jackson
Ed Otto
Ken Bateman
Dick Gibson
Sherry Hines Whitson

Board Member(s) Absent

City Staff Present

Michelle Baragary
Bethany Falvey

Chairman Jackson called the meeting to order at 6:00 p.m. and noted a quorum was present.

APPROVAL OF MINUTES: June 7, 2023

Chairman Jackson asked for comments, changes or a motion on the June 7, 2023 minutes presented for approval. Commissioner Gibson moved to approve the minutes as presented, seconded by Commissioner Bateman, and approved by a vote of 5-0.

OLD BUSINESS:

None

NEW BUSINESS:

1. ELECTION OF OFFICERS

Chairman Jackson called for a motion. Commissioner Whitson moved that Chairman Jackson remain as Chair and Commissioner Otto remain as Vice Chairman, seconded by Chairman Gibson, and approved by a vote of 5-0.

2. 2024-02 LPC 1128 3RD AVENUE

A State Law review (K.S.A. 75-2724) for proposed modifications to the property located at 1128 3rd Avenue, a contributing property located in the Third Avenue Historic District, to determine if the project meets the Standards for Rehabilitation as set forth by the Secretary of the Interior.

Chairman Jackson called for the staff report.

City Planner Bethany Falvey stated this is a State Law review (KSA 75-2724) for the proposed modifications to the property located at 1128 3rd Avenue, a property located in the Third Avenue Historic District, under the Secretary of the Interior's Standards for Rehabilitation. The scope of work includes the installation of 31 roof-mounted solar panels.

The property is located in the Third Avenue Historic District, which was listed in the Register of Historic Kansas Places and National Register of Historic Places in 2002. The wood frame house is a two-story Queen Anne style house. The property is a Contributing structure to the district. The nomination notes the attached garage was added in c. 1970.

The proposed 31 roof-mounted solar panels are proposed on three sides of the primary house hipped roof (east, south, and west side), including the front facing roof and on both sides of the gabled roof attached garage.

REQUIRED REVIEWS:

The proposed project shall be reviewed utilizing the Standards for Rehabilitation as set forth by the Secretary of the Interior:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

No such change is proposed.

2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

The proposed roof mounted solar panels on the front (east) side will be highly visible from the street, altering the historic character.

3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

No such change is proposed.

4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

No such change is proposed.

5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

No such change is proposed.

6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

No such change is proposed.

7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

No such change is proposed.

8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

No ground disturbing work is proposed.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

The proposed solar panels will be differentiated but not compatible on the front side.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

No such work is proposed.

ACTION /OPTIONS:

- Motion, to determine that the proposed changes to 1128 3rd Avenue do not damage or destroy the Third Avenue Historic District.
- Motion, to determine that the proposed changes to 1128 3rd Avenue does damage or destroy the Third Avenue Historic District.
- Motion, to Table item until the next meeting for the purpose of gathering additional information.
- Motion, to forward to the SHPO for review.

Chairman Jackson called for questions about the staff report.

With no questions on the staff report, Chairman Jackson opened the public hearing.

Brady Luxford, with Invictus Solar, stated the only panels that would be visible from the street are the three front facing panels on either side of the dormer.

Commissioner Whitson asked what the lifespan is for the product.

Mr. Luxford stated there is a production and manufacturer warranty of 25 years.

Commissioner Whitson stated it would not be an eyesore now but is concerned about preserving the integrity of the home for the future use. After the 25 warranty is up, will it be upgraded.

Mr. Luxford stated they can be. The panels are guaranteed to be working at 100% within the first 25 years. The panels are complete black facing so they kind of blend in with the roof, and the panels stick about 6" off the face of the roof. The efficiency of the panels will decrease after 25 years but the system itself with the aluminum frames will not rust to make it unusable.

Commissioner Gibson asked what color the roof is.

Mr. Luxford responded dark brown.

Commissioner Gibson stated the black panels will stand out on the brown roof.

Commissioner Whitson asked if the contractor has a mockup picture.

Mr. Luxford provided a rendering for the commissioners to view.

Commissioner Gibson asked if this many panels are required for the square footage of the home or if they will be selling power back to the utility company.

Mr. Luxford stated this is under 100% of the usage, and they never try to go above that because the power company does not pay a very good percentage back (only about 1/3 of what the customer paid for).

Commissioner Whitson asked if the contractor has installed these panels on another house in the area.

Mr. Luxford responded in the affirmative.

Commissioner Whitson stated she would like to see those houses.

Staff stated that the board has the option to table the issue to give them time to view the other houses in Leavenworth that have these solar panels installed on the roof.

Commissioner Whitson reiterated that she would like to see the panels that are existing on other homes because the integrity of the historical area is very important to her, and she is thinking about the longevity of the panels from an aesthetic standpoint.

Mr. Luxford stated he could get photos to provide to the board for their review.

Commissioner Gibson asked the homeowner the current age of the roof.

Fritz Schultes, 1128 3rd Avenue, stated the roof was just replaced today. The roof had hail damage so it needed to be replaced, and thought this would be a good time to install the solar panels. Kept the roofing material the same color. Will be frustrating if this is denied because of the roof color since the roof was just replaced today. Additionally, if the board votes against this, they are setting a precedent that historical homes cannot have solar.

Commissioner Otto asked if any other historical home in Leavenworth has solar panels.

Ms. Falvey stated not residential dwellings. However, staff approved a Minor Certificate of Appropriateness for solar panels at 600 Shawnee. It is a flat roof with parapet so it is not visible, which allowed the approval at staff level.

Planning Assistant Michelle Baragary asked the contractor if he has pictures of other historical homes outside of Leavenworth that he has installed solar panels on.

Mr. Luxton responded he has done a number of projects in the KCMO historical districts that have solar panels.

Commissioner Whitson stated that would be helpful to see those photos.

Mr. Schultes stated there would not be solar panels on the main roof of the north facing side but they would be on the roof of the carport. Additionally, the house backs up to an alley so anything on the southwest facing side

of the house would not be visible from the street. The neighbor to the west of the subject property has a lot of vegetation, which would also screen the panels from being visible from the west.

Commissioner Bateman stated he feels that it is set back sufficiently enough to not become an eyesore, and does not have an issue with the panels.

Commissioner Otto agrees with Commissioner Bateman.

Commissioner Gibson asked if the panels on the front could be suspended in the backyard.

Mr. Schultes replied there is not enough room in the backyard to do so without drastically taking out his backyard.

Mr. Luxton stated with the vegetation in the backyard, a ground-mount solar system could not be installed without cutting down a lot trees. Additionally, the north roof face would not give the production that the east side would due to the shading.

Commissioner Whitson asked if the board were to table this item, time wise how much would this set the property owner back.

Mr. Schultes responded that he has already put one-third down payment toward the solar system so he is financially vested already.

Commissioner Whitson asked the property owner if he thought about this prior to putting a down payment towards the solar panels.

Mr. Schultes stated he did not know he was part of the Third Avenue Historic District. When he purchased his home 7 years ago, there was no documentation stating the property was part of a historic district.

Commissioner Whitson stated she does not want to hold the project up, however, integrity of historical neighborhoods are so important. With that, Commissioner Whitson moved to table the item for additional information, to include pictures of other houses that are historical that have the roof mounted solar panels.

Chairman Jackson asked if there is a second to Commissioner Whitson's motion to table the item. With no second, the motion fails. Chairman Jackson asked if there is a motion to approve the project.

Commissioner Gibson stated there are two parameters in question, which are numbers 2 and 9 of the Standards for Rehabilitation. Commissioner Gibson asked staff if the board approves this, what would they be establishing overall.

Ms. Falvey responded that it will set a precedent moving forward that the board would allow solar panels on the fronts of buildings.

Commissioner Otto stated there are all kinds of houses in Leavenworth that have solar panels, and it is unfair to allow them on certain houses but not on others.

Chairman Jackson asked if there is a motion. Commissioner Bateman moved to approve the proposed modifications at 1128 3rd Avenue, and seconded by Commissioner Otto.

Prior to voting, Chairman Jackson asked staff in the verbiage to approve the project, if the board would be able to mention that it is on a case-by-case basis so anyone else who may want to install solar panels would know that their project will need to be review by this commission.

Commissioner Whitson stated she understands that times change and they need to adapt but there is a reason we have preservation committees and commissions in neighborhoods, which is also to preserve things. She further believes that if this commission is going to do case-by-case that it should not be included in the minutes at this meeting for this particular case. Feels that is a broader spectrum that is going to need to be rewritten somewhere else.

With no further discussion, Chairman Jackson asked Commissioner Bateman if he would like to move forward with his motion. Commissioner Bateman stated he does not want to make any modifications to his motion. Commissioner Otto seconded the motion to approve the proposed modifications at 1128 3rd Avenue, and approved by a vote of 4-1 (Commissioner Whitson voted nay).

Chairman Jackson closed the public hearing.

OTHER BUSINESS/CORRESPONDENCE

1. MINOR STATE LAW REVIEW AND/OR MINOR CERTIFICATE OF APPROPRIATENESS

Ms. Falvey noted there are 24 minor state law reviews included in the agenda packet, which does not require action from the commission.

With no further discussion, Chairman Jackson called for a motion to adjourn. Commissioner Whitson moved to adjourn, seconded by Commissioner Otto and approved by a vote of 5-0.

Meeting adjourned at 6:31 p.m.

Minutes taken by Planning Assistant Michelle Baragary.



LEAVENWORTH PRESERVATION COMMISSION MINUTES

COMMISSION CHAMBERS, CITY HALL
100 N 5th Street, Leavenworth, Kansas 66048
WEDNESDAY, February 7, 2024, 6:00 PM

CALL TO ORDER:

Board Members Present

Rik Jackson
Ed Otto
Ken Bateman
Dick Gibson
Sherry Hines Whitson

Board Member(s) Absent

City Staff Present

Michelle Baragary
Bethany Falvey

Chairman Jackson called the meeting to order at 6:00 p.m. and noted a quorum was present.

APPROVAL OF MINUTES:

None

OLD BUSINESS:

None

NEW BUSINESS:

1. CENTENNIAL BRIDGE PROJECT DISCUSSION

Determine if the information provided is sufficient and no comment needed, or does the board want to formally comment on the project.

Chairman Jackson called for the introduction from staff.

City Planner Bethany Falvey stated as part of the project, since it was federally funded, needed to go through a NEPA review, National Environmental Policy Act. One part of that are effects on historic resources, also called Section 106, which is part of the National Historic Preservation Act. As part of that review, a boundary had to be created, which is the Area of Potential Effect (APE). The only resource within the boundary of the APE was the Abernathy Furniture Company Factory Plant K, and the bridge itself has been determined eligible by the SHPO (State Historic Preservation Office) during a previous survey. Section 106 is completed with the NEPA review,

and consists of four parts: 1) initiating the Section 106 review process, 2) identifying historic properties within a project area, 3) assessing if a project will have an adverse effect on any historic properties, and 4) if there is an adverse effect, identifying and ensuring the implementation of measures to resolve any adverse effect.

Ms. Falvey continued by stating as a Certified Local Government (CLG), this board is given the opportunity to comment on the project or not. Part of tonight's meeting is to determine if the board would like to comment on the project or not.

Jennifer Schwaller, HDR Engineering, is part of the consultant team that is working with KDOT on this project. Ms. Schwaller provided an overview of the project with a PowerPoint presentation (Appendix A).

Commissioner Otto asked for the ETA for the project.

Ms. Schwaller stated construction is set to start in 2026 to 2027 timeframe.

Commissioner Gibson asked if the funding is already in place.

Ms. Schwaller stated that KDOT does have funding for the project.

Commissioner Otto asked if this project is funded by KDOT and MoDOT.

Ms. Schwaller responded that MoDOT is a partner, and this is a KDOT project.

Commissioner Whitson asked what route people will take during this project.

Ms. Schwaller responded that there is no intent to close the existing bridge, as the new bridge is construction to the north of the existing bridge. There may be periods where temporary closures may occur while taking down the existing bridge but that would be at nighttime, and not during peak travel hours, and would be well communicated to the public.

Commissioner Whitson asked about pieces of the bridge being salvaged.

Ms. Schwaller stated they will blast the bridge to take it down so there won't be much of the bridge to salvage.

Chairman Jackson asked if the aesthetic concept overlook in the presentation going to be the final look.

Ms. Schwaller stated it will be very close to that. The design is currently at about 30% design, so as the project moves forward they will have submittals at 60%, 90% and 100%. As the project moves forward, there will continue to be public engagement on the progress of the project and the plans. If there are adjustments to the plans, that would be communicated but what is being proposed in terms of the overlooks and concepts will not change.

Chairman Jackson asked if part of the new bridge would be on Ft. Leavenworth property.

Ms. Schwaller replied that the new alignment and bridge would be just to the north of the existing bridge. They are talking to Leavenworth Waterworks about the right-of-way that is needed; and then on the other side is federal property that they are having discussions with about the right-of-way needs on that side as well.

Commissioner Gibson asked if MoDOT has any plans on expanding Hwy 92.

Ms. Schwaller responded in the negative stating the project will tie-in near the new roundabout.

Commissioner Otto asked what impact the project will have on the campground that is by the river.

Ms. Schwaller responded that they have been coordinating with the City's Parks Department, and that there will be some closures of that park during the bridge construction for safety purposes, and the campground will more than likely close as well.

Chairman Jackson asked staff if what they are voting on is that the board is in support of the concept and presentation.

Ms. Falvey responded that as the CLG, does the board want to comment formally on the project or is the information provided sufficient and no comments are needed.

Chairman Jackson called for a motion. Commissioner Bateman moved that the presentation given tonight is sufficient, seconded by Commissioner Otto, and approved by a vote of 5-0.

Chairman Jackson asked the one resident who attended the meeting if he would like to make a comment.

Louis Klemp, 1816 Pine Ridge Dr. and phone number is (913) 683-0501 in case we start getting bad people in here from across the border. Mr. Klemp asked if the cost of the project was 350 million or 250 million, will there be a commission or board to keep track of repairs, or other people involved that the taxpayers would have to pay money to. Mr. Klemp worked on the toll bridge in 1956. He would collect the \$.25 toll, and the businesses were very good businesses. They were Jewish men mainly, and they would give the person buying something two tickets for \$.15/ea. One was to get to Weston or Platte City, and the other one was to come back.

Mr. Klemp then asked if MoDOT was going to give 250 million and KDOT will give 250 million.

Ms. Falvey stated that this is not pertinent to this board.

Mr. Klemp stated that what the board is okaying is important.

Chairman Jackson stated the board's involvement is from the historical perspective of it. It is a historical bridge and will continue to be a historical bridge but the determination on the financial applications of the project are outside the scope of this board. Tonight's meeting was an informational piece to make sure that our local preservation board was informed to what the project is going to entail. The City Commission may be a better forum to have your inquiries better addressed.

Mr. Klemp asked the commissioners how they enjoyed crossing the bridge when it was one lane wood.

Commissioner Otto stated we are dealing with the present, and not the past.

Mr. Klemp stated he dealt with the present when dealing with MoDOT, and their plan is not for 15 to 20 years before making Hwy 92 or Hwy 45 four lanes.

Chairman Jackson stated this commission has no say on what happens with Missouri highways.

Mr. Klemp asked if Ms. Schwaller can answer the question.

Ms. Falvey stated that we need to keep it to the purview of this board.

Mr. Klemp stated that Ms. Schwaller is giving bad information and should answer the question is MoDOT a participant in giving money for the bridge.

Ms. Schwaller stated that it is a KDOT project.

Mr. Klemp stated that everyone needs to be informed of this, and that he has told the City of Leavenworth that there needs to be a toll on that bridge. The warden just retired making \$161,000/yr. Mr. Klemp stated he made \$10,000/yr in 1966 while in the Navy. A Navy Lieutenant today makes \$114,000, and he cannot afford a toll? This is information that people need to know about everything that goes on in Leavenworth, Kansas.

Chairman Jackson stated he appreciates the input.

Ms. Falvey stated there is not a meeting in March.

Chairman Jackson called for a motion to adjourn. Commissioner Otto moved to adjourn, seconded by Commissioner Whitson and approved by a vote of 5-0.

Meeting adjourned at 6:39 p.m.

Minutes taken by Planning Assistant Michelle Baragary.

DRAFT



Consulting Parties Meeting Centennial Bridge

January 11, 2024



092-052 KA-6016-01

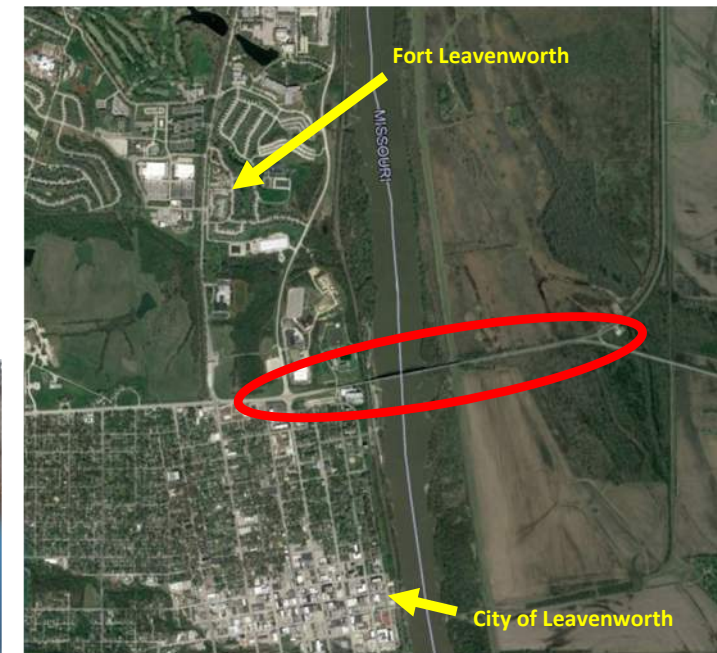
Agenda

- Introductions
- Project Overview & Background
- Section 4(f) Evaluation
- MOA & Mitigations



Project Overview

- Replace Existing Centennial Bridge
- Expansion of Approach Roadway in Kansas and Missouri



A Vital Connection



THE CURRENT BRIDGE:

- Serves an important transportation role.
- Has outlived its functional lifespan.
- Only has two lanes — one in each direction.
- Does not have a combined use pedestrian and bicycle path.
- Is vulnerable to flood damage from erosion, debris and barge collisions.
- Creates logistical challenges for Fort Leavenworth.

Project Team



Project Background

- **Advance Preliminary Engineering (APE) Study (2016)**
 - Tolling and Revenue Study
 - Concept Design
- **Preliminary Design (2022)**
 - APE Study Refresh
 - Environmental Assessment
 - Stakeholder Engagement



Impact Summary

RESOURCE	MEASURE	NO-BUILD ALTERNATIVE	PREFERRED ALTERNATIVE
Residential Land Use	Acres Impacted	0	0
Parks and Recreation and Section 4(f) / 6(f)	Number of Facilities	0	2; Riverfront Park and Centennial Bridge
Historical Sites and Districts	Number of Sites/Districts	0	1; Centennial Bridge
Wetlands and Waters of the United States	Acres Impacted	0	2.93 acres of wetlands and 2.75 acres of stream
Floodplains and Floodways	Resource Impacted	No	Yes
Threatened and Endangered Species	Number of Species Impacted	0	4; not likely to adversely affect
Noise	Quantity	0	No significant change in dBA to noise receptors
Visual	Overall Impacts	No	No adverse effects

Adverse Effect

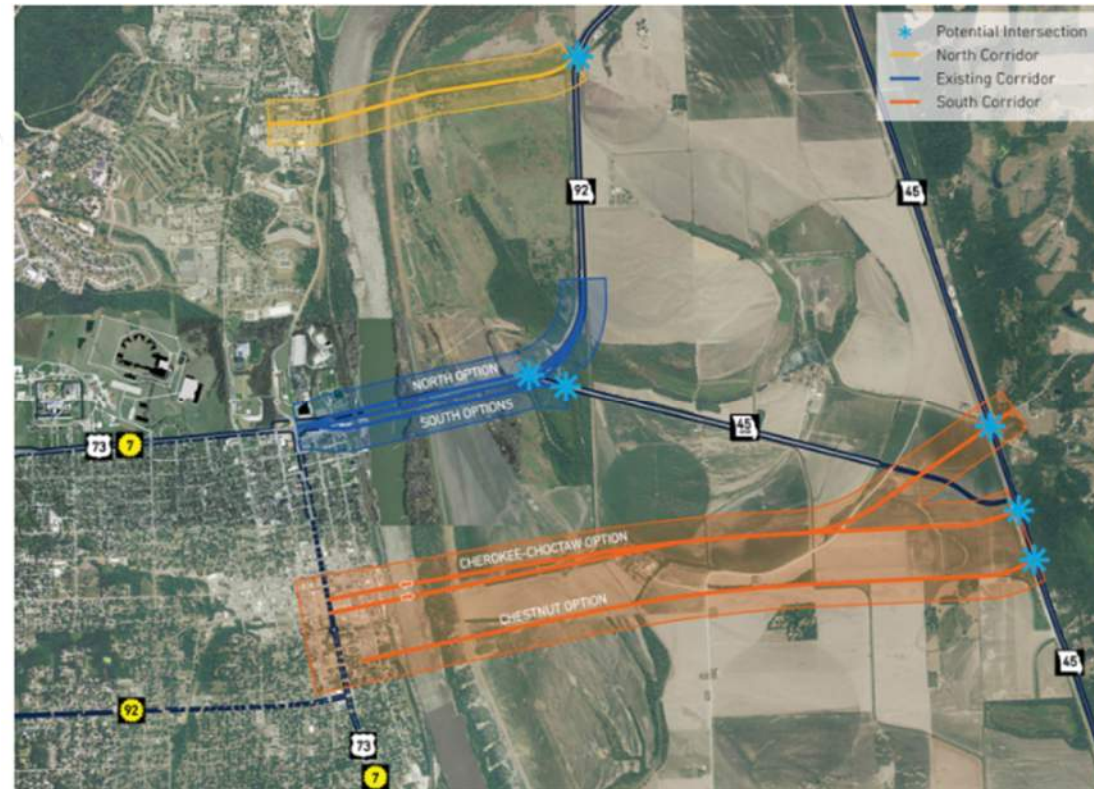
Section 4(f) Evaluation

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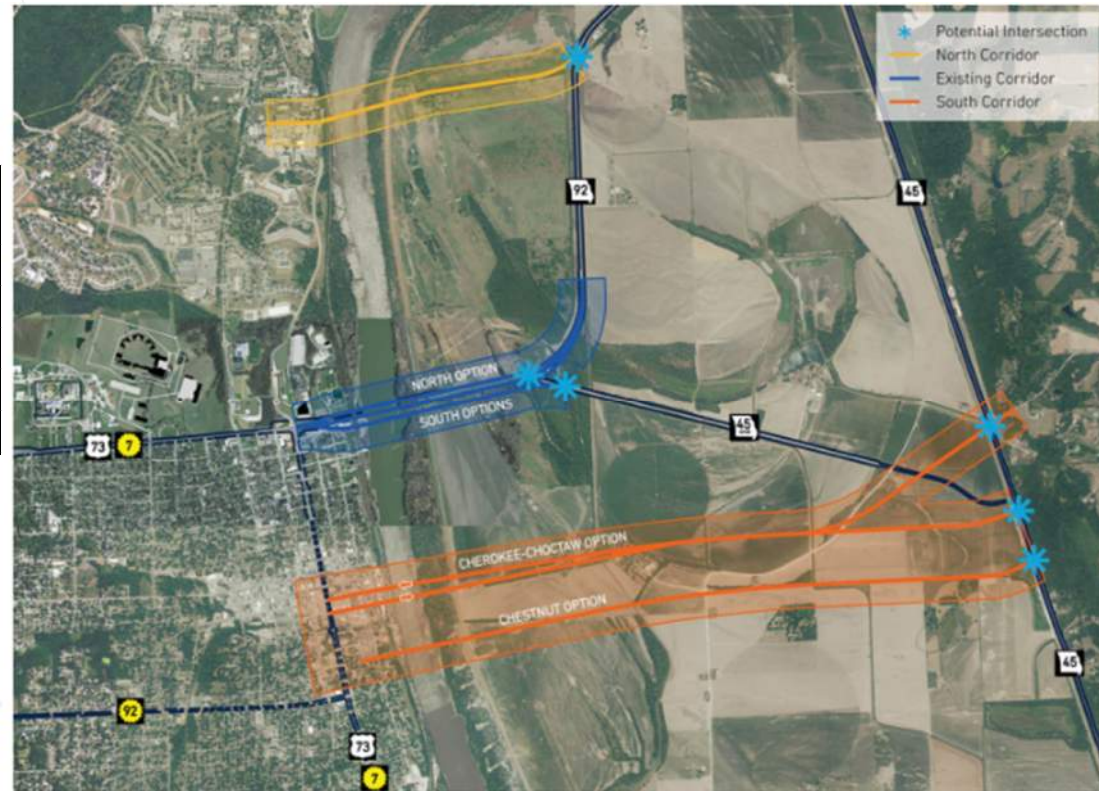
Section 4(f) Evaluation

- Total Avoidance – Not Prudent
 - No Build
 - North Corridor
 - South Corridor
- Rehabilitate / Widen Existing – Not Prudent
 - Widen existing bridge
 - Conversion to 2-lane eastbound/westbound movements
 - Conversion to pedestrian bridge
- Replacement



Section 4(f) Evaluation – Cost Comparison

Alternatives	Color	FY27	With Arch
		Constuction Cost (\$)	Alternative (\$)
On-Alignment	Blue	\$ 156,990,000	\$ 165,990,000
North	Yellow	\$ 158,284,730	\$ 167,284,730
South 1	Orange	\$ 215,975,490	\$ 224,975,490
South 2	Orange	\$ 211,663,738	\$ 220,663,738



Mitigation

- Archival documentation
 - Photographs
 - Original Construction Plans
 - Historical Documentation
 - Drone footage
- Aesthetic features
 - Incorporate aspects of existing bridge
 - Overlooks
 - Fencing, Railing, Lighting





AESTHETIC CONCEPTS

- Designed using stakeholder input.
- Incorporates features of the current bridge (arches and color)
- Variable height arched railing over railroad.

Please note that design and aesthetic features may change due to permitting or construction needs.

Aesthetics Concepts: Railing, Fencing, Lighting

- Designed in collaboration with stakeholders.
- Meets FHWA, Kansas and Missouri DOT, and Railroad safety standards.
- Incorporate aspects of the current Centennial Bridge.



Aesthetics Concepts: Overlook

- Two overlooks with seating areas.
- Scenic views face south toward the City of Leavenworth.



Please note that design and aesthetic features may change due to permitting or construction needs.

Aesthetics Concepts: Monument

- Highlighting the City of Leavenworth



Please note that design and aesthetic features may change due to permitting or construction needs.

LEAVENWORTH PRESERVATION COMMISSION

BYLAWS, RULES AND REGULATIONS

The following rules and regulations governing the procedures of the Leavenworth Historic Landmarks and Appeals Board (Board) are adopted.

Article I – Members

1. The membership of the Board is determined by Ordinance No. 7386. A majority of the currently duly appointed Board 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 Board shall organize annually at the first regular meeting after the annual appointment of new members.
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 Board; shall decide all points of order and procedure; shall certify actions of the Board pursuant to the ordinance; and shall transmit reports and recommendations to the governing body with the assistance of the Secretary.
5. The Vice-Chairperson shall assume the duties of the Chairperson in his absence.
6. The Secretary shall be responsible for keeping the Board minutes, sending agendas to Board members, carrying out written correspondence, maintaining Board records, certifying Board actions to the State Historic Preservation Office, and performing such other duties as the Board may reasonably require.
7. Should a Board member miss two regular monthly meetings in any 12-month period, the Board shall determine if the City Commission should be petitioned to replace that Board member.

Article III – Meetings

1. The Board shall meet monthly, on an as needed basis, on the first Wednesday of the month at 6:00 p.m. in the Commission Auditorium, 1st Floor, City Hall, 100 N. 5th Street, Leavenworth, Kansas. When the first Wednesday falls on a holiday, a new meeting date shall be established.
2. Special meetings 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 Board members 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 Board 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 Board 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 hearings
 - f. Reports of committees
 - g. Reports of officers and related personnel
 - 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 a majority of the total membership is needed to authorize any official Board action, unless otherwise specified by statute or ordinance.
8. All members including the Chairperson shall have a vote when present unless a person shall disqualify him/herself from voting on any decision in which they might express a conflict of interest. In the event of a conflict of interest, the member shall so state before discussion of the item and shall remove him/herself from the panel.
9. Procedure may follow commonly accepted parliamentary rules for boards.
10. All persons wishing to address the Board shall first be recognized by the Chair and invited to a podium to introduce themselves by name and address to be entered into the record of the meeting. Thereafter, the Board may freely discourse with the

citizen. Upon concluding citizen testimony, the Chair may call for Board discussion at which time Board members may freely discourse with each other.

Article IV – Committees

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

Article V – Board Staff

1. The Board may employ staff and/or professional consultants, as it may require, subject to approved budgetary limitations. The City Commission shall approve all new employees and all contracts for professional services in excess of \$10,000.
2. The staff shall conduct business and prepare reports and agendas for the Board pursuant to the ordinance, state law and appropriate City policies.
3. The staff shall act as liaison between the Board and the City commission, other appropriate boards/commissions, the State of Kansas, the National Register of Historic Places and the general public.
4. The staff shall prepare an annual budget and annual review of the ordinance and historic resources survey and make recommendations for modifications.
5. The staff shall accept other responsibilities as may be directed by the Board, the Governing Body or the City Manager.

Article VI – Records and Reports

1. The Board shall keep a record of its transactions, findings and determinations and recommendations.
2. All records shall be available for public review.
3. The Board shall annually review the historic resources survey and the ordinance to determine needed revisions and shall make a report and recommendation to the governing body regarding same.

Article VII – Publicity

1. The Board 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 and the work of the Board.

2. The ordinance provides authority for the Board to initiate and recommend participation in grant programs to improve historic resources, and to be the City's point of contact for historical, archeological, and related associations in keeping with the objective to promote Leavenworth's built-history.

Article VIII – Amendments

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


Article IX – Rules of Order

1. Open Public Meetings. All meetings and study sessions shall be open to the public. A record must be kept of all business transacted.
2. 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 6th day of April, 2022.


Chairperson

ATTEST:


Secretary