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PITTSBURG STATE UNIVERSITY BUSINESS DEVELOPMENT AND INNOVATION SERVICES AGREEMENT - Consider approval of the Business Development and Innovation Services Agreement between Pittsburg State University (PSU) and The City of Pittsburg in which PSU will provide support to the City to effectively help create and attract new businesses, industries and manufacturing concerns to the City, as well as more effectively promote the expansion and growth of existing businesses and industries already located in the City for the year beginning on February 11, 2020, and expiring on December 31, 2020.

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PLAT - REDWOOD DEVELOPMENT, INC. - Consider the recommendation of the Planning Commission/Board of Zoning Appeals to approve the Short Form Plat submitted by Redwood Development, Inc, for the platting of the area located immediately west of Countryside Self-Storage, east of North Water Street on the south side of East 4th Street.

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REQUEST TO CHANGE ZONING - The Planning Commission/Board of Zoning Appeals, in its meeting of January 27, 2020, voted unanimously to recommend Governing Body approval of a request submitted by Redwood Development, Inc, of Joplin, MO, to change the zoning of the property located immediately west of Countryside Self-Storage, east of North Water Street on the south side of East 4th Street from R1-A, Single Family Residential, to RP-4, Planned Apartment House to allow an apartment complex to be constructed on the property.

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LAND USE PLAN - Consider staff recommendation to adopt the City's Land Use Plan.

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CITY PURCHASING POLICY - Consider amending the City's Purchasing Policy to reflect changing the local preference percentage from 3% to 5%.

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BI-MONTHLY BUDGET REVIEW - Director of Finance Jamie Clarkson will provide the December 31, 2019, bi-monthly budget review.

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CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, February 11, 2020
5:30 PM

CALL TO ORDER BY THE MAYOR:

- a. Flag Salute Led by the Mayor
- b. Public Input
- c. Proclamation - Crawford County Bar Association Day

CONSENT AGENDA:

- a. Approval of the January 28, 2020, City Commission Meeting minutes.
- b. Approval of Ordinance No. G-1309, annexing land into the limits and boundaries of the City of Pittsburg, Kansas, pursuant to K.S.A. 12-520 (a) (7) as amended, and authorize the Mayor to sign the Ordinance on behalf of the City (request of Eric Bradshaw and Jacqueline Youtsos).
- c. Approval of the recommendation of the Economic Development Advisory Committee (EDAC) to grant 2020 tax abatement renewals to Millers, Inc. (three abatements), Pinamonti Physical Therapy, Rallison, LP, Kendall Packaging Corporation and Dharma Properties, LLC.
- d. Approval of the request submitted by Graig Moore to renew the Dance Hall License for Mooreman's, Inc., 1608 S. Broadway, and if approved, authorize the City Clerk to issue the license.
- e. Approval of the Appropriation Ordinance for the period ending February 11, 2020, subject to the release of HUD expenditures when funds are received.

ROLL CALL VOTE.

SPECIAL PRESENTATION:

- a. ACTIVE TRANSPORTATION ADVISORY BOARD ANNUAL REPORT - Darrell Pulliam, Chairman of the Active Transportation Advisory Board (ATAB), will present their annual report. **Receive for file.**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, February 11, 2020
5:30 PM

CONSIDER THE FOLLOWING:

- a. RESOLUTION NO. 1231 - Consider adopting Resolution No. 1231, determining that the City of Pittsburg is considering establishing a Rural Housing Incentive District (Payton's Hamlet) within the City and adopting a plan for the development of housing and public facilities in such proposed district; establishing the date and time of a public hearing on such matter, and providing for the giving of notice of such public hearing. **Approve or disapprove Resolution No. 1231 and, if approved, authorize the Mayor to sign the Resolution on behalf of the City.**
- b. FUNDING AGREEMENT - KANNARR - PAYTON'S HAMLET RURAL HOUSING INCENTIVE DISTRICT - Consider approval of a Funding Agreement between the City of Pittsburg and Shane R. Kannarr in regard to the Payton's Hamlet Rural Housing Incentive District. **Approve or disapprove of the Funding Agreement and, if approved, authorize the Mayor to sign the Agreement on behalf of the City.**
- c. SUSTAINABILITY ADVISORY COMMITTEE APPOINTMENT - Consider staff recommendation to appoint one member to fill an unexpired term as a member of the Sustainability Advisory Committee effective immediately and concluding on December 31, 2020. **Appoint one member to the Sustainability Advisory Committee.**
- d. PITTSBURG AREA CHAMBER OF COMMERCE ECONOMIC DEVELOPMENT SERVICES AGREEMENT - Consider approval of the Economic Development Services Agreement between The Pittsburg Area Chamber of Commerce and The City of Pittsburg in which the Chamber will perform the services related to the location and retention of industrial, manufacturing and retail businesses in the City for the year beginning on February 11, 2020, and expiring on December 31, 2020. **Approve or disapprove the Economic Development Services Agreement and, if approved, authorize the Mayor to sign the Agreement on behalf of the City.**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, February 11, 2020
5:30 PM

- e. PITTSBURG STATE UNIVERSITY BUSINESS DEVELOPMENT AND INNOVATION SERVICES AGREEMENT - Consider approval of the Business Development and Innovation Services Agreement between Pittsburg State University (PSU) and The City of Pittsburg in which PSU will provide support to the City to effectively help create and attract new businesses, industries and manufacturing concerns to the City, as well as more effectively promote the expansion and growth of existing businesses and industries already located in the City for the year beginning on February 11, 2020, and expiring on December 31, 2020. **Approve or disapprove the Business Development and Innovation Services Agreement and, if approved, authorize the Mayor to sign the agreement on behalf of the City.**

- f. PLAT - REDWOOD DEVELOPMENT, INC. - Consider the recommendation of the Planning Commission/Board of Zoning Appeals to approve the Short Form Plat submitted by Redwood Development, Inc, for the platting of the area located immediately west of Countryside Self-Storage, east of North Water Street on the south side of East 4th Street. **Approve or disapprove recommendation and, if approved, authorize the Mayor and City Clerk to sign the plat on behalf of the City.**

- g. REQUEST TO CHANGE ZONING - The Planning Commission/Board of Zoning Appeals, in its meeting of January 27, 2020, voted unanimously to recommend Governing Body approval of a request submitted by Redwood Development, Inc, of Joplin, MO, to change the zoning of the property located immediately west of Countryside Self-Storage, east of North Water Street on the south side of East 4th Street from R1-A, Single Family Residential, to RP-4, Planned Apartment House to allow an apartment complex to be constructed on the property. **Approve or disapprove recommendation, and, if approved, direct Staff to prepare the appropriate ordinance. (If the Governing Body is not in agreement with the recommendation as provided, the State Statutes stipulate that the Governing Body, by a 2/3 majority, may override the recommendation or may return the recommendation to the Planning Commission/Board of Zoning Appeals for further consideration. A Return of the recommendation must be accompanied with a statement specifying the basis for the Governing Body's returning the recommendation).**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, February 11, 2020
5:30 PM

- h. LAND USE PLAN - Consider staff recommendation to adopt the City's Land Use Plan. **Approve or disapprove staff recommendation.**
- i. CITY PURCHASING POLICY - Consider amending the City's Purchasing Policy to reflect changing the local preference percentage from 3% to 5%. **Approve or disapprove adjusting the local preference percentage.**

NON-AGENDA REPORTS & REQUESTS:

- a. BI-MONTHLY BUDGET REVIEW - Director of Finance Jamie Clarkson will provide the December 31, 2019, bi-monthly budget review. **Receive for file.**

ADJOURNMENT

Office of the Mayor

CITY OF PITTSBURG, KANSAS

Proclamation

Whereas: In 2019, the Kansas Bar Foundation provided Kansas Legal Services in Pittsburg with a grant to support an expungement drive in Southeast Kansas; and

Whereas: Expungement seals an individual's criminal conviction, making the records unavailable through the State and Federal repositories; and

Whereas: Members of the Crawford County Bar Association generously donated their time to provide no-cost advice and representation, making the Kansas Bar Foundation Expungement Drive successful; and

Whereas: It is anticipated that fifty individuals in the City of Pittsburg and Crawford County will benefit as a result of the expungement drive; and

Whereas: Individuals granted expungement are provided with a clean slate, enabling them to pursue employment, education and housing opportunities.

Now, Therefore, I, Dawn McNay, Mayor of the City of Pittsburg, Kansas, do hereby proclaim Tuesday, February 11th, 2020, as

Crawford County Bar Association Day in Pittsburg

and encourage all citizens to recognize the local attorneys and the members of the Crawford County Bar Association for their generous commitment to the Kansas Bar Foundation Expungement Drive.

Dated this 11th day of February, 2020.

ATTEST:

CITY CLERK

MAYOR

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
January 28th, 2020

A Regular Session of the Board of Commissioners was held at 5:30 p.m. on Tuesday, January 28th, 2020, in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, with Mayor Dawn McNay presiding and the following members present: Cheryl Brooks, Larry Fields, Chuck Munsell and Patrick O'Bryan.

Mayor McNay led the flag salute.

PUBLIC INPUT –

INVOCATION – Mark Chambers, on behalf of the First United Methodist Church, provided an invocation.

PITTSBURG IMPROVEMENTS - Ken Brock, Pittsburg resident, spoke in regard to the numerous improvements that have taken place in Pittsburg over the past seven years. Mr. Brock thanked City Manager Daron Hall for the leadership he is providing to the City of Pittsburg. Mr. Brock further thanked members of the City Commission and City Staff for their dedication to the City of Pittsburg.

BLOCK 22 PROJECT - Roe Parsons, 8519 NW 50th, McCune, Kansas, inquired as to how many law suits have been filed and liens placed against the owners of Block 22, in regard to the non-payment of contractors. Mr. Parsons indicated that, after two years, his company has not been paid for work performed at Block 22.

APPROVAL OF MINUTES – On motion of Munsell, seconded by O'Bryan, the Governing Body approved the January 14th, 2020, City Commission Meeting minutes as presented. Motion carried.

APPROPRIATION ORDINANCE – On motion of Munsell, seconded by O'Bryan, the Governing Body approved the Appropriation Ordinance for the period ending January 28, 2020, subject to the release of HUD expenditures when funds are received. Motion carried.

APPOINTMENT TO SUSTAINABILITY ADVISORY COMMITTEE – On motion of O'Bryan, seconded by Munsell, the Governing Body tabled the appointment of a member to the Sustainability Advisory Committee to extend the deadline for the receipt of applications until February 5th, 2020. Motion carried.

APPOINTMENT TO AIRPORT ADVISORY COMMITTEE – On motion of O'Bryan, seconded by Brooks, the Governing Body appointed David Moore to a first three-year term as a member of the Airport Advisory Committee effective immediately and concluding on December 31, 2022. Motion carried.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
January 28th, 2020

ANNEXATION REQUEST - ERIC BRADSHAW AND JACQUELINE YOUTSOS – On motion of O'Bryan, seconded by Fields, the Governing Body approved the request submitted by Eric Bradshaw and Jacqueline Youtsos to have their property, located on East 530th Avenue, annexed into the City of Pittsburg, and authorized the Mayor to sign the appropriate documents on behalf of the City. Motion carried.

ORDINANCE NO. G-1308 – On motion of O'Bryan, seconded by Fields, the Governing Body adopted Ordinance No. G-1308, amending Section 2-332 of the Pittsburg City Code to increase the number of members of the Human Relations Commission from seven members to nine members, and authorized the Mayor to sign the Ordinance on behalf of the City. Motion carried.

CONFIRMATION OF APPOINTMENTS - HUMAN RELATIONS COMMISSION – On motion of O'Bryan, seconded by Fields, the Governing Body confirmed the appointment of Heather Docherty, Michelle Ducre, Amber Hames, Carol A. Hammerbacher, Chad McCubbin, Dan Rodabaugh, Xavier Sheehy, Walter Simpson, and Ali Smith to first, three-year terms as members of the Human Relations Commission effective immediately and to conclude on December 31, 2022. Motion carried.

AGREEMENT - EAST QUINCY STREET RECONSTRUCTION – On motion of Munsell, seconded by O'Bryan, the Governing Body entered into an agreement with the Kansas Department of Transportation (KDOT) for the reconstruction of East Quincy Street from Joplin Street to Rouse Street into a three-lane roadway with a curb and gutter, an enclosed storm sewer and sidewalks on each side, and authorized the Mayor to sign the agreement on behalf of the City. Motion carried.

EQUIPMENT LEASING - BOBCAT COMPACT EXCAVATOR – On motion of O'Bryan, seconded by Brooks, the Governing Body awarded the bid for a five-year lease/purchase agreement with Community National Bank & Trust, of Pittsburg, Kansas, at an interest rate of 2.21% and annual payments in the amount of \$13,550.45 for the financing of a Bobcat Compact Excavator with attachments for use by the Pittsburg Public Utilities Stormwater Division. Motion carried.

EQUIPMENT LEASING - BOBCAT SKID-STEER LOADER - On motion of Munsell, seconded by Fields, the Governing Body awarded the bid for a five-year lease/purchase agreement with Community National Bank & Trust, of Pittsburg, Kansas, at an interest rate of 2.21% and annual payments in the amount of \$11,413.02 for the financing of a Bobcat Skid-Steer Loader with performance and comfort packages and attachments for use by the Pittsburg Public Utilities Street Division. Motion carried.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
January 28th, 2020

NON-AGENDA REPORTS & REQUESTS –

DOG FECES LETTER – Mayor McNay spoke in response to a letter received by members of the Governing Body from a concerned citizen regarding dogs depositing feces in the yards of citizens. Mayor McNay reminded citizens that the City has an Ordinance regulating the disposal of dog feces. Mayor McNay indicated that City staff will work with Pittsburg State University representatives and Pittsburg Beautiful to help educate dog owners. Director of Parks and Recreation Kim Vogel provided information on the current locations of dog waste bag stations and the locations where stations are planned to be installed in the future. Commissioner Munsell suggested that dog waste disposal bags be provided along the City's trail system.

RESOLUTION NO. 1230 – On motion of Fields, seconded by O'Bryan, the Governing Body adopted Resolution No. 1230, a Resolution of support for and approval of a family housing development at approximately 1700 East 4th Street in Pittsburg, Kansas, urging the Kansas Housing Resources Corporation to award Low Income Housing Tax Credits to Red-Wood Development, Inc., to enable construction of 48 apartment units at said address. Motion carried.

LOCAL PREFERENCE BID POLICY - Commissioner Munsell requested a discussion be held during the February 11th, 2020, City Commission Meeting to consider increasing the 3% local preference that is currently allowed to local bidders.

MISSION CLAY DEMOLITION PROJECT - Commissioner Munsell stated that he has received phone calls from concerned citizens inquiring if the City is involved in the demolition of the Mission Clay buildings. City Manager Daron Hall responded that the City does not have any involvement in the demolition project.

ADJOURNMENT: On motion on O'Bryan, seconded by Fields, the Governing Body adjourned the meeting at 6:08 p.m. Motion carried.

Dawn McNay, Mayor

ATTEST:

Tammy Nagel, City Clerk

(Published in The Morning Sun on February ____, 2020)

ORDINANCE NO. G-1309

AN ORDINANCE ANNEXING LAND INTO THE LIMITS AND BOUNDARIES OF THE CITY OF PITTSBURG, KANSAS, PURSUANT TO K.S.A 12-520 (a) (7), AS AMENDED.

WHEREAS, the following described land is located in Crawford County, Kansas;

WHEREAS, a request for annexation of the following described property, submitted by the owners thereof, has been filed with the City of Pittsburg, Kansas pursuant to K.S.A. 12-520 (a) (7), as amended;

WHEREAS, the Governing Body of the City of Pittsburg, Kansas, finds it advisable to annex such land.

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF PITTSBURG, KANSAS:

Section 1: That the following described land is hereby annexed and made a part of the City of Pittsburg, Kansas:

The West Eight Hundred Twenty Five (825) feet of the Southwest Quarter (SW1/4) of the Southeast Quarter (SE1/4) of Section Thirty Three (33), Township Thirty (30) South, Range Twenty Five (25) East of the Sixth Principle Meridian, Crawford County, Kansas, according to the United States Government Survey thereof.

EXCEPT that part thereof bounded and described as follows:

Commencing at the Southwest corner of the Southeast Quarter (SE1/4) of said Section 33; thence on an assumed bearing of North 03 degrees 19 minutes 07 seconds West along the West line of said Southeast Quarter (SE1/4) a distance of 10.061 meters (33.01 feet) to the point of beginning; thence North 87 degrees 58 minutes 06 seconds East a distance of 207.550 meters (680.94 feet); thence North 02 degrees 01 minutes 54 seconds West of distance of 2.134 meters (7.00 feet); thence South 87 degrees 58 minutes 06 seconds West a distance 207.598 meters (681.09 feet); thence South 03 degrees 19 minutes 07 seconds East of distance of 2.134 meters (7.00 feet), more or less, to the point of beginning.

Section 2: This Ordinance shall take effect and be in force from the date of its final passage and its publication in the official City newspaper.

APPROVED AND PASSED by the Governing Body of Pittsburg, Kansas, this ____ day of February, 2020.

Dawn McNay, Mayor

ATTEST:

City Clerk – Tammy Nagel



Memorandum

TO: Daron Hall, City Manager

FROM: Blake Benson, Economic Development Director

DATE: February 5, 2020

SUBJECT: February 11, 2020 Agenda Item
Property tax abatement renewals

At its February 5, 2020, meeting, the EDAC considered annual renewals of existing tax abatements for the following properties:

Company Name	Docket #	Original Exemption Year	Current Year	Exemption Ends in Year
Miller's, Inc.	2013-5552-EDX	2013	2020 / 8 of 10	2022
Pinamonti Physical Therapy	2015-1858-IRBX	2015	2020 / 6 of 8	2022
Miller's, Inc.	2016-2286-EDX	2016	2020/ 5 of 10	2025
Rallison, LP	2016-1202-EDX	2016	2020 / 5 of 5	2020
Miller's, Inc.	2017-833-EDX	2017	2020/4 of 10	2026
Kendall Packaging Corporation	2018-334-IRBX	2018	2020/3 of 10	2027
Dharma Properties LLC	2018-595-IRBX	2018	2020/3 of 10	2027

For clarification, Rallison, LP is the parent company of Progressive Products, while Dharma Properties, LLC is the parent company of the Pittsburgh La Quinta Inn & Suites.

All of the original tax abatements were predicated on capital improvements. At its February 5, 2020, meeting, the Economic Development Advisory Committee recommended renewal of these annual tax abatement renewals.

Please place this item on the agenda for the City Commission meeting scheduled for Tuesday, February 11, 2020 . Action being requested is approval or denial of the EDAC recommendation to approve the annual tax abatement renewals.

2013-5552-EDX

ANNUAL CLAIM FOR EXEMPTION FROM PROPERTY TAXATION

To Be Filed with the County Appraiser on or before March 1st

See other side for instructions

Name & Address of Taxpayer:

County: Crawford

Miller's, Inc.

Parcel I.D. No.: 019-209-29-0-40-09-001.00-0

610 E. Jefferson St.

Personal Prop No.: _____

Pittsburg, KS 66762

Tax Year: 2020

County Use Only

Description on file ☐ Check ☒ if Yes

If Yes mail copy of form and written statement to PVD

NOTICE

This Annual Claim for Exemption by law must be accompanied by:

- (1) A Written Statement *See instructions, other side* and
 - (2) A Description/List of Exempt Property *See instructions, other side*
1. I (we) Miller's Inc., do hereby file a claim for property tax exemption for the tax year 2020, on the attached list of property.
 2. The basis for the exemption is: Board of Tax Appeals Order, Docket No. 2013-5552-EDX
 3. The Board Order indicates that the property is exempt pursuant to:
 - A. K.S.A. 79-201a *Second* (Industrial Revenue Bond-Funded Property)
 - B. Article 11, Section 13 of the Kansas Constitution
 - C. K.S.A. 79-221 (Certain Leased Property)
 - D. Other KSA 2012 Supp. 79-213
 4. The period of exemption set forth in the Board's Order is:
January 1, 2013 through December 31, 2022
 5. If the property is only partially exempt or if a payment in lieu of tax must be made, please attach the agreement and/or uniform policy setting forth the terms.
 6. Are you filing a claim for any property acquired *after* the Board of Tax Appeals issued the order exempting disclosed in number 2 above? No. If yes, please explain why you believe this property is exempt.
 7. Has the *ownership* of the property for which you are filing a claim for exemption changed in the past year? No. If yes, attach a full explanation.
 8. Has the *use* of the property for which you are filing a claim for exemption changed in since the Board determined that it was exempt? No. If yes, attach a full explanation.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature



Date: 1/17/2020

Name & Title

Lori Altom, CFO

Phone: 620-235-2274

EXEMPT REAL PROPERTY FORM

Supplemental page

If more than one building exists on a parcel identification number (PIN), please report only one building on each copy of the Exempt Real Property Form. The requested information is parcel specific. Make as many copies of this form as is necessary to report your exempt real property.

Firm Name: Miller's Inc.

Parcel Id. #: 019-209-29-0-40-09-001-00-0

Docket Number: 2013 5552 EDX

Exempt Period: Jan 1, 2013 - Dec 31, 2022

Legal Description:

KS Located on parcel ID No. 019-209-29-0-40-09-001.00-0

Is land acquisition associated with this exemption? Yes ☒ No ☐

If land acquisition is associated with this exemption, then provide the following information:

What date was the land purchased? _____

What was the purchase price of the land? 59,940

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on this parcel of land associated with this docket number:

If an improvement(s) is/are associated with this exemption, then provide the following information:

Building name and number (if applicable): _____

Description of the improvement: 30,160 sf building expansion

Date of completion: October 2012

Total square footage of the improvement: 30,160

Provide the total cost of the improvement attributable to the exemption under this docket number: 4,878,704

If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on the improvement associated with this docket number:

If an in-lieu-of payment agreement is associated with this exemption provide the following information:

Amount of in-lieu-of tax payment for _____ for this parcel: _____
Please attach a copy of the in-lieu-of tax agreement.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature

Lori Altom

Name & Title

Lori Altom, CFO

Date:

1/14/10

Phone:

620-235-2274

**CITY OF PITTSBURG, KANSAS
ANNUAL RENEWAL APPLICATION RIDER**

1. I (we) do hereby verify that the building and machinery and/or equipment listed on the APPLICATION FOR TAX EXEMPTION are still in use at the same location.
2. I (we) do hereby verify that the ownership of the company at the time of the APPLICATION FOR TAX EXEMPTION is still under the same ownership.
3. I (we) do hereby verify that all taxes are current.

DATED this 14 day of January 2020.

Miller's Inc.

Company Name

By: Lori Altom

Name: Lori Altom

Title: CFO

REAL PROPERTY IMPROVEMENTS FOR MPIX ADDITION

MPIX new addition 2012	\$	2,885,962.69
Misc related electrical work	\$	7,945.07
Humidification system	\$	18,049.66
Sprinkler system	\$	45,077.26
Additional cost for MPIX addition	\$	73,885.72
Flooring for MPIX addition	\$	406,640.00
HVAC for MPIX addition	\$	367,748.00
Zone humidity control	\$	52,863.04
Rolling door and liftmaster	\$	2,825.92
Sprinkler system for MPIX addition	\$	73,356.90
(2)APC Symmetra px ups sys	\$	133,746.00
Quality flooring for MPIX	\$	68,325.00
Vacuum system piping for MPIX	\$	9,098.00
MPIX area - additional remodeling	\$	178,363.02
Add'l equip/draabe system	\$	56,313.25
Additional outside improvements	\$	67,292.33
MPIX modeling	\$	316,481.27
Road at new addition - inlet	\$	98,090.16
Brick signage and lettering	\$	16,640.51
	\$	<u>4,878,703.80</u>

2016-2286-EDX

ANNUAL CLAIM FOR EXEMPTION FROM PROPERTY TAXATION

To Be Filed with the County Appraiser on or before March 1st

See other side for instructions

Name & Address of Taxpayer:

County:

Crawford

Miller's, Inc.

Parcel I.D. No.:

019-209-29-0-40-09-001.00-0

610 E. Jefferson St.

Personal Prop No.:

Tax Year:

2020

Pittsburg, KS 66762

County Use Only

Description on file ☐ Check ☒ if Yes
If Yes mail copy of form and written statement to PVD

NOTICE

This Annual Claim for Exemption by law must be accompanied by:

- (1) A Written Statement *See instructions, other side* and
 - (2) A Description/List of Exempt Property *See instructions, other side*
1. I (we) Miller's Inc., do hereby file a claim for property tax exemption for the tax year 2020, on the attached list of property.
 2. The basis for the exemption is: Board of Tax Appeals Order, Docket No. 2016-2286-EDX
 3. The Board Order indicates that the property is exempt pursuant to:
 - A. K.S.A. 79-201a *Second* (Industrial Revenue Bond-Funded Property)
 - B. Article 11, Section 13 of the Kansas Constitution
 - C. K.S.A. 79-221 (Certain Leased Property)
 - D. Other KSA 2012 Supp. 79-213
 4. The period of exemption set forth in the Board's Order is:
January 1, 2016 through December 31, 2025
 5. If the property is only partially exempt or if a payment in lieu of tax must be made, please attach the agreement and/or uniform policy setting forth the terms.
 6. Are you filing a claim for any property acquired *after* the Board of Tax Appeals issued the order exempting disclosed in number 2 above? No. If yes, please explain why you believe this property is exempt.
 7. Has the *ownership* of the property for which you are filing a claim for exemption changed in the past year?
No. If yes, attach a full explanation.
 8. Has the *use* of the property for which you are filing a claim for exemption changed in since the Board determined that it was exempt? No. If yes, attach a full explanation.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature

Lori Altom

Date:

1/14/2020

Name & Title

Lori Altom, CFO

Phone:

620-235-2274

EXEMPT REAL PROPERTY FORM

Supplemental page

If more than one building exists on a parcel identification number (PIN), please report only one building on each copy of the Exempt Real Property Form. The requested information is parcel specific. Make as many copies of this form as is necessary to report your exempt real property.

Firm Name: Miller's Inc.

Parcel Id. #: 019-209-29-0-40-09-001-00-0

Docket Number: 2016-2286-EDX

Exempt Period: Jan 1, 2016 – Dec 31, 2025

Legal Description:

Description: KS Located on parcel ID No. 019-209-29-0-40-09-001.00-0

Is land acquisition associated with this exemption? Yes No

If land acquisition is associated with this exemption, then provide the following information:

What date was the land purchased? _____

What was the purchase price of the land? 707,058

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on this parcel of land associated with this docket number.

If an improvement(s) is/are associated with this exemption, then provide the following information:

Building name and number (if applicable): _____

Description of the improvement: Press Area Shutterfly Project

Date of completion: October 2015

Total square footage of the improvement: 30,000

Provide the total cost of the improvement attributable to the exemption under this docket number: \$3,434,507

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on the improvement associated with this docket number.

If an in-lieu-of payment agreement is associated with this exemption provide the following information:

Amount of in-lieu-of tax payment for _____ for this parcel: _____
Please attach a copy of the in-lieu-of tax agreement. .

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature

Ron Altman

Name & Title

Lori Altom, CFO

Date:

1/14/2020

Phone:

620-235-2274

**CITY OF PITTSBURG, KANSAS
ANNUAL RENEWAL APPLICATION RIDER**

1. I (we) do hereby verify that the building and machinery and/or equipment listed on the APPLICATION FOR TAX EXEMPTION are still in use at the same location.
2. I (we) do hereby verify that the ownership of the company at the time of the APPLICATION FOR TAX EXEMPTION is still under the same ownership.
3. I (we) do hereby verify that all taxes are current.

DATED this 14 day of January 2020

Miller's Inc.

Company Name

By: Lori Altom

Name: Lori Altom

Title: CFO

2014 Building Improvements

23,005.24 (3) Lennox units
13,099.55 Electrical work for service panel
20,808.13 (2) Lennox units
12,571.57 Customer service remodel
348,760.40 Press storage addition for Shutterly storage
10,250.00 Lennox unit for press storage addition
54,574.56 Press storage addition-additional cost
12,760.00 Press storage addition-additional cost
25,171.93 Fire sprinkler system for press storage addition

521,001.38 2014 Building Improvements

Land purchased in 2014

366,354.09 Land purchased on East Madison (whole block)
18,000.00 Additional cost for land on East Madison
169,956.49 702 E Monroe

554,310.58 2014 Land Purchased

2014 Outside Improvements

22,069.60 Outside area - additional cost
8,232.00 Planter - outside break area
3,950.00 Drip irrigation for planter
5,128.75 Castlewall around trees
3,633.50 Irrigation / new sode
87,839.37 Parking lot on East Madison

130,853.22 2014 Outside Improvements

2015 Building Improvements

974,506.20 Warehouse addition - 2015
138,028.30 Warehouse addition - 2015 additional cost
6564.39 Lennox unit
6,788.36 Lennox unit
271,977.98 2nd floor/mezzanine level (PAP) addition
285,868.82 Fire sprinkler system
50,093.94 2nd flilor/mezzanine level (PAP) addition-additional cost

1,733,827.99 2015 Building Improvements

Land purchased in 2015

152,847.77 605, 609 & 615 E Jackson
303,743.48 601, 617 & 619 E Jackson (not the final cost yet)

456,591.25 2015 Land Purchased

2015 Outside Improvements

29,465.79	East parking lot
29,267.00	Sod, trees, irrigation
82,362.92	Storm sewer relocation
196,052.18	South parking lot
3,353.21	Sod / irrigation
1,265.00	(46) holly bushes
341,766.10	2015 Outside Improvements

2017-833-EDX

ANNUAL CLAIM FOR EXEMPTION FROM PROPERTY TAXATION

To Be Filed with the County Appraiser on or before March 1st

See other side for instructions

Name & Address of Taxpayer:

County:

Crawford

Miller's, Inc.

Parcel I.D. No.:

019-209-29-0-40-10-001.00-0

019-209-0-40-10-002.00-0

610 E. Jefferson St.

Personal Prop No.:

Pittsburg, KS 66762

Tax Year:

2020

County Use Only

Description on file ☐ Check ☒ if Yes

If Yes mail copy of form and written statement to PVD

NOTICE

This Annual Claim for Exemption by law must be accompanied by:

- (1) A Written Statement *See instructions, other side* and
 - (2) A Description/List of Exempt Property *See instructions, other side*
1. I (we) Miller's Inc., do hereby file a claim for property tax exemption for the tax year 2020, on the attached list of property.
 2. The basis for the exemption is: Board of Tax Appeals Order, Docket No. 2017-833-EDX
 3. The Board Order indicates that the property is exempt pursuant to:
 - A. K.S.A. 79-201a *Second* (Industrial Revenue Bond-Funded Property)
 - B. Article 11, Section 13 of the Kansas Constitution
 - C. K.S.A. 79-221 (Certain Leased Property)
 - D. Other KSA 2012 Supp. 79-213
 4. The period of exemption set forth in the Board's Order is:
January 1, 2017 through December 31, 2026
 5. If the property is only partially exempt or if a payment in lieu of tax must be made, please attach the agreement and/or uniform policy setting forth the terms.
 6. Are you filing a claim for any property acquired *after* the Board of Tax Appeals issued the order exempting disclosed in number 2 above? No. If yes, please explain why you believe this property is exempt.
 7. Has the *ownership* of the property for which you are filing a claim for exemption changed in the past year? No. If yes, attach a full explanation.
 8. Has the *use* of the property for which you are filing a claim for exemption changed in since the Board determined that it was exempt? No. If yes, attach a full explanation.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature

Lori Altom

Date:

1/14/2020

Name & Title

Lori Altom, CFO

Phone:

620-235-2274

EXEMPT REAL PROPERTY FORM

Supplemental page

If more than one building exists on a parcel identification number (PIN), please report only one building on each copy of the Exempt Real Property Form. The requested information is parcel specific. Make as many copies of this form as is necessary to report your exempt real property.

Firm Name: Miller's Inc.

Parcel Id. #: 019-209-0-40-10-002.00-0 & 019-209-29-0-40-10-001.00-0

Docket Number: 2017-833-EDX

Exempt Period: Jan 1, 2017 - Dec 31, 2026

Legal Description:

Located on parcel ID No. 019-209-0-40-10-002.00-0 & 019-209-29-0-40-10-001.00-0

Is land acquisition associated with this exemption? Yes * No ____

If land acquisition is associated with this exemption, then provide the following information:

What date was the land purchased? _____

What was the purchase price of the land? 360,000

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on this parcel of land associated with this docket number:

If an improvement(s) is/are associated with this exemption, then provide the following information:

Building name and number (if applicable): _____

Description of the improvement: Shutterfly Expansion Project

Date of completion: October 2017

Total square footage of the improvement: 30,000

Provide the total cost of the improvement attributable to the exemption under this docket number: \$5,357,707

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on the improvement associated with this docket number:

If an in-lieu-of payment agreement is associated with this exemption provide the following information:

Amount of in-lieu-of tax payment for ____ for this parcel: _____
Please attach a copy of the in-lieu-of tax agreement.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature

Lori Altom

Name & Title

Lori Altom, CFO

Date:

1/14/2020

Phon:

620-235-2274

**CITY OF PITTSBURG, KANSAS
ANNUAL RENEWAL APPLICATION RIDER**

1. I (we) do hereby verify that the building and machinery and/or equipment listed on the APPLICATION FOR TAX EXEMPTION are still in use at the same location.
2. I (we) do hereby verify that the ownership of the company at the time of the APPLICATION FOR TAX EXEMPTION is still under the same ownership.
3. I (we) do hereby verify that all taxes are current.

DATED this 14 day of January 2020.

Miller's Inc.

Company Name

By: Lori Altom

Name: Lori Altom

Title: CFO

EXEMPT REAL ESTATE FORM

2017 BUILDING IMPROVEMENTS

6,788.36 (1)Lennox package unit for PAP
355,891.00 (13) Rooftop units for PAS building
33,978.57 (4) Lennox package units for CS area
11,780.00 13 thermostats for PAS area
1,660.00 22x90 sink for chemical washroom
392,130.00 Access floor for PAS area
23,632.55 Additional cost for East dock remodel
148,396.81 Additional cost for Press Addition South area
21,330.00 Addtl cost for 13 Lennox rooftop units
207,215.91 Addtl cost for PAS area (misc vendors)
52,738.11 Central vacuum system for PAS area
44,042.06 East dock remodel
95,731.50 Fire sprinkler system for PAS building
94,000.00 Humidification system for PAS area
4,910.78 Mitsubishi mini split system for East dock area
7,844.00 Power modules for PAS building
2,749,308.55 Press Addition South building cost
291,470.87 Roof for PAS building
9,203.66 Sprinkler System for PAS area
24,015.15 Vinyl floor, bases for PAS
21,977.90 (114) Additional Juniper trees on East Jackson properties
19,790.50 (125) Juniper trees on E Jackson South lot
1,265.00 (46) holly bushes
9,470.00 (47)Juniper trees on E Jackson South lot
4,397.50 Additional Juniper trees on East Jackson properties
10,317.04 Boxwood bushes, etc for drainage area
4,825.80 Irrigation equipment for new PAS outside area
11,225.00 Irrigation system, sod for New PAS area
21,726.75 Jackson Street dirtwork
29,267.00 Sod,Trees, irrigation for new area
3,353.21 Sod/irrigation for new area
196,052.18 South parking lot
5,608.75 South parking lot sod, dirtwork for drainage area
82,362.92 Storm sewer relocation

\$ 4,997,707.43

LAND

\$ 360,000.00

TOTAL

\$ 5,357,707.43

ANNUAL CLAIM FOR EXEMPTION FROM PROPERTY TAXATION

To Be Filed with the County Appraiser on or before March 1st

See other side for instructions

Name & Address of Taxpayer:

County:

Crawford

Pinamonti Physical Therapy

Parcel I.D. No.:

2130501001016000

1014 Mt. Carmel Place

Personal Prop No.:

5857

Pittsburg, KS 66762

Tax Year:

2020

County Use Only

Description on file ☐ Check ☒ if Yes
If Yes mail copy of form and written statement to PVD

NOTICE

This Annual Claim for Exemption by law must be accompanied by:

- (1) **A Written Statement** See instructions, other side and
- (2) **A Description/List of Exempt Property** See instructions, other side

1. I (we) Pinamonti Physical Therapy, do hereby file a claim for property tax exemption for the tax year 2020, on the attached list of property.

2. The basis for the exemption is:

Kansas Court of Tax Appeals Order, Docket No. 2015-1858-IRBX.

3. The Court Order indicates that the property is exempt pursuant to:

- A. K.S.A. 79-201a *Second* (Industrial Revenue Bond-Funded Property)
- B. Article 11, Section 13 of the Kansas Constitution
- C. K.S.A. 79-221 (Certain Leased Property)
- D. Other _____ (explain).

4. The period of exemption set forth in the Court's Order is:

Jan 1, 2015 through Dec 31, 2022.

5. If the property is only partially exempt or if a payment in lieu of tax must be made, please attach the agreement and/or uniform policy setting forth the terms.

6. Are you filing a claim for any property acquired *after* the Kansas Court of Appeals issued the order exempting disclosed in number 2 above? No. If yes, please explain why you believe this property is exempt.

7. Has the *ownership* of the property for which you are filing a claim for exemption changed in the past year? No. If yes, attach a full explanation.

8. Has the *use* of the property for which you are filing a claim for exemption changed in since the Court determined that it was exempt? No. If yes, attach a full explanation.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature



Date:

1/28/2020

Name & Title

President

Phone:

620-235-1500

Instructions

1. Who must file an Annual Claim for Exemption?

K.S.A. 79-210 requires owners of *property that is exempt for a specified period of years* to file an annual claim for exemption, *except* for property exempted under:

- (1) K.S.A. 79-201g (dam and reservoir land) or
- (2) K.S.A. 79-201d Second (farm storage and drying equipment).

Owners of property exempted for economic development purposes pursuant to Article 11, Section 13 of the Kansas Constitution, or property exempted by virtue of being funded with industrial revenue bonds pursuant to K.S.A. 79-201a *Second* must file an annual claim for exemption.

2. When must the Annual Claim for Exemption be filed?

The annual claim for exemption must be filed with the county appraiser on or before March 1st. The failure to file the annual claim for exemption may be just cause for the county appraiser to be in doubt as to whether the property continues to meet the terms and conditions of exemption. When in doubt, the county appraiser must construe in favor of taxation. (See Directive No. 92-025).

3. What items must accompany an Annual Claim for Exemption?

A written statement from the clerk of the city or county originally approving the exemption, and a description/list of the exempt property.

4. What is a “Written Statement?”

K.S.A. 79-210 requires the annual claim for exemption to include a written statement signed by the clerk of the city or county approving the exemption. The written statement from the city or county clerk must indicate whether the property sought to be exempt continues to meet all the terms and conditions of exemption.

Each year, the applicant should obtain a written statement from the appropriate city or clerk indicating whether the terms and conditions of exemption continue to be satisfied. The written statement should be submitted to the county appraiser along with the annual claim for exemption.

The terms and conditions of exemption should also be submitted to the county appraiser. It is acceptable to just submit the terms and conditions to the county appraiser once during the period of exemption, not every year, unless the terms and conditions are revised. When revisions occur, they should be submitted to the county appraiser by the following March 1st, along with the annual claim for exemption.

5. What constitutes a “Description/List of Exempt Property?”

The description/list of exempt property that is submitted with the annual claim should be the description and/or list of property that was issued with the Kansas Court of Tax Appeals Order. If the description of the item(s) listed by the Court is vague, the applicant must provide further information. The description/list of exempt property should include (complete the exempt real property form):

1. The legal description of any land exempted and the date it was acquired;
2. A brief description of any improvements (i.e., buildings) and the date they were completed;
3. A list of all exempt personal property setting forth for each item:
 - a. A brief description
 - b. The date of purchase
 - c. Whether the item was purchased new or used
 - d. The age at the date of purchase
 - e. The purchase price (exclude sales tax or freight & installation that are charged separately)

Note: only the property specifically exempted by the Kansas Court of Tax Appeals qualifies for exemption. Property purchased subsequent to the Court’s order and not addressed therein is not exempt.

EXEMPT REAL PROPERTY FORM

Supplemental page

If more than one building exists on a parcel identification number (PIN), please report only one building on each copy of the Exempt Real Property Form. The requested information is parcel specific. Make as many copies of this form as is necessary to report your exempt real property.

Firm Name: Pinamonti Physical Therapy Parcel Id. #: 2130501001016000

Docket Number: 2015-1858-IRBX Exempt Period: Jan 1,2015 - Dec 31,2022

Legal Description:

Mt. Carmel addition all lots 5,6,7, and 1/2 lot 9

Is land acquisition associated with this exemption? Yes ___ No X

If land acquisition is associated with this exemption, then provide the following information:

What date was the land purchased? _____

What was the purchase price of the land? _____

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on this parcel of land associated with this docket number:
\$4,600,000

If an improvement(s) is/are associated with this exemption, then provide the following information:

Building name and number (if applicable): Pinamont Physical Therapy, 1014 Mt. Carmel Place

Description of the improvement: Expanded facility to include Wellnes and expanded services

Date of completion: August 2014

Total square footage of the improvement: 26,000

Provide the total cost of the improvement attributable to the exemption under this docket number: \$4,645,130

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on the improvement associated with this docket number:
2015-1858-IRBX

If an in-lieu-of payment agreement is associated with this exemption provide the following information:

Amount of in-lieu-of tax payment for ^{\$14023} for this parcel: 2130501001016000
Please attach a copy of the in-lieu-of tax agreement.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature 

Date: 1/28/2020

Name & Title President

Phone: 620-235-1500

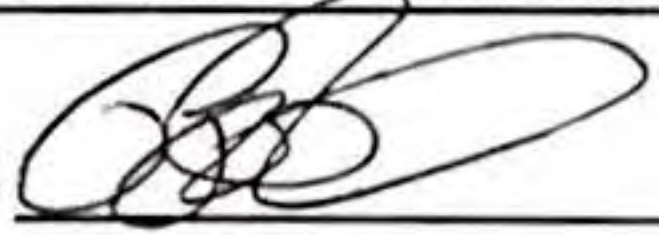
**CITY OF PITTSBURG, KANSAS
ANNUAL RENEWAL APPLICATION RIDER**

1. I (we) do hereby verify that the building and machinery and/or equipment listed on the APPLICATION FOR TAX EXEMPTION are still in use at the same location.
2. I (we) do hereby verify that the ownership of the company at the time of the APPLICATION FOR TAX EXEMPTION is still under the same ownership.
3. I (we) do hereby verify that all taxes are current.

DATED this 28 day of January, 2020.

Pinamonti Physical Therapy
Company Name

By: Brian W. Pinamonti

Name: 

Title: President

ANNUAL CLAIM FOR EXEMPTION FROM PROPERTY TAXATION

To Be Filed with the County Appraiser on or before March 1st

See other side for instructions

Name & Address of Taxpayer:

County: _____

Progressive Products, Inc.

Parcel I.D. No.: _____

3305 Airport Circle

Personal Prop No.: _____

Pittsburg, KS 66762

Tax Year: _____

County Use Only

Description on file ☐ Check ☒ if Yes
If Yes mail copy of form and written statement to PVD

NOTICE

This Annual Claim for Exemption by law must be accompanied by:

- (1) **A Written Statement** *See instructions, other side and*
- (2) **A Description/List of Exempt Property** *See instructions, other side*

1. I (we) Progressive Products, Inc., do hereby file a claim for property tax exemption for the tax year 2018, on the attached list of property.

2. The basis for the exemption is:

Kansas Court of Tax Appeals Order, Docket No. 2016-1202-EDX.

3. The Court Order indicates that the property is exempt pursuant to:

- A. K.S.A. 79-201a *Second* (Industrial Revenue Bond-Funded Property)
- B. Article 11, Section 13 of the Kansas Constitution
- ☒ C. K.S.A. 79-221 (Certain Leased Property)
- D. Other _____ (explain).

4. The period of exemption set forth in the Court's Order is:

2016 through 2020.

5. If the property is only partially exempt or if a payment in lieu of tax must be made, please attach the agreement and/or uniform policy setting forth the terms.

6. Are you filing a claim for any property acquired *after* the Kansas Court of Appeals issued the order exempting disclosed in number 2 above? N. If yes, please explain why you believe this property is exempt.

7. Has the *ownership* of the property for which you are filing a claim for exemption changed in the past year? N. If yes, attach a full explanation.

8. Has the *use* of the property for which you are filing a claim for exemption changed in since the Court determined that it was exempt? N. If yes, attach a full explanation.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature

Todd Allison

Date: 01/24/2020

Name & Title

Todd Allison, President

Phone: 620-235-1712

EXEMPT REAL PROPERTY FORM

Supplemental page

If more than one building exists on a parcel identification number (PIN), please report only one building on each copy of the Exempt Real Property Form. The requested information is parcel specific. Make as many copies of this form as is necessary to report your exempt real property.

Firm Name: Progressive Products, Inc. Parcel Id. #: _____

Docket Number: 2016-1202-EDX Exempt Period: _____

Legal Description:

Building and property located at 3305 Airport Circle, Pittsburg, KS

Is land acquisition associated with this exemption? Yes ____ No X

If land acquisition is associated with this exemption, then provide the following information:

What date was the land purchased? _____

What was the purchase price of the land? _____

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on this parcel of land associated with this docket number:

If an improvement(s) is/are associated with this exemption, then provide the following information:

Building name and number (if applicable): 12,000 sqft

Description of the improvement: _____

Date of completion: 06/2015

Total square footage of the improvement: 12,000

Provide the total cost of the improvement attributable to the exemption under this docket number: \$700,000

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on the improvement associated with this docket number:

If an in-lieu-of payment agreement is associated with this exemption provide the following information:

Amount of in-lieu-of tax payment for _____ for this parcel: _____

Please attach a copy of the in-lieu-of tax agreement.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature Todd Allison

Date: 01/24/2020

Name & Title Todd Allison, President

Phone: 620-235-1712

**CITY OF PITTSBURG, KANSAS
ANNUAL RENEWAL APPLICATION RIDER**

1. I (we) do hereby verify that the building and machinery and/or equipment listed on the APPLICATION FOR TAX EXEMPTION are still in use at the same location.
2. I (we) do hereby verify that the ownership of the company at the time of the APPLICATION FOR TAX EXEMPTION is still under the same ownership.
3. I (we) do hereby verify that all taxes are current.

DATED this 24th day of January, 2020.

Progressive Products, Inc.

Company Name

By: Todd Allison

Name: Todd Allison

Title: President

ANNUAL CLAIM FOR EXEMPTION FROM PROPERTY TAXATION

To Be Filed with the County Appraiser on or before March 1st

See other side for instructions

Name & Address of Taxpayer:

County:

Crawford

Kendall Packaging Corporation

Parcel I.D. No.: 019-205-16-0-10-03-003.00-0

1901 E. 27th Street Terrace

Personal Prop No.: N/A

Pittsburg, KS 66762-2766

Tax Year: 2020

County Use Only

Description on file ☐ Check ☒ if Yes
If Yes mail copy of form and written statement to PVD

NOTICE

This Annual Claim for Exemption by law must be accompanied by:

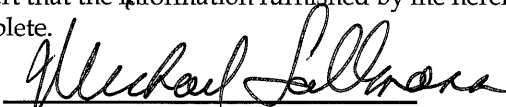
(1) **A Written Statement** *See instructions, other side and*

(2) **A Description/List of Exempt Property** *See instructions, other side*

1. I (we) Kendall Packaging Corporation, do hereby file a claim for property tax exemption for the tax year 2020, on the attached list of property.
2. The basis for the exemption is:
Board of Tax Appeals Order, Docket No. 2018-334-IRBX.
3. The Board Order indicates that the property is exempt pursuant to:
☒ A. K.S.A. 79-201a *Second* (Industrial Revenue Bond-Funded Property)
B. Article 11, Section 13 of the Kansas Constitution
C. K.S.A. 79-221 (Certain Leased Property)
D. Other _____ (explain).
4. The period of exemption set forth in the Board's Order is:
January 1, 2018 through December 31, 2027.
5. If the property is only partially exempt or if a payment in lieu of tax must be made, please attach the agreement and/or uniform policy setting forth the terms.
6. Are you filing a claim for any property acquired *after* the Board of Tax Appeals issued the order exempting disclosed in number 2 above? No. If yes, please explain why you believe this property is exempt.
7. Has the *ownership* of the property for which you are filing a claim for exemption changed in the past year? Yes. If yes, attach a full explanation.
8. Has the *use* of the property for which you are filing a claim for exemption changed in since the Board determined that it was exempt? No. If yes, attach a full explanation.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature



Date: January 6, 2020

Name & Title

Michael Sallmann, CFO

Phone: (262) 404-1206

EXEMPT REAL PROPERTY FORM

Supplemental page

If more than one building exists on a parcel identification number (PIN), please report only one building on each copy of the Exempt Real Property Form. The requested information is parcel specific. Make as many copies of this form as is necessary to report your exempt real property.

Firm Name: Kendall Packaging Corporation

Parcel Id. #: 019-205-16-0-10-03-003.00-0

Docket Number: 2018-334-IRBX

Exempt Period: January 1, 2018 - December 31, 2027

Legal Description:

SW 1/4, NE 1/4, Section 16, Township 305, Range 25E, Crawford County

Is land acquisition associated with this exemption? Yes ___ No X

If land acquisition is associated with this exemption, then provide the following information:

What date was the land purchased? _____

What was the purchase price of the land? _____

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on this parcel of land associated with this docket number:

If an improvement(s) is/are associated with this exemption, then provide the following information:

Building name and number (if applicable): 1901 E. 27th Street Terrace, Pittsburg, KS

Description of the improvement: Addition of 60,150 sq. ft. of new manufacturing, warehouse, and office space to the existing 35,000 sq. ft. facility

Date of completion: November 5, 2017

Total square footage of the improvement: 60,150 sq. ft.

Provide the total cost of the improvement attributable to the exemption under this docket number: \$3,445,892

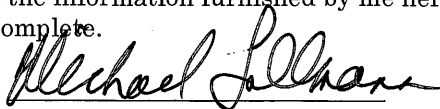
- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on the improvement associated with this docket number:
\$3,000,000

If an in-lieu-of payment agreement is associated with this exemption provide the following information:

Amount of in-lieu-of tax payment for ___ for this parcel: _____
Please attach a copy of the in-lieu-of tax agreement.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature



Date: January 6, 2020

Name & Title

Michael Sallmann, CFO

Phone: (262) 404-1206

KENDALL PACKAGING CORPORATION
SHARE OWNERSHIP BEFORE AND AFTER STOCK REDEMPTIONS

Ownership before stock redemptions:

Mary Ann Erickson Marital Trust	270		270	4.77%
Mary Ann Erickson Life Trust	140		140	2.47%
Eric G. Erickson III	275	1,300	1,575	27.80%
Eric G. Erickson 1986 Irrevocable Trust		1,850	1,850	32.66%
Eric G. Erickson 2001 Irrevocable Trust		1,830	1,830	32.30%
Total	685	4,980	5,665	100.0%

Ownership after first stock redemption (Jill Biliskov - 457.5 shares) on 3/6/2017 (1):

Mary Ann Erickson Marital Trust	270		270	5.18%
Mary Ann Erickson Life Trust	140		140	2.69%
Eric G. Erickson III	275	1,300	1,575	30.24%
Eric G. Erickson 1986 Irrevocable Trust		1,850	1,850	35.53%
Eric G. Erickson 2001 Irrevocable Trust u/a/d 3/6/2001 f/b/o Eric G. Erickson III		457.5	457.5	8.79%
Eric G. Erickson 2001 Irrevocable Trust u/a/d 3/6/2001 f/b/o Britt Erickson		457.5	457.5	8.79%
Eric G. Erickson 2001 Irrevocable Trust u/a/d 3/6/2001 f/b/o Barton J. Erickson		457.5	457.5	8.79%
Total	685	4,522.50	5,207.5	100.0%

Ownership after second stock redemption (Britt and Bart Erickson - 915 shares) on 11/1/2019 (2):

Mary Ann Erickson Marital Trust	270		270	6.29%
Mary Ann Erickson Life Trust	140		140	3.26%
Eric G. Erickson III	275	1,300	1,575	36.69%
Eric G. Erickson 1986 Irrevocable Trust		1,850	1,850	43.10%
Eric G. Erickson 2001 Irrevocable Trust u/a/d 3/6/2001 f/b/o Eric G. Erickson III		457.5	457.5	10.66%
Total	685	3,607.50	4,292.5	100.0%

(1) Total cost of share redemption of \$686,250 (\$1,500/share), payable in four equal installments of \$171,563 plus interest at 3%, over three year period with last payment due 3/6/2020

(2) Total cost of share redemption of \$1,509,750 (\$1,650/share), payable in four equal installments of \$377,437.50 plus interest at 3%, over three year period with first payment made at closing (11/1/2019)

ANNUAL CLAIM FOR EXEMPTION FROM PROPERTY TAXATION

To Be Filed with the County Appraiser on or before March 1st

See other side for instructions

Name & Address of Taxpayer:

County:

Crawford

Dharma Properties LLC

Parcel I.D. No.:

019-209-31-0-40-08-008,00-0

2410 S Broadway st

Personal Prop No.:

Pittsburg, ks 66762

Tax Year:

2020

County Use Only

Description on file ☐ Check ☒ if Yes

If Yes mail copy of form and written statement to PVD

NOTICE

This Annual Claim for Exemption by law must be accompanied by:

(1) **A Written Statement** *See instructions, other side and*

(2) **A Description/List of Exempt Property** *See instructions, other side*

1. I (we) Dharma Properties LLC, do hereby file a claim for property tax exemption for the tax year 2020, on the attached list of property.

2. The basis for the exemption is:

Kansas Court of Tax Appeals Order, Docket No. 2018-595-IRBX.

3. The Court Order indicates that the property is exempt pursuant to:

A. K.S.A. 79-201a *Second* (Industrial Revenue Bond-Funded Property)

B. Article 11, Section 13 of the Kansas Constitution

C. K.S.A. 79-221 (Certain Leased Property)

D. Other _____ (explain).

4. The period of exemption set forth in the Court's Order is:

Jan 1, 2018 through Dec 31, 2027.

5. If the property is only partially exempt or if a payment in lieu of tax must be made, please attach the agreement and/or uniform policy setting forth the terms. No

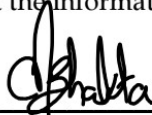
6. Are you filing a claim for any property acquired *after* the Kansas Court of Appeals issued the order exempting disclosed in number 2 above? No. If yes, please explain why you believe this property is exempt.

7. Has the *ownership* of the property for which you are filing a claim for exemption changed in the past year? No. If yes, attach a full explanation.

8. Has the *use* of the property for which you are filing a claim for exemption changed in since the Court determined that it was exempt? No. If yes, attach a full explanation.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature



Date:

1/31/20

Name & Title

Manisha Bhakta/owner

Phone:

6207047085

Instructions

1. Who must file an Annual Claim for Exemption?

K.S.A. 79-210 requires owners of *property that is exempt for a specified period of years* to file an annual claim for exemption, *except* for property exempted under:

- (1) K.S.A. 79-201g (dam and reservoir land) or
- (2) K.S.A. 79-201d Second (farm storage and drying equipment).

Owners of property exempted for economic development purposes pursuant to Article 11, Section 13 of the Kansas Constitution, or property exempted by virtue of being funded with industrial revenue bonds pursuant to K.S.A. 79-201a *Second* must file an annual claim for exemption.

2. When must the Annual Claim for Exemption be filed?

The annual claim for exemption must be filed with the county appraiser on or before March 1st. The failure to file the annual claim for exemption may be just cause for the county appraiser to be in doubt as to whether the property continues to meet the terms and conditions of exemption. When in doubt, the county appraiser must construe in favor of taxation. (See Directive No. 92-025).

3. What items must accompany an Annual Claim for Exemption?

A written statement from the clerk of the city or county originally approving the exemption, and a description/list of the exempt property.

4. What is a “Written Statement?”

K.S.A. 79-210 requires the annual claim for exemption to include a written statement signed by the clerk of the city or county approving the exemption. The written statement from the city or county clerk must indicate whether the property sought to be exempt continues to meet all the terms and conditions of exemption.

Each year, the applicant should obtain a written statement from the appropriate city or clerk indicating whether the terms and conditions of exemption continue to be satisfied. The written statement should be submitted to the county appraiser along with the annual claim for exemption.

The terms and conditions of exemption should also be submitted to the county appraiser. It is acceptable to just submit the terms and conditions to the county appraiser once during the period of exemption, not every year, unless the terms and conditions are revised. When revisions occur, they should be submitted to the county appraiser by the following March 1st, along with the annual claim for exemption.

5. What constitutes a “Description/List of Exempt Property?”

The description/list of exempt property that is submitted with the annual claim should be the description and/or list of property that was issued with the Kansas Court of Tax Appeals Order. If the description of the item(s) listed by the Court is vague, the applicant must provide further information. The description/list of exempt property should include (complete the exempt real property form):

1. The legal description of any land exempted and the date it was acquired;
2. A brief description of any improvements (i.e., buildings) and the date they were completed;
3. A list of all exempt personal property setting forth for each item:
 - a. A brief description
 - b. The date of purchase
 - c. Whether the item was purchased new or used
 - d. The age at the date of purchase
 - e. The purchase price (exclude sales tax or freight & installation that are charged separately)

Note: only the property specifically exempted by the Kansas Court of Tax Appeals qualifies for exemption. Property purchased subsequent to the Court’s order and not addressed therein is not exempt.

EXEMPT REAL PROPERTY FORM

Supplemental page

If more than one building exists on a parcel identification number (PIN), please report only one building on each copy of the Exempt Real Property Form. The requested information is parcel specific. Make as many copies of this form as is necessary to report your exempt real property.

Firm Name: Dharma Properties LLC

Parcel Id. #: 019-209-31-0-40-08-008.00-0

Docket Number: 2018-595-IRBX

Exempt Period: 2020

Legal Description:

See attachment

Is land acquisition associated with this exemption?

Yes ___ No ☒

If land acquisition is associated with this exemption, then provide the following information:

What date was the land purchased? _____

What was the purchase price of the land? _____

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on this parcel of land associated with this docket number:
2018-595-IRBX

If an improvement(s) is/are associated with this exemption, then provide the following information:

Building name and number (if applicable): LaQuinta inn & suites

Description of the improvement: 77 rooms, LaQuinta inn & suites

Date of completion: 1/31/20

Total square footage of the improvement: 47000sq

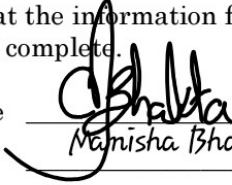
Provide the total cost of the improvement attributable to the exemption under this docket number: \$7,553,357.00

- If this is an Industrial Revenue Bond (IRBX) exemption, provide the amount of bond funds spent on the improvement associated with this docket number:
2018-595-IRBX

If an in-lieu-of payment agreement is associated with this exemption provide the following information:

Amount of in-lieu-of tax payment for _____ for this parcel: _____
Please attach a copy of the in-lieu-of tax agreement.

I do hereby assert that the information furnished by me herein and in the attached schedules is true, accurate, and complete.

Applicant's Signature 
Name & Title Namisha Bhakta

Date: 1/31/20
Phone: 6207047085



BRENT NARGES
Chief of Police

PITTSBURG

POLICE DEPARTMENT

Beard-Shanks Law Enforcement Center

201 North Pine Street

Pittsburg, Kansas 66762

(620) 235-0400

INTEROFFICE MEMORANDUM

To: City Manager Daron Hall
Chief Brent Narges

From: Major Tim Tompkins
Lieutenant Ben Henderson

CC:

Date: February 5, 2020

Subject: Dance Hall License Renewal

The City Clerk has received a request for a Dance Hall License Renewal submitted by Mr. Graig Moore, owner of Mooreman's Inc., 1608 S. Broadway. In accordance with the renewal request, I have reviewed the calls for service for the period of February 1, 2018 through February 1, 2020. The current review is for a two year period as Mr. Moore received a two year license with his last renewal request in February of 2018. The two year Dance Hall license mirrors the drinking establishment license issued by the State of Kansas, which is currently a two year license as well.

During the review period the police department received a total of 168 calls for service (83 calls in 2018 and 85 calls in 2019), completed 56 reports for various offenses (25 reports in 2018 and 31 reports in 2019), and conducted 27 routine bar checks (13 bar checks in 2018 and 14 bar checks in 2019).

For comparison purposes, during the 2017 review process, the police department received 107 calls for service, completed 22 reports and conducted 13 routine bar checks.

In my opinion, the calls for services, the types of calls received, and the number of reports completed are consistent with past reviews completed as part of the Dance Hall License renewal process. Therefore, I would respectfully recommend the Dance Hall License renewal be approved by the Governing Body and the necessary license issued. Should you have any questions concerning the recommendation, please contact Lieutenant Henderson or I at your convenience.

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	1/31/2020			186327		
C-CHECK	VOID CHECK	V	1/31/2020			186328		
* * T O T A L S * *		NO		INVOICE AMOUNT		DISCOUNTS		CHECK AMOUNT
REGULAR CHECKS:		0		0.00		0.00		0.00
HAND CHECKS:		0		0.00		0.00		0.00
DRAFTS:		0		0.00		0.00		0.00
EFT:		0		0.00		0.00		0.00
NON CHECKS:		0		0.00		0.00		0.00
VOID CHECKS:		2	VOID DEBITS	0.00				
			VOID CREDITS	0.00		0.00		
TOTAL ERRORS:	0							
		NO		INVOICE AMOUNT		DISCOUNTS		CHECK AMOUNT
VENDOR SET: 99 BANK:	TOTALS:	2		0.00		0.00		0.00
BANK:	TOTALS:	2		0.00		0.00		0.00

VENDOR SET: 99 City of Pittsburgh, KS

BANK: 80144 BMO HARRIS BANK

DATE RANGE: 1/22/2020 THRU 2/04/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0026	STANDARD INSURANCE COMPANY	D	2/03/2020			000000		1,604.78
0321	KP&F	D	1/24/2020			000000		43,604.95
0728	ICMA	D	1/24/2020			000000		590.00
1050	KPERS	D	1/24/2020			000000		41,948.41
3079	COMMERCE BANK	D	1/29/2020			000000		21,703.48
3570	AMERICAN EXPRESS, INC	D	2/04/2020			000000		307.68
4520	ETS CORPORATION	D	2/03/2020			000000		9,790.31
5677	BANK OF AMERICA, INC	D	2/04/2020			000000		305.40
5904	TASC	D	1/23/2020			000000		6,349.80
6415	GREAT WEST TANDEM KPERS 457	D	1/24/2020			000000		4,744.83
7290	DELTA DENTAL OF KANSAS INC	D	1/24/2020			000000		2,022.80
7290	DELTA DENTAL OF KANSAS INC	D	1/31/2020			000000		3,603.80
7877	TRUSTMARK HEALTH BENEFITS INC	D	1/23/2020			000000		34,666.40
7877	TRUSTMARK HEALTH BENEFITS INC	D	1/30/2020			000000		26,074.03
8051	AFLAC GROUP INSURANCE	D	1/30/2020			000000		2,977.14
2004	AIRE-MASTER OF AMERICA, INC.	E	1/27/2020			007082		34.44
7791	C4 HOLDINGS LLC	E	1/27/2020			007083		312.90
0038	LEAGUE OF KANSAS MUNICIPALITIE	E	1/27/2020			007084		40.00
0046	ETTINGERS OFFICE SUPPLY	E	1/27/2020			007085		1,237.51
0055	JOHN'S SPORT CENTER, INC.	E	1/27/2020			007086		240.00
0105	PITTSBURG AUTOMOTIVE	E	1/27/2020			007087		354.95
0112	MARRONES INC	E	1/27/2020			007088		253.95

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0117	GATEHOUSE MEDIA KANSAS HOLDING	E	1/27/2020			007089		47.66
0133	JIM RADELL CONSTRUCTION COMPAN	E	1/27/2020			007090		2,965.00
0135	PITTSBURG AREA CHAMBER OF COMM	E	1/27/2020			007091		150.00
0181	INGRAM LIBRARY SERVICES	E	1/27/2020			007092		24.56
0202	CLIFF HIX ENGINEERING INC	E	1/27/2020			007093		252.00
0286	R & R PRODUCTS INC	E	1/27/2020			007094		517.50
0292	UNIFIRST CORPORATION	E	1/27/2020			007095		53.60
0294	COPY PRODUCTS, INC.	E	1/27/2020			007096		982.90
0335	CUSTOM AWARDS, LLC	E	1/27/2020			007097		97.62
0345	THE VICTOR L PHILLIPS CO	E	1/27/2020			007098		686.16
0364	CRAWFORD COUNTY SHERIFF'S DEPA	E	1/27/2020			007099		5,560.00
0438	SD&M PLUMBING	E	1/27/2020			007100		481.50
0486	MID-STATES ORGANIZED CRIME INF	E	1/27/2020			007101		250.00
0505	SIRCHIE FINGER PRINT LABORATOR	E	1/27/2020			007102		300.00
0577	KANSAS GAS SERVICE	E	1/27/2020			007103		9,219.35
0746	CDL ELECTRIC COMPANY INC	E	1/27/2020			007104		11,159.30
0823	TOUCHTON ELECTRIC INC	E	1/27/2020			007105		20.00
1033	BOLLINGER GROUP, LLC	E	1/27/2020			007106		100.00
1733	BMI, INC	E	1/27/2020			007107		89.20
2025	SOUTHERN UNIFORM & EQUIPMENT L	E	1/27/2020			007108		480.98
2841	KDHE	E	1/27/2020			007109		1,520.00
3288	B & G MAJESTIC PROPERTIES, LLC	E	1/27/2020			007110		698.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4262	KDHE SRF	E	1/27/2020			007111		17,682.28
4307	HENRY KRAFT, INC.	E	1/27/2020			007112		224.57
4638	SOUND PRODUCTS	E	1/27/2020			007113		479.52
5464	TURN-KEY MOBILE INC	E	1/27/2020			007114		4,954.00
5532	TRAVIS BOWMAN	E	1/27/2020			007115		1,294.88
5855	SHRED-IT US JV LLC	E	1/27/2020			007116		302.39
6595	AMAZON.COM, INC	E	1/27/2020			007117		10,660.38
6916	STILWELL HERITAGE & EDUCATIONA	E	1/27/2020			007118		465.00
7038	SIGNET COFFEE ROASTERS	E	1/27/2020			007119		86.25
7043	DREXEL TECHNOLOGIES	E	1/27/2020			007120		302.50
7100	FIRST UNITED METHODIST CHURCH	E	1/27/2020			007121		16,726.51
7109	SAMANAGE USA, INC	E	1/27/2020			007122		490.33
7128	SWABY MFG	E	1/27/2020			007123		4,448.00
7284	TRANSYSTEMS CORPORATION	E	1/27/2020			007124		3,610.00
7418	NEWEDGE SERVICES, LLC	E	1/27/2020			007125		450.00
7427	OLSSON INC	E	1/27/2020			007126		19,534.38
7655	HW ACQUISITIONS, PA	E	1/27/2020			007127		583.40
7668	JOHN BEST	E	1/27/2020			007128		667.74
8046	CONVERGEONE, INC.	E	1/27/2020			007129		4,447.08
8119	ALLGEIER, MARTIN AND ASSOCIATE	E	1/27/2020			007130		3,200.00
8132	MIKE CARPINO FORD PITTSBURG IN	E	1/27/2020			007131		115.45
8188	ADOBE INC	E	1/27/2020			007132		1,870.01

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5340	COMMERCE BANK TRUST	E	1/30/2020			007134		209,392.41
0748	CONRAD FIRE EQUIPMENT	E	2/03/2020			007135		784.15
2004	AIRE-MASTER OF AMERICA, INC.	E	2/03/2020			007136		17.22
6740	ED M FELD EQUIPMENT COMPANY, I	E	2/03/2020			007137		90.00
7567	MERIDIAN OIL & EQUIPMENT LLC	E	2/03/2020			007138		620.02
8204	SOLARWINDS ITSM US INC	E	2/03/2020			007139		11,545.20
0044	CRESTWOOD COUNTRY CLUB	E	2/03/2020			007140		609.00
0046	ETTINGERS OFFICE SUPPLY	E	2/03/2020			007141		426.53
0054	JOPLIN SUPPLY COMPANY	E	2/03/2020			007142		398.14
0087	FORMS ONE, LLC	E	2/03/2020			007143		257.82
0101	BUG-A-WAY INC	E	2/03/2020			007144		120.00
0105	PITTSBURG AUTOMOTIVE	E	2/03/2020			007145		1,155.18
0112	MARRONES INC	E	2/03/2020			007146		78.24
0117	GATEHOUSE MEDIA KANSAS HOLDING	E	2/03/2020			007147		20.71
0135	PITTSBURG AREA CHAMBER OF COMM	E	2/03/2020			007148		375.00
0194	KANSAS STATE TREASURER	E	2/03/2020			007149		260,645.00
0202	CLIFF HIX ENGINEERING INC	E	2/03/2020			007150		117.00
0207	PEPSI-COLA BOTTLING CO OF PITT	E	2/03/2020			007151		13.70
0272	BO'S 1 STOP INC	E	2/03/2020			007152		259.56
0286	R & R PRODUCTS INC	E	2/03/2020			007153		251.19
0294	COPY PRODUCTS, INC.	E	2/03/2020			007154		385.20
0312	HACH COMPANY, INC	E	2/03/2020			007155		426.71

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0345	THE VICTOR L PHILLIPS CO	E	2/03/2020			007156		707.51
0364	CRAWFORD COUNTY SHERIFF'S DEPA	E	2/03/2020			007157		4,410.00
0409	WISEMAN'S DISCOUNT TIRE INC	E	2/03/2020			007158		723.60
0507	SOUTHEAST KANSAS REGIONAL PLAN	E	2/03/2020			007159		50.00
0628	BERRY COMPANIES, INC.	E	2/03/2020			007160		1,149.31
0746	CDL ELECTRIC COMPANY INC	E	2/03/2020			007161		168.75
0823	TOUCHTON ELECTRIC INC	E	2/03/2020			007162		40.00
1290	CMI INC	E	2/03/2020			007163		80.37
1792	B&L WATERWORKS SUPPLY, LLC	E	2/03/2020			007164		112.50
1875	CITY DIRECTORIES	E	2/03/2020			007165		656.00
2005	GALLS PARENT HOLDINGS, LLC	E	2/03/2020			007166		221.60
2960	PACE ANALYTICAL SERVICES LLC	E	2/03/2020			007167		3,223.00
3261	PITTSBURG AUTO GLASS	E	2/03/2020			007168		275.00
4354	LIFESTYLE LEASING INC	E	2/03/2020			007169		1,935.00
4603	KANSAS GOLF AND TURF INC	E	2/03/2020			007170		11.73
5791	HOSPITAL DISTRICT #1 OF CRAWFO	E	2/03/2020			007171		40.00
5855	SHRED-IT US JV LLC	E	2/03/2020			007172		140.40
6203	THE SOUTHWEST PAPER CO INC	E	2/03/2020			007173		517.85
6777	DH PACE CO	E	2/03/2020			007174		370.20
6851	SCHULTE SUPPLY INC	E	2/03/2020			007175		2,903.84
7028	MATTHEW L. FRYE	E	2/03/2020			007176		400.00
7127	UNIQUE MANAGEMENT SERVICES, IN	E	2/03/2020			007177		26.85

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7167	MAILFINANCE, INC	E	2/03/2020			007178		345.93
7283	TRUSTMARK HEALTH BENEFITS INC	E	2/03/2020			007179		37,901.25
7407	LIMELIGHT MARKETING LLC	E	2/03/2020			007180		725.00
7559	MEGAN LYNN MUNGER	E	2/03/2020			007181		168.00
7733	TROY GRAHAM	E	2/03/2020			007182		200.00
7806	CORE & MAIN LP	E	2/03/2020			007183		907.29
7959	ALL ABOARD FOUNDATION	E	2/03/2020			007184		2,485.06
8096	JENNA SPENCER	R	1/23/2020			186268		1,100.00
2876	A-PLUS DRY CLEANERS	R	1/24/2020			186269		436.50
5561	AT&T MOBILITY	R	1/24/2020			186270		131.20
8043	BRITTAN BRENNER	R	1/24/2020			186271		2,188.50
1369	CITY ATTORNEYS ASSOCIATION OF	R	1/24/2020			186272		35.00
4263	COX COMMUNICATIONS KANSAS LLC	R	1/24/2020			186273		87.17
4263	COX COMMUNICATIONS KANSAS LLC	R	1/24/2020			186274		28.89
8006	BRETT DAWN	R	1/24/2020			186275		2,700.00
7116	EMC INSURANCE COMPANIES	R	1/24/2020			186276		163.25
4636	EVERGY KANSAS CENTRAL INC. (HA	R	1/24/2020			186277		1,543.33
1108	EVERGY KANSAS CENTRAL INC	R	1/24/2020			186278		3,634.83
6923	HUGO'S INDUSTRIAL SUPPLY INC	R	1/24/2020			186279		240.85
7414	KANSAS GAS SERVICE (ESG)	R	1/24/2020			186280		85.00
4247	KANSAS MAYORS ASSOC.	R	1/24/2020			186281		50.00
6093	KANSAS MUNICIPAL UTILITIES, IN	R	1/24/2020			186282		1,591.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	LLOYD, MERLE	R	1/24/2020			186283		3,521.35
7938	ROSANO DEL PILAR MENDEZ	R	1/24/2020			186284		25.00
7392	ASSURECO RISK MANAGEMENT & REG	R	1/24/2020			186285		350.00
7151	NEOFUNDS	R	1/24/2020			186286		500.00
7151	NEOFUNDS	R	1/24/2020			186287		46.70
1	NORTH TEXAS TOLLWAY AUTHORITY	R	1/24/2020			186288		14.96
1	PASTEUR PROPERTIES	R	1/24/2020			186289		400.00
3434	PITTSBURG SUNRISE ROTARY	R	1/24/2020			186290		900.00
0175	REGISTER OF DEEDS	R	1/24/2020			186291		20.00
6260	TRANE	R	1/24/2020			186292		695.00
8165	VANESSA DE LUNA	R	1/24/2020			186293		56.25
4839	VB ENTERPRISES, INC	R	1/24/2020			186294		1,998.00
6088	1ST DUE EMERGENCY RESPONSE SOL	R	1/31/2020			186304		684.94
6154	4 STATE MAINTENANCE SUPPLY INC	R	1/31/2020			186305		225.15
7662	ARCHIVESOCIAL, INC.	R	1/31/2020			186306		4,788.00
8147	CHEM-AQUA, INC.	R	1/31/2020			186307		395.00
1006	COMMUNITY NATIONAL BANK	R	1/31/2020			186308		114,168.60
4263	COX COMMUNICATIONS KANSAS LLC	R	1/31/2020			186309		178.02
4263	COX COMMUNICATIONS KANSAS LLC	R	1/31/2020			186310		43.59
0375	WICHITA WATER CONDITIONING	R	1/31/2020			186311		12.00
0380	KANSAS DEPARTMENT OF REVENUE	R	1/31/2020			186312		50.00
2877	KDHE - BUREAU OF WATER	R	1/31/2020			186313		60.00

VENDOR SET: 99 City of Pittsburg, KS
BANK: 80144 BMO HARRIS BANK
DATE RANGE: 1/22/2020 THRU 2/04/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	MAJOR, NATASHA	R	1/31/2020			186314		35.00
7938	ROSANO DEL PILAR MENDEZ	R	1/31/2020			186315		25.00
7151	NEOFUNDS	R	1/31/2020			186316		1,000.00
7151	NEOFUNDS	R	1/31/2020			186317		1,000.00
6615	KYLE NEWPORT	R	1/31/2020			186318		1,521.00
0175	REGISTER OF DEEDS	R	1/31/2020			186319		20.00
0175	REGISTER OF DEEDS	R	1/31/2020			186320		17.00
6372	SATTERLEE MECHANICAL CONTRACTI	R	1/31/2020			186321		10,686.00
7270	SECURITY 1ST TITLE, LLC	R	1/31/2020			186322		240.00
6377	SOUTHEAST KANSAS RECYCLING CEN	R	1/31/2020			186323		687.00
8022	SOUTHWEST COMMUNICATIONS SYSTE	R	1/31/2020			186324		2,926.00
5589	VERIZON WIRELESS SERVICES, LLC	R	1/31/2020			186325		189.87
2350	WCA WASTE SYSTEMS INC	R	1/31/2020			186326		976.70

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	50	162,471.65	0.00	162,471.65
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	15	200,293.81	0.00	200,293.81
EFT:	102	679,607.77	0.00	679,607.77
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99 BANK: 80144 TOTALS:	167	1,042,373.23	0.00	1,042,373.23
BANK: 80144 TOTALS:	167	1,042,373.23	0.00	1,042,373.23
REPORT TOTALS:	167	1,042,373.23	0.00	1,042,373.23

Passed and approved this 11th day of February, 2020.

Dawn McNay, Mayor

ATTEST:

Tammy Nagel, City Clerk

2. This Resolution, specifically including ***Exhibits A*** through ***E*** attached hereto, shall be published at least once in the official newspaper of the City not less than one week nor more than two weeks preceding the date of the public hearing.

Section 5. Further Action. The Mayor, City Clerk, city officials and employees, including the City Attorney, and Gilmore & Bell, P.C., are hereby further authorized and directed to take such other actions as may be appropriate or desirable to accomplish the purposes of this Resolution.

Section 6. Effective Date. This Resolution shall take effect after its adoption by the Governing Body.

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ADOPTED by the governing body of the City of Pittsburg, Kansas, on February 11, 2020.

(SEAL)

Dawn McNay, Mayor

ATTEST:

Tammy Nagel, City Clerk

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 1231 adopted by the Governing Body of the City on February 11, 2020, as the same appear of record in my office.

DATED: February 11, 2020

Tammy Nagel, City Clerk

EXHIBIT A

**LEGAL DESCRIPTION OF PROPOSED
PAYTON'S HAMLET
RURAL HOUSING INCENTIVE DISTRICT**

A TRACT OF LAND LOCATED THE NORTHWEST QUARTER (NW/4) OF THE SOUTHEAST QUARTER (SE/4) OF SECTION 28, TOWNSHIP 30 SOUTH, RANGE 25 EAST OF THE 6TH PRINCIPAL MERIDIAN, CITY OF PITTSBURG, CRAWFORD COUNTY, KANSAS DESCRIBED AS WRITTEN BY RODNEY R. ZINN, PS 1559, 12-24-2019:

COMMENCING AT THE NORTHWEST (NW) CORNER OF THE NORTHWEST QUARTER (NW/4) OF SAID SOUTHEAST QUARTER (SE/4); THENCE NORTH 86°56'25" EAST, ALONG THE NORTH LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 1334.48 FEET TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH 02°19'36" EAST, ALONG THE EAST LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 525.20 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING SOUTH 02°19'36" EAST, ALONG THE EAST LINE OF SAID NORTHWEST QUARTER (NW/4), A DISTANCE OF 472.28 FEET TO THE NORTHEAST CORNER OF A TRACT OF LAND DESCRIBED IN BOOK 577 AT PAGE 504 IN THE CRAWFORD COUNTY REGISTER OF DEEDS OFFICE; THENCE SOUTH 87°07'12" WEST, ALONG THE NORTH LINE OF EASTPORT ACRES SUBDIVISION, A DISTANCE OF 516.23 FEET; THENCE NORTH 03°42'26" WEST, A DISTANCE OF 261.98 FEET; THENCE NORTH 86°56'25" EAST, A DISTANCE OF 60.00 FEET; THENCE NORTH 03°42'26" WEST, A DISTANCE OF 208.68 FEET; THENCE NORTH 86°56'25" EAST, PARALLEL TO THE NORTH LINE OF SAID NORTHWEST QUARTER (NW/4) OF THE SOUTHEAST QUARTER (SE/4), A DISTANCE OF 467.58 FEET TO THE POINT OF BEGINNING. CONTAINS 5.361 ACRES, MORE OR LESS.

EXHIBIT B

**MAP OF PROPOSED
PAYTON'S HAMLET
RURAL HOUSING INCENTIVE DISTRICT**

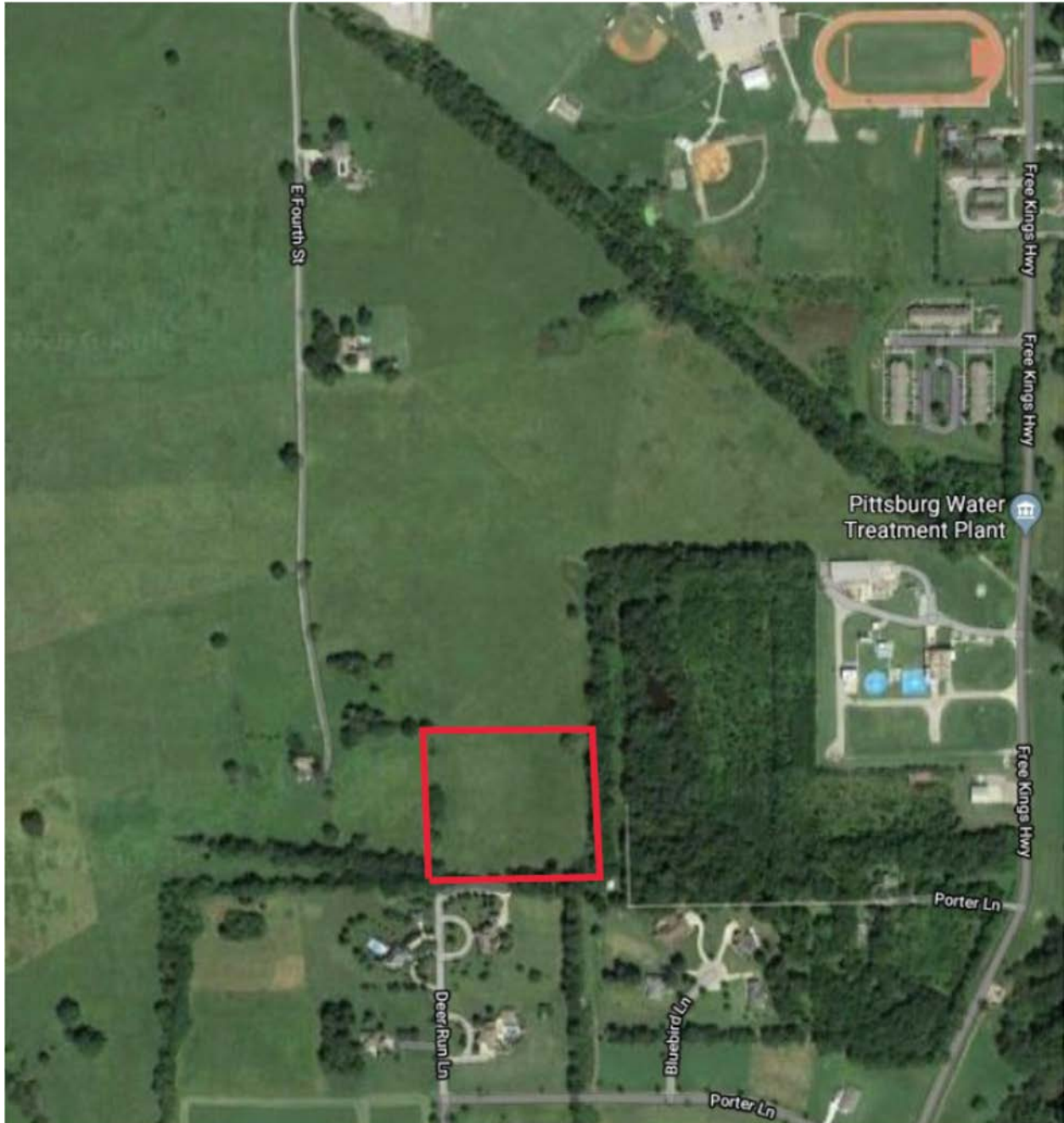


EXHIBIT C

**NAMES AND ADDRESSES OF THE OWNERS OF RECORD
OF ALL REAL ESTATE PARCELS WITHIN THE PROPOSED
PAYTON'S HAMLET
RURAL HOUSING INCENTIVE DISTRICT
AND THE EXISTING ASSESSED VALUATION OF SAID REAL ESTATE PARCELS NAMES
AND ADDRESSES OF THE DEVELOPERS**

Owner of Real Property:	Shane R. Kannarr 1511 Woodland Terrace Pittsburg, KS 66762
Developer:	Shane R. Kannarr 1511 Woodland Terrace Pittsburg, KS 66762
Existing Assessed Valuation of the District:	Land - \$137.60 Improvements - \$0.00

EXHIBIT D

DESCRIPTION OF THE HOUSING AND PUBLIC FACILITIES OR PROJECTS THAT ARE PROPOSED TO BE CONSTRUCTED OR IMPROVED IN THE PROPOSED PAYTON'S HAMLET RURAL HOUSING INCENTIVE DISTRICT

Housing Facilities

The housing facilities will consist of constructing approximately 4 single family residential homes, each on an approximately 1-acre lot, with such homes to be similar in style and appearance to the houses located south of the proposed Payton's Hamlet development on Deer Run.

Public Facilities

The public facilities will include the construction of all infrastructure improvements within the District, including electric, gas, water, sewer, storm sewer, and street improvements. These infrastructure improvements will be constructed concurrently with the project.

EXHIBIT E

SUMMARY OF THE CONTRACTUAL ASSURANCES BY THE DEVELOPER AND OF THE COMPREHENSIVE FEASIBILITY ANALYSIS

Contractual Assurances

The Governing Body of the City of Pittsburg, Kansas has entered into a development agreement with Shane R. Kannarr. This agreement, as supplemented and amended, includes the project construction schedule, a description of projects to be constructed, financial obligations of the developer and financial and administrative support from the City of Pittsburg, Kansas.

Feasibility Study

The Developer has conducted a study to determine whether the public benefits derived from the District will exceed the costs and that the income from the District, together with other sources of revenue provided by the Developer, would be sufficient to pay for the public improvements to be undertaken in the District. The analysis estimates the property tax revenues that will be generated from the development, less existing property taxes, to determine the revenue stream available to support the costs of the public infrastructure. The estimates indicate that the revenue realized from the project would be adequate to pay the costs of the public infrastructure.

**FUNDING AGREEMENT
(PAYTON'S HAMLET RURAL HOUSING INCENTIVE DISTRICT)**

This Funding Agreement ("Agreement") is entered into as of February 11, 2020, between the **CITY OF PITTSBURG, KANSAS** ("City"), and **SHANE R. KANNARR** ("Developer").

RECITALS

WHEREAS, the City is a political subdivision organized and existing under the laws of the State of Kansas (the "State"); and

WHEREAS, the Developer is an individual residing in the City, and the Developer and the City anticipate negotiating and entering into a Development Plan and Agreement, whereby the Developer will develop real property by constructing approximately 4 single family houses and all related internal infrastructure improvements at the proposed Payton's Hamlet residential development (the "Project"); and

WHEREAS, Developer has acquired the real property where the Project will be developed and has requested the City create a rural housing incentive district pursuant to K.S.A. 12-5241 *et seq.* to finance all or a portion of the public infrastructure to serve the Project (the "Request"); and

WHEREAS, the City has requested that the Developer negotiate and enter into a Development Agreement for the Project in exchange for the City performing certain services set forth herein; and

WHEREAS, the City does not have a source of funds to finance costs incurred by the City for legal, financial, planning, inspection, and other services, or for direct out-of-pocket expenses and other reasonable costs resulting from services rendered to the Developer to review, evaluate, process, and inspect the Project and the Request (collectively, the "Charges"); and

WHEREAS, the parties desire to enter into this Agreement to provide for the funding of consultants used by the City to review, evaluate, process and inspect the Project and the Request and to provide an inducement to the Developer to assume such costs.

AGREEMENT

1. Services to be Performed by the City. The City shall:

A. Consult with the Developer on the Project in a timely manner and prepare or consult with the Developer on the preparation of and consider the Request in accordance with the provisions of State law, give all notices in a timely manner, make all legal publications and hold hearings as required by State law;

B. Provide necessary staff, legal, financial, and planning assistance to prepare and present the Request to the City Commission and to prepare and present required resolutions and ordinances to the City Commission, including the use of outside counsel and consultants;

C. If the City Commission approves the Request, to provide the necessary staff, legal, financial, planning and inspection assistance to prepare and negotiate a definitive agreement between the City and the Developer for the implementation of the Request and the development of the Project (the "Development Agreement");

D. If a Development Agreement is entered into, provide the necessary staff, legal, financial, planning and inspection assistance to administer and carry out the terms of such Development Agreement.

2. Initial Deposit. In order to ensure the prompt and timely payment of the Charges, the Developer shall establish a fund in the initial amount of Fifteen Thousand Dollars (\$15,000.00) (the "Deposit") by paying such amount to the City contemporaneously with the execution of this Agreement. The City shall pay, in accordance with this Agreement, initial Charges from the Deposit, including the charges for preparation of this Agreement, and shall promptly submit an itemized statement therefor to the Developer to re-establish the Deposit so that there is always at least Ten Thousand Dollar (\$10,000.00) cash balance available against which additional charges and payments may be applied on a current basis. The City shall submit monthly statements itemizing the Charges paid from the Deposit during the preceding month.

3. Additional Funding.

A. The City shall submit to Developer an itemized statement for actual and reasonable expenses necessary to perform its obligations hereunder. Such statements shall be submitted on a monthly basis. The Developer shall pay the City the amounts set forth on such statements (the "Additional Funds") within thirty (30) days of receipt thereof. If such funds are not so received, the City may draw upon the Deposit and if, after such draw, there remains an unpaid balance, such unpaid balance shall be subject to a penalty of one percent (1%) per month until paid, but in no event shall such penalty exceed twelve percent (12%) per annum, and City shall, upon thirty (30) days' notice and failure to cure, be relieved of any and all obligations hereunder and under the Development Agreement until paid in full, or may terminate this Agreement pursuant to Section 5.A. Developer shall supply the Additional Funds in a timely manner so that City activities and assistance may continue without interruption.

B. The City and the Developer agree that the Developer shall reimburse the City for the actual and reasonable expenses necessary to perform the City's obligations hereunder including the services of Henry C. Menghini and Gilmore & Bell, P.C. as legal counsel for the City, and such other special consultants and advisors as the City reasonably deems necessary to perform its obligations under this Agreement.

4. Disbursement of Funds. The City shall disburse the Deposit and Additional Funds for reimbursement of costs to the City on or before the thirtieth (30th) day of each month, and for consulting fees and the payment of all out-of-pocket expenses incurred by the City in connection with the performance of its obligations under this Agreement as payment for such expenses become due. Upon reasonable notice, the City shall make its records available for inspection by Developer with respect to such disbursements.

5. Termination.

A. In the event the Developer fails to perform any of its obligations herein, the City may terminate this Agreement, and any other agreement between the parties, at its sole discretion if the Developer fails to cure the default within thirty (30) days after written notice to the Developer of the default. Termination by the City for reasons of an uncured default by Developer shall also terminate any duties and obligations of the City with respect to the Development Agreement, any other agreements between the parties, and the processing of the Developer's Request. Upon such termination, the City shall retain the Deposit and Additional Funds, if any, necessary to reimburse the City for all reasonable expenses incurred under this Agreement to the date of termination and any monies due and owing to the City pursuant to any other agreements between the parties.

B. The parties hereto acknowledge that the Developer may determine to abandon the Project. Upon notice of abandonment by the Developer, this Agreement shall terminate and the City may terminate any other agreements between the parties and shall retain the Deposit and Additional Funds, if any, necessary to reimburse the City for all expenses incurred under this Agreement to the date of termination and any monies due and owing to the City pursuant to any other agreements between the parties. Any amounts remaining from the Deposit and the Additional Funds after all amounts have either been paid as directed by, or reimbursed to, the City shall be returned to the Developer.

C. In the event the Deposit and Additional Funds are insufficient to reimburse the City for the outstanding expenses of the City payable hereunder, the Developer shall reimburse the City as set forth in Section 3. Any amounts remaining from the Deposit and the Additional Funds after all amounts have either been paid as directed by, or reimbursed to, the City shall be returned to the Developer.

6. Notice. Any notice, approval, request or consent required by or asked to be given under this Agreement shall be deemed to be given if in writing and mailed by United States mail, postage prepaid, or delivered by hand, and addressed as follows:

To the City:
City of Pittsburg
Attn: City Manager
City Hall
201 N. 4th Street
Pittsburg, Kansas 66762

With a copy to:

City of Pittsburg
Attn: City Attorney
P.O. Box 1988
Pittsburg, Kansas 66762

To the Developer:

Shane R. Kannarr
1511 Woodland Terrace
Pittsburg, KS 66762

Each party may specify that notice be addressed to any other person or address by giving to the other party ten (10) days prior written notice thereof.

7. This Agreement shall be governed by and construed according to the laws of the State of Kansas.

8. Counterparts. This Agreement may be executed in multiple originals or counterparts, each of which will be an original and when all of the parties to this Agreement have signed at least one (1) copy, such copies will constitute a fully executed and binding Agreement.

The parties hereto have caused this Agreement to be executed by their duly authorized representatives the day and year first above written.

CITY OF PITTSBURG, KANSAS

By: _____
Mayor

ATTEST:

By: _____
City Clerk

DEVELOPER

By: _____
Shane R. Kannarr

STATE OF KANSAS)
) ss:
CRAWFORD COUNTY)

BE IT REMEMBERED, this document was signed or attested before me on _____,
2020, by Shane R. Kannarr.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Notarial Seal, the day
and year last above written.

Notary Public

My Appointment expires: _____



RECEIVED

NOV 15 2019

Pittsburg City Clerk

City of Pittsburg Sustainability Advisory Committee

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Commission and made available to the press and public

Name: Sarah Chenoweth

Home Address: 605 N. Georgia

Occupation: Owner Pittsburg Recycles, LLC

Business Address: 804 N. Broadway

Home Telephone: 620-202-0261

Business Telephone: _____

E-mail: Sarah.Chenoweth@gmail.com

Are you a resident of Pittsburg? Yes

If yes, how long have you lived in Pittsburg: ~15 yrs.

Current occupation (within last 12 months)

Owner Pittsburg Recycles, LLC

Previous Committee/Commission Experience:

Pittsburg City Commission
Women Helping Women: A Fairy Godmothers' Fund
Wesley House

Education/Experience: A resume may be attached containing this and any other information what would be helpful in evaluating your application.

M. A. Communication PSU 2011
M. A. English PSU 2009
B. A. English PSU 2006

Professional and/or community service activities:

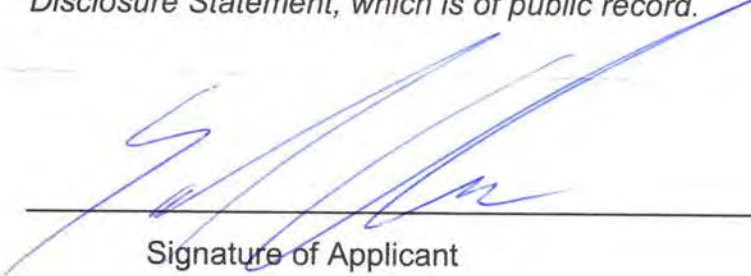
Mang... Women Helping Women, The Wesley House, The Lord's Diner,
SEK Humane Society, Eat Well Crawford County, Pittsburg Area Young Professionals
Chamber of Commerce, etc., etc.

Please explain your reasons for wishing to serve on this committee and
how you feel that you may contribute:

I helped start this committee, & now I would like to continue that work
by serving on it. My business, current & future, are all related to sustainability.
I am committed to environmentalism, as well as creating sustainable solutions across
a wide array of City challenges.

Meetings are held at City Hall on the 2nd Wednesday
of each month at 5:30 p.m.

Appointments to this position may require you to file a Conflict of Interest
Disclosure Statement, which is of public record.


Signature of Applicant

11/15/19
Date

If you have any questions regarding the appointment procedure, please
call the City Clerk at (620)230-5532.

Please return your completed application
by Noon on Wednesday, ~~June 26th~~, 2019, to:

City of Pittsburg
Attn: City Clerk
PO Box 688
Pittsburg, KS 66762
tammy.nagel@pittks.org



City of Pittsburg Sustainability Advisory Committee

APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the City Commission and made available to the press and public

Name: Tiffany Peery

Home Address: 708 S. College St., Pittsburg, KS

Occupation: Job Estimator / Customer Service

Business Address: 708 S. College St. – I work from my home office

Home Telephone: 620.687.2467

Business Telephone: _____

E-mail: tiffanypeery@yahoo.com

Are you a resident of Pittsburg? yes

If yes, how long have you lived in Pittsburg: 14 years

***Pittsburg is my home town, I left between 1994-2006 but came back to raise my family

Current occupation (within last 12 months)

Job Estimator

Previous Committee/Commission Experience:

Lakeside PTO, PCMS Booster Club (just contributing food – will be more active this spring)

Education/Experience: A resume may be attached containing this and any other information what would be helpful in evaluating your application.

See attached

Professional and/or community service activities:

Please explain your reasons for wishing to serve on this committee and how you feel that you may contribute:

I feel strongly about my responsibility as a citizen of the world to maintain the planet in a healthy state. As an individual, I try to be an example to my children about recycling, limiting our carbon footprint and to be mindful of how delicate the environment is currently in. I feel like volunteering my time for this committee would be a good chance for me to contribute personally to my community. I believe at this point in my life, I have the time and passion to invest in community services that are important.

Meetings are held at City Hall on the 2nd Wednesday of each month at 5:30 p.m.

Appointments to this position may require you to file a Conflict of Interest Disclosure Statement, which is of public record.

Tiffany Peery

2/4/2020

Signature of Applicant

Date

If you have any questions regarding the appointment procedure, please call the City Clerk at (620)230-5532.

* Please plan to attend the February 11th, 2020, Pittsburg City Commission Meeting (5:30 p.m. at the Law Enforcement Center – 201 North Pine in Pittsburg). Appointments to the Sustainability Advisory Committee will be made by the City Commission during this meeting.

Please return your completed application by
Noon on Wednesday, February 5th, 2020, to:

City of Pittsburg
Attn: City Clerk
PO Box 688
Pittsburg, KS 66762 tammy.nagel@pittks.org

Tiffany Peery

708 S. College St., Pittsburg, KS 66762
620.687.2467 | tiffanypeery@yahoo.com

EDUCATION

MBA in Business Administration | Pittsburg State University, Graduation Date: December 1994

BBA in Accounting and Management: Minor Economics | Pittsburg State University, Graduation Date: May 1993

PROFESSIONAL EXPERIENCE

Ray Products, Parsons, KS

JOB ESTIMATOR/CUSTOMER SERVICE | 2001 - present

- Previously provided all aspects of customer service to new and current customers
- Provide job cost pricing to new and current customers
- Provide product information and deadlines for completed jobs
- Work with a variety of vendors to meet needs of Ray Products and to find supplies for customers
- Work with office personal to coordinate product capabilities and production deadlines
- Work with production staff to relay customer needs and wants and to insure high quality products

Vatterott College, Joplin, MO

INSTRUCTOR Adjunct | June 2018 – December 2018

- Instructed Intro to Accounting 102, Organizational Behavior 220 and Customer Service 240
- Developed course curriculum based on provided material and personal experience
- Developed lectures and provide guidance in comprehension of material
- Administered assessments, assigned grades and performed student evaluations
- Worked closely with students and supervising staff to make sure students were industry ready upon graduation

Houlihan's Restaurant Group, Kansas City, MO

TAX SPECIALIST/MANAGER | May 1999 to March 2001

- Supervised tax department personnel
- Corresponded with a variety of tax authorities, internal management, and restaurant managers
- Provided education and guidance to various departments regarding payroll issues, relocation payments, auto reimbursements, and tax compliance issues
- Oversaw filing of federal income tax returns
- Internal and external tax compliance reporting and research
- State and federal audit compliance, from providing initial requested information to settlements
- Reviewed/reconciled internal accounts payable procedures to insure compliance
- Completed and filed federal reports for 5500 Plans, monitored benefit plans, changes, and reporting issues
- Completed license applications and many other tax related forms

Houlihan's Restaurant Group, Kansas City, MO

TAX ACCOUNTANT/ANALYST | January 1997 to May 1999

- Prepared and filed sales/use tax returns in 25 states (150 to 175 returns monthly) for several different entities
- Applied for new state registration, various industry related licenses, and responded to any correspondence related to sales/use tax issues
- Researched projects related to state and federal tax issues
- Project activities included sales/use tax audits, manual/technical company updates, technical research, account supervision, and compliance observation
- Answered tax questions for other internal departments

Tiffany Peery

708 S. College St., Pittsburg, KS 66762
620.687.2467 | tiffanypeery@yahoo.com

Black & Veatch, Kansas City, MO

TAX CONSULTANT | April 1996 to December 1996

Electronic Realty Associates, L.P., Overland Park, KS

TAX ACCOUNTANT | March 1995 to April 1996

Fort Scott and Labette Community Colleges, Pittsburg, KS

INSTRUCTOR Pittsburg Office Management Center | May 1993 to February 1995

- Instructed Secretarial Procedures, Spreadsheets, Typing I, II, and III, and Office Technology Courses
- Developed course curriculum based provided material and personal experience
- Developed lectures and provided guidance in comprehension of material
- Administered assessments, assigned grades and performed student evaluations
- Worked closely with students and supervising staff to make sure students were industry ready upon graduation

ECONOMIC DEVELOPMENT SERVICES AGREEMENT

This Economic Development Services Agreement ("Agreement") between the Pittsburg Area Chamber of Commerce, a Kansas not-for-profit corporation, ("Chamber") and the City of Pittsburg, Kansas, a Kansas municipal corporation, ("City") is effective February 11, 2020.

WHEREAS, the City and the Chamber have historically cooperated to encourage industrial, manufacturing and retail business growth by using the volunteer efforts of Chamber members; and,

WHEREAS, the volunteer members of the Chamber require additional support from the City to create an environment supportive of existing and incoming businesses and,

WHEREAS, the Governing Body of the City desires to obtain necessary additional services related to the location and support of existing and new industrial, manufacturing and retail businesses in the City and surrounding areas; and,

WHEREAS, the Chamber, through its skilled and knowledgeable employees, is qualified and capable of performing the services related to the location and support of existing and new industrial, manufacturing and retail businesses in the City and the continuation of mutually beneficial relationships with existing businesses and industries.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises contained herein, the parties agree as follows:

1. Retention of Chamber; Description of Services

- a. As of the effective date of this Agreement, the City agrees to retain the Chamber and the Chamber agrees to perform and complete the services related to the creation of a supportive environment in the City for industrial, manufacturing and retail businesses, and to promoting and assisting in the growth and expansion of existing industrial, manufacturing and retail businesses within the geographic boundaries of the City, as generally described in the Scope of Work, attached as Exhibit A and incorporated by reference. The Scope of Work shall include maintaining, promoting and developing ongoing and substantial contacts with existing businesses to achieve the goal of economic development.
- b. The City reserves the right to direct revision of the Scope of Work at the City's discretion, to the extent that such revisions are consistent with the intent of this Agreement and are agreeable with the Chamber.
- c. The term "Services" when used in this Agreement shall mean all services set forth in the Scope of Work. The Chamber shall not provide any additional services to the City as a part of this Agreement without the prior written consent of the City.

2. Chamber as Independent Contractor

The City shall retain the Chamber as an independent contractor, and the Chamber hereby accepts such independent contractor relationship, upon the terms and conditions set forth in this Agreement. The Chamber will perform consulting and advisory services on behalf of the City with respect to all matters relating to or affecting business and industrial recruitment and retention. The Chamber shall perform and discharge well and faithfully for the City such services during the term of this Agreement. The City shall provide such financial, legal and other administrative services as may be necessary to carry out the terms of this Agreement.

3. Compensation; Expenses

3.1 Fees

In full satisfaction for any and all services rendered by the Chamber for the City under this Agreement, as specified in Exhibit A, the City will pay the Chamber the total sum of \$45,000 Thousand and no/100 (\$45,000) Dollars annually, payable in equal monthly installments on or before the 5th day of each month on account of the prior month.

3.2 Expenses

Out of the fees specified in Section 3.1, the Chamber will pay any and all operating expenses and overhead costs for the Services it agrees to provide to the City, including payroll, withholding taxes, health insurance, and any and all other benefits it normally provides to its employees, in addition to regular and reasonable traveling operating expenses. The City shall pay for the development and production costs relating to marketing brochures and materials, website and Internet designs exclusively related to economic development, and any other advertising materials that the City and the Chamber shall agree are necessary for the Chamber to fulfill the terms of this Agreement. The City shall also pay directly to the vendors or other third parties dues and memberships in various regional and national economic development organizations as agreed upon by the parties, which may be amended from time to time by mutual consent of the parties.

3.3 Withholding; Benefits

All fees payable to the Chamber under this Agreement shall be made in full, and without any withholding, deduction, or offset of any state or federal withholding taxes, FICA, or income taxes, nor shall the City be obligated to pay any of Chamber's employees' taxes. The Chamber hereby agrees that it shall be solely responsible for all taxes, withholding, FICA, and other similar items (both employee and employer portions) with respect to all fees paid by the City under this Agreement, and agrees to indemnify and hold the City harmless with respect to such taxes and withholding. In addition, the Chamber, its employees or assigns, shall not be eligible for, nor participate in, or be entitled to compensation in lieu of any insurance, benefit, retirement, or other plan or program provided by the City to its employees.

4. Reporting to the City.

The Chamber President shall review and monitor the progress made by the Chamber on all aspects of the Services to be provided to the City, including specific contacts made with prospects, as well as with existing businesses and industries, and shall report the same no less than weekly to the City Manager in a confidential written report. The City Manager may provide all or any part of this report to the City Commission. The Chamber President shall also participate in any meetings of the City Commission and/or City Staff that the City Manager deems necessary or expedient to promote the economic development activities of the City through this Agreement, and the City shall provide whenever practicable at least 48 hours' prior notice of any meeting or event requiring the attendance and participation of the Chamber. The Chamber President shall provide a report on the services provided by the Chamber under this Agreement to the City at least quarterly during regularly scheduled meetings of the governing body. The Scope of Work to be performed by the Chamber under this Agreement may be reviewed and amended by the City during each quarterly report.

5. Term and Termination.

The term of this agreement shall begin on February 11 2020, and terminate on December 31, 2020, unless terminated earlier in accordance with this Agreement. If the City and the Chamber wish to extend the term of this Agreement, then they may do so by a written extension signed by representatives of both parties, and the same may be extended from year to year thereafter through December 31 of each year by a similar written extension.

Notwithstanding anything to the contrary in Section 5, the independent contractor relationship under this Agreement may be terminated by either party without cause upon three (3) months' prior written notice. The relationship under this Agreement may also be terminated upon thirty (30) days advance written notice if, the current Chamber President leaves the employ of the Chamber, or in the City's sole determination:

- (1) The Chamber has refused, failed, or is unable to render consulting services under this Agreement;
- (2) The Chamber has breached any of its other obligations under this Agreement; or
- (3) The Chamber has engaged or is engaging in conduct that in the City's sole determination is detrimental to the City.

If the independent contractor relationship is terminated for any of the reasons set forth in the preceding paragraph, the right of the Chamber to compensation set forth in Section 3 of this Agreement shall cease on the date of such termination, and the City shall have no further obligation to the Chamber under any of the provisions of this Agreement.

6. Confidential Information

- (a) As used in this Agreement, the following words, terms, and phrases shall have the meanings

set forth below:

(1) "Confidential Information" shall mean and include any and all information (as defined in this Agreement) of the following types, which may be provided by the City or a business or industrial prospect or existing Pittsburgh business or industry to the Chamber as a part of its recruitment and development activities pursuant to this Agreement, to-wit: (a) business or financial information, financial statements, projections, business plans, or strategic or marketing plans, market studies, or analyses of prospects or existing businesses or corporations; (b) cost and expense information, pricing and discount information, gross or net profit margins, or analyses; (c) technical data, specifications, computer software (including both source code and object code or "executable" software), databases, and database designs; (d) processes, transactions, and transaction procedures; (e) production data, shop drawings, engineering studies or reports, feasibility studies or manufacturing studies, product specifications, identity of suppliers or terms of supply agreements or arrangements, production procedures, trade secrets, or secret or proprietary processes and formulae; (f) marketing and customer data (including, but not limited to, identity or demographic analyses of customers), focus group reports, "shopping" reports, and marketing or advertising studies; (g) terms, conditions, provisions, or obligations of any contracts or agreements to which a prospect is a party or to which any of its assets are subject, or the identity of any Person who is a party to any contract or agreement with a prospect; (h) site selections or review reports, site selection criteria, demographic analyses of or regarding any locations of prospects, the terms of any lease for any such retail outlet, or any summary thereof; (i) the identity of any employee of any prospect, and the compensation, benefits, or terms of employment of any such employee; and (j) such other information of or regarding a prospect that it actually maintains as confidential or proprietary; provided, however, that such information shall be deemed confidential only to the extent that it (1) has not been previously disclosed to the public, or (2) is not ascertainable from public or published information or trade sources, or (3) is not subsequently publicly disclosed (other than by a violation of this Agreement). Any Information that is marked or otherwise identified as "Confidential Information" at the time of Disclosure shall be presumed to be Confidential Information for the purposes of this Agreement.

(2) "Information" shall mean and include any data or information disclosed in the form of (a) any written information, reports, documents, books, notebooks, memoranda, charts, or graphs; (b) computer tapes, disks, CD-ROM, files, or other mechanical or electronic media; (c) oral statements, representations, or presentations; (d) audio, visual, or audio-visual materials or presentations, including audiotapes, videocassettes, laser discs, or CDs; and (e) any other documentary, written, magnetic, or other permanent or semi-permanent form.

(3) "Disclose" or "Disclosure" shall mean and include any delivery, transmittal, presentation, or representation of Information, by any Person to any other Person.

(4) "Person" shall mean and include any individual or natural person, corporation, trust, proprietorship, partnership, limited partnership, joint venture, limited liability company, limited liability partnership, or any other entity.

(b) The Chamber President agrees that confidential information regarding prospects seeking assistance through the City's Sales Tax Revolving Loan Fund (RLF) shall not be provided to nor shared with the Chamber Board of Directors unless such person is a current member of the City's Economic Development Advisory Committee. Further, the Chamber acknowledges and understands that all decisions in regard to the expenditure of RLF funds remains the sole and exclusive decision of the City's governing body.

(c) The Chamber, its employees, officers, directors, and assigns, agree to retain and maintain in strict confidence, and to require its agents, employees, independent contractors, and advisors to retain in confidence, any and all Confidential Information of any and all prospects which it may come into contact with. The Chamber agrees that, without the prior express written consent of the City or any of its business or industrial prospects, the Chamber shall not, either directly or indirectly, individually or in concert with others: (1) Disclose any such Confidential Information to any other Person; (2) use any such Confidential Information for the benefit of any Person other than the City; or (3) permit any Confidential Information to be Disclosed to or used by any Person other than the City.

(d) The Chamber expressly agrees and acknowledges that its obligations pursuant to this Section 6 shall continue, notwithstanding the expiration of this Agreement, the completion of the services, and/or any termination of this Agreement by either the City or the Chamber, so long as the Chamber, or any agent, employee, independent contractor, or advisor of the Chamber, has any knowledge, possession, or control of, or access to, any Confidential Information. Upon the completion of the services, or any other termination or expiration of this Agreement, for any reason, the Chamber shall, if required to do so by the City, promptly return to the City (without retaining copies, in any medium) any and all Confidential Information in the possession or control of the Chamber.

7. Assignment and Successors

The Chamber may not assign any of its rights or duties under this Agreement without the prior written consent of the City, which shall be at its sole discretion. The parties agree that this Agreement shall be binding upon the successors of each party and shall insure to the benefit of, and be enforceable by, such successors, and any officers or directors thereof.

8. Governing Law

The parties agree that this Agreement shall be governed by, and construed in accordance with, the laws of the State of Kansas.

9. Notices

Any notices to be given under this Agreement shall be in writing, sent by registered or certified mail, postage prepaid, return receipt requested, or by telegram or facsimile followed by a confirmation letter sent as provided above, addressed to such party as follows:

(a) Notices to the City:

City Manager
City of Pittsburg, Kansas
201 W. 4th Street
P. O. Box 688
Pittsburg, KS 66762

(b) Notices to the Chamber:

President
Pittsburg Area Chamber of Commerce
117 W. 4th Street
P. O. Box 1115
Pittsburg, KS 66762

Notices sent in accordance with this Section shall be deemed effective on the date of dispatch. Any changes in the information set forth in this Section shall be upon notice to the other party delivered in the manner set forth above.

10. Entire Agreement

This Agreement constitutes the entire understanding between the parties, and supersedes all prior agreements and negotiations, whether oral or written. There are no other agreements between the parties, except as set forth in this Agreement. No supplement, modification, waiver, or termination of this Agreement shall be binding unless in writing and executed by the parties to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement at Pittsburg, Kansas this ____ day of _____, 2020.

CITY OF PITTSBURG, KANSAS:

By: _____
Mayor, Dawn McNay

PITTSBURG AREA CHAMBER OF COMMERCE:

By: _____
Chairman of the Board, Jeffrey Elliott

Exhibit A

SCOPE OF WORK

Business Retention and Expansion

The duties include the establishment of tracking and reporting processes and systems required to adequately document and inform the City and any State or federal agencies regarding the status of any and all activities undertaken on behalf of the City regarding economic development. The City Manager will be provided weekly reports regarding economic development activities. The responsibilities and activities listed herein will be amended as the agreement is renewed periodically.

A. Core Responsibilities

Provide for economic development activities for business retention and expansion as assigned by the City Manager. This includes providing support to the Economic Development Advisory Committee by setting the agenda, preparing minutes, acting as the liaison between the applicants and the Board, and presenting information to the Board as needed.

- a. Monitor forgivable loans to ensure appropriate investment/employment thresholds are being met.
- b. Ensure new and existing property tax abatements are properly considered and renewed each year.

B. Retaining Businesses

- a. Implement a formal Business Retention & Expansion (BRE) program. BRE program will consist of arranging on-site meetings with local employers each month. Meetings will take place across the range of sectors and size of business. Information reported will include:

- i. How is the business doing?
- ii. Future plans, concerns, opportunities, requests?
- iii. Local issues affecting your business?

This communication with existing businesses will help address any potential issues early while also identifying potential growth opportunities. Minimum goal is 36 in-person visits each year.

- b. Nominate at least one Pittsburg business for the “Red Tire” program, coordinated by the KU College of Business, which seeks to match graduates of Regents Institutions looking for opportunity with retiring business owners.

C. Expansion of Businesses

- a. Through BRE program, media coverage, and referrals, work with the PSU University Strategic Initiatives, local banks, etc., to proactively assist businesses with growth opportunities and work those to completion of their expansion. The scope of services required will vary by project, but could include gap financing, assistance in finding a location, building improvements, property tax exemptions, help navigating the city permitting process and securing state incentives.
- b. Promote industry clusters by conducting regular meetings of businesses with complementary models and markets to establish local supplier and support networks. Clusters will include (but are not limited to) advanced manufacturing, creative and technical services, health care, food sourcing, processing and packaging, and destination retail and entertainment.

D. Workforce Development

- a. Coordinate with Pittsburg High School (“PHS”) education.
 - i. Support work force development efforts for existing employers through PHS and the Southeast Kansas Career and Technical Education Center of Crawford County, LLC.
 - ii. Expand child care options in Pittsburg.
 - iii. Implement a community ‘onboarding’ process that provides support and encouragement to people relocating or considering relocating to Pittsburg.
- b. Redevelopment.
 - i. Actively contact owners of blighted buildings to offer assistance in restoring or finding new owners. Where appropriate, work with property owners to utilize RLF funds to rehabilitate dilapidated buildings. Goal would be contacting three of these owners monthly.
 - ii. Develop and maintain an inventory of available commercial space (both land and buildings) and actively work with PSU University Strategic Initiatives to find appropriate locations for prospective businesses. This would include actively promoting sites to businesses in target industries and retail.

- c. Downtown Growth and Reinvestment.
 - i. As vacant buildings become available, coordinate with the City Department of Housing and Community Development to support property owners in finding new tenants. This will be done by adding properties to the appropriate website and providing information to local realtors.

E. Report Weekly to the City Manager on Progress

BUSINESS DEVELOPMENT AND INNOVATION SERVICES AGREEMENT

This Business Development and Innovation Services Agreement (“Agreement”) between the Pittsburg State University (“PSU”), and the City of Pittsburg, Kansas, a Kansas municipal corporation (“City”), is effective February 11, 2020.

WHEREAS, the City and PSU are committed to the continued growth of the Pittsburg economy; and,

WHEREAS, PSU, and the office of the University Strategic Initiatives (USI) at PSU, desire to provide additional support to the City to effectively help create and attract new businesses, industries and manufacturing concerns to the City, as well as more effectively promote the expansion and growth of existing businesses and industries already located in the City; and,

WHEREAS, USI is comprised of professional staff and the following offices:

- 1) ENTERPRISE PSU: The small business development and financial marketplace arm of USI. This office consists of work done by the Kansas Small Business Development Center, and Kansas Manufacturing Solutions. Enterprise PSU also offers consulting and research assistance to small businesses as well as assistance in development of financial loan packages.
- 2) TYLER RESEARCH CENTER: PSU’s institutional hub for technology transfer and commercialization services, as well as the Kansas Polymer Research Center specializing in bio-based poly-oil research.
- 3) GOVERNMENT AND COMMUNITY RELATIONS: Local, state and federal advocacy for PSU as well as the City of Pittsburg regarding economic development.
- 4) PROFESSIONAL STAFF: Additional professional staff members include the Chief Strategy Officer, the Director of Community Engagement and the Director of Strategic Communication.

WHEREAS, the City desires to utilize the services of PSU and USI and PSU desires to provide the City with the assistance and services of the USI; and

WHEREAS, the use of the term PSU herein shall include USI.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises contained herein, the parties agree as follows:

1. Retention and Description of Services

- a. As of the effective date of this Agreement, the City agrees to retain the services of PSU, and PSU agrees to perform and complete the services related to creating and attracting industries and businesses to the City, and to promoting and assisting in the growth and expansion of existing businesses and industries, as generally described in the Scope of Work, attached as Exhibit A and incorporated herein by reference. The Scope of Work shall include services relating to the attraction and recruitment of businesses and

industries of all types to locate and/or grow within the geographic boundaries of the City, as well as promoting and developing ongoing and substantial contacts with existing businesses located within the City.

- b. The City reserves the right to direct revision of the Scope of Work at the City's discretion, to the extent that such revisions are consistent with the intent of this Agreement and are agreeable with PSU.
- c. The term "Services" when used in this Agreement shall mean all services set forth in the Scope of Work.

2. PSU as Independent Contractor

The City shall retain PSU as an independent contractor, and PSU hereby accepts such independent contractor relationship, upon the terms and conditions set forth in this Agreement. The City shall provide such financial, legal and other administrative services as may be necessary to carry out the terms of this Agreement.

3. Compensation; Expenses

3.1 Fees

In full satisfaction for any and all services rendered by PSU for the City under this Agreement, as specified in Exhibit A, the City will pay PSU the total sum of Fifty Thousand and no/100 (\$50,000.00) Dollars annually, payable in equal quarterly installments beginning on February 11, 2020.

3.2 Expenses

Out of the fees specified in Section 3.1, PSU will pay any and all operating expenses and overhead costs for the Services it agrees to provide to the City, including payroll, withholding taxes, health insurance, and any and all other benefits it normally provides to its employees, in addition to regular operating expenses. The City shall pay for the development and production costs relating to marketing brochures and materials, website and internet designs exclusively related to economic development, and any other advertising materials that the City and PSU shall agree are necessary for PSU to fulfill the terms of this Agreement. The City will not pay for travel expenses unless such expenses are pre-approved in writing by the City Manager.

3.3 Withholding; Benefits

All fees payable to PSU under this Agreement shall be made in full, and without any withholding, deduction, or offset of any state or federal withholding taxes, FICA, or income taxes, nor shall the City be obligated to pay any of PSU's employees' taxes. PSU hereby agrees that it shall be solely responsible for all taxes, withholding, FICA, and other similar items (both employee and employer portions) with respect to all fees paid by the City under this Agreement, and agrees to indemnify and hold the City harmless with respect to such taxes and withholding. In addition, PSU, its employees or assigns, shall not be eligible for, nor participate in, or be entitled to compensation in lieu of any insurance, benefit, retirement, or other plan or program provided by the City to its employees.

4. Term; Extension and Termination.

4.1 Term; Extension

The term of this agreement shall begin on February 11, 2020, and terminate on December 31, 2020, unless terminated earlier in accordance with this Agreement. If the City and PSU wish to extend the term of this Agreement, then they may do so by a written extension signed by representatives of both parties, and the same may be extended from year to year thereafter by a written extension.

4.2 Termination

Notwithstanding anything to the contrary in Section 4.1, this Agreement may be terminated by either party without cause upon six (6) months' prior written notice. The relationship under this Agreement may also be terminated upon thirty (30) days advance written notice if, or in the City's sole determination:

- (1) PSU has refused, failed, or is unable to render the Services under this Agreement;
- (2) PSU has breached any of its other obligations under this Agreement; or
- (3) PSU has engaged or is engaging in conduct that in the City's sole determination is detrimental to the City.

If the Agreement is terminated for any of the reasons set forth in the preceding paragraph, the right of PSU to compensation set forth in Section 3 of this Agreement shall cease on the date of such termination, and the City shall have no further obligation to PSU under any of the provisions of this Agreement.

5. Confidential Information

(a) As used in this Agreement, the following words, terms, and phrases shall have the meanings set forth below:

- (1) "Confidential Information" shall mean and include any and all information of the following types, which may be provided by the City or a business or industrial prospect or existing Pittsburgh business or industry to PSU as a part of its recruitment and development activities pursuant to this Agreement, to-wit: (a) business or financial information, financial statements, projections, business plans, or strategic or marketing plans, market studies, or analyses of prospects or existing businesses or corporations; (b) cost and expense information, pricing and discount information, gross or net profit margins, or analyses; (c) technical data, specifications, computer software (including both source code and object code or "executable" software), databases, and database designs; (d) processes, transactions, and transaction procedures; (e) production data, shop drawings, engineering studies or reports, feasibility studies or manufacturing studies, product specifications, identity of suppliers or terms of supply agreements or arrangements, production procedures, trade secrets, or secret or proprietary processes and formulae; (f) marketing and customer data (including, but not limited to, identity or demographic analyses of customers), focus group reports, "shopping" reports, and marketing or advertising studies; (g) terms, conditions, provisions, or obligations of any contracts or agreements to which a prospect is a party or to

which any of its assets are subject, or the identity of any Person who is a party to any contract or agreement with a prospect; (h) site selections or review reports, site selection criteria, demographic analyses of or regarding any locations of prospects, the terms of any lease for any such retail outlet, or any summary thereof; (i) the identity of any employee of any prospect, and the compensation, benefits, or terms of employment of any such employee; and (j) such other information of or regarding a prospect that it actually maintains as confidential or proprietary; provided, however, that such information shall be deemed confidential only to the extent that it (1) has not been previously disclosed to the public, or (2) is not ascertainable from public or published information or trade sources, or (3) is not subsequently publicly disclosed (other than by a violation of this Agreement). Any Information that is marked or otherwise identified as "Confidential Information" at the time of Disclosure shall be presumed to be Confidential Information for the purposes of this Agreement.

(2) "Information" shall mean and include any data or information disclosed in the form of (a) any written information, reports, documents, books, notebooks, memoranda, charts, or graphs; (b) computer tapes, disks, CD-ROM, files, or other mechanical or electronic media; (c) oral statements, representations, or presentations; (d) audio, visual, or audio-visual materials or presentations, including audiotapes, videocassettes, laser discs, or CDs; and (e) any other documentary, written, magnetic, or other permanent or semi-permanent form.

(3) "Disclose" or "Disclosure" shall mean and include any delivery, transmittal, presentation, or representation of Information, by any Person to any other Person.

(4) "Person" shall mean and include any individual or natural person, corporation, trust, proprietorship, partnership, limited partnership, joint venture, limited liability company, limited liability partnership, or any other entity.

(b) PSU, its employees, officers, directors, and assigns, agree to retain and maintain in strict confidence, and to require its agents, employees, independent contractors, and advisors to retain in confidence, any and all Confidential Information of any and all prospects which it may come into contact with. PSU agrees that, without the prior express written consent of the City or any of its business or industrial prospects, PSU shall not, either directly or indirectly, individually or in concert with others: (1) Disclose any such Confidential Information to any other Person; (2) use any such Confidential Information for the benefit of any Person other than the City; or (3) permit any Confidential Information to be Disclosed to or used by any Person other than the City.

(c) PSU expressly agrees and acknowledges that its obligations pursuant to this Section 5 shall continue, notwithstanding the expiration of this Agreement, the completion of the services, and/or any termination of this Agreement by either the City or PSU, so long as PSU, or any agent, employee, independent contractor, or advisor of PSU, has any knowledge, possession, or control of, or access to, any Confidential Information. Upon the completion of the services, or any other termination or expiration of this Agreement, for any reason, PSU shall, if required to do so by the City, promptly return to the City (without retaining copies, in any medium) any and all Confidential Information in the possession or control of PSU.

6. Assignment and Successors

PSU may not assign any of its rights or duties under this Agreement without the prior written consent of the City, which consent shall be at the City's sole discretion.

7. Governing Law

The parties agree that this Agreement shall be governed by, and construed in accordance with, the laws of the State of Kansas.

9. Notices

Any notices to be given under this Agreement shall be in writing, hand-delivered or sent first class mail, postage prepaid, addressed to such party as follows:

(a) Notices to the City:

City Manager
City of Pittsburg, Kansas
201 W. 4th Street
P. O. Box 688
Pittsburg, KS 66762

(b) Notices to PSU:

President
Pittsburg State University
1701 S. Broadway
Pittsburg, KS 66762

Notices sent in accordance with this Section shall be deemed effective upon receipt if hand-delivered or three days after mailing. Any changes in the information set forth in this Section shall be upon notice to the other party delivered in the manner set forth above.

10. Entire Agreement

This Agreement constitutes the entire understanding between the parties, and supersedes all prior agreements and negotiations, whether oral or written. There are no other agreements between the parties, except as set forth in this Agreement. No supplement, modification, waiver, or termination of this Agreement shall be binding unless in writing and executed by the parties to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement at Pittsburg, Kansas this ____ day of _____, 2020

CITY OF PITTSBURG, KANSAS:

PITTSBURG STATE UNIVERSITY:

By: _____
Mayor

By: _____
President

EXHIBIT A SCOPE OF WORK

I. Core Responsibilities

- a. Coordinate with the Chamber of Commerce on a weekly report of activities to the City Manager and quarterly report of activities to the City Commission.

II. Business Attraction

- a. Creation of industry sector “SWAT” teams from local business leaders focused on new business attraction.
- b. Work with JCUAB and Imagine Pittsburg 2030 to identify target industry taskforces with goal of cluster development.
 - i. Meet with these groups twice quarterly.
- c. Participate in economic development and site selection conferences.
 - i. Build networks within specific target industries and niches at conferences and trade shows.
- d. Creation of target industry analysis stock proposals for potential industry/business location.
 - i. Send to site selection/Kansas Department of Commerce consultants and other representatives that work with industries to locate businesses.
- e. Pittsburg government relations advocacy at state and federal level for business attraction.
- f. **Key Metrics & Goal**
 - i. Deal conversion rate (prospects/proposals into qualified lead): 10%
 - ii. Prospect Proposals: 20 minimum
 - iii. Prospect Visits: 2

III. Small Business Support

- a. Survey businesses to understand local skills gaps, small business needs, opportunities and challenges.
- b. Explore online platforms for skills-based training and promote to employers
- c. Continued small business consulting and programming.
- d. **Key Metrics & Goal:**
 - i. Total Capital Investment: \$2.5 million
 - ii. Entrepreneur Investment: \$250,000
 - iii. Businesses Served: 50 businesses/500+ hours

IV. Entrepreneurship, Innovation, Research and Development

- a. Support development of Block22 business incubator/accelerator.
- b. Promote, develop, and support entrepreneur funding streams.
 - i. Increase SEK Prosperity Foundation Loans.

- ii. Aid businesses in bank loan preparation.
 - iii. Creation of Community Investment/Opportunity Zone Organization
- c. Increase foreign-born entrepreneur focus particularly in target industries.
 - i. Leverage Federal Startup Visa program to attract foreign born entrepreneurs. Work with AIESEC to attract foreign IT talent to Pittsburgh.
- d. Specialized innovation/business plan competition for Pittsburgh State University and area K-12 students.
- e. Development of technology transfer program at Pittsburgh State University
 - i. Investigate best practices for expanding commercialization activity
 - ii. Help build incentives and opportunities to occupy and expand research park.
- f. **Key Metrics & Goal:**
 - i. New Business Starts: 15
 - ii. Number of Incubated Businesses: 5
 - iii. R&D Spending: \$500,000

V.

Economic Development Marketing

- a. Create new collateral materials to market effective selling points for Pittsburgh.
- b. Develop and enhance new economic development pages on City website.
 - i. Prominently advertise target industries and associated assets online.
- c. Marketing campaign to industry specific markets with significant base of PSU alumni.
 - i. Marketing campaign to upcoming and recent graduates.
- d. **Key Metrics to Track:**
 - i. Website Visitors
 - 1. Average number of click through
 - 2. Average number of page views
 - 3. Average time spent on website
 - ii. Number of subscribers to content
 - iii. Campaigns aimed at PSU alumni: 4 minimum

VI. Block22 Community/Economic Development

- a. Development of entrepreneur and community programming at Block22.
 - i. Includes coding program within makerspace program
 - ii. More dual credit courses for high school students.
 - iii. Includes health and wellness programs
- b. Exploration of community-wide internship/apprenticeship opportunity platform.
- c. Support and participation in the Downtown Advisory Board and Downtown Pittsburgh.

Interoffice Memorandum

TO: DARON HALL
City Manager

FROM: CAMERON ALDEN
Director of Public Works

DATE: February 5, 2020

SUBJECT: Agenda Item – February 11, 2020
Short Form Plat of the Property Located Immediately West of Countryside Self-Storage, East of North Water Street on the South Side of East 4th Street.

The Planning Commission/Board of Zoning Appeals held a meeting on January 27, 2020 to review the Short Form Plat under the provisions of Article 2-105 of the Pittsburg Subdivision Regulations to allow the Short Form Plat of the property located immediately west of Countryside Self-Storage, east of North Water Street on the south side of East 4th Street. Anderson Engineering submitted Short Form Plat for review of the area located on the following property described as: A tract of land being a part of the Northeast 1/4, Northwest 1/4 and part of the Northwest 1/4, Northeast 1/4, Section 28, Township 30 South, Range 25 East, Sixth Principal Meridian Crawford County, State of Kansas and said tract being a portion of the land described in Deed Book 626, page 48, being more particularly described as follows:

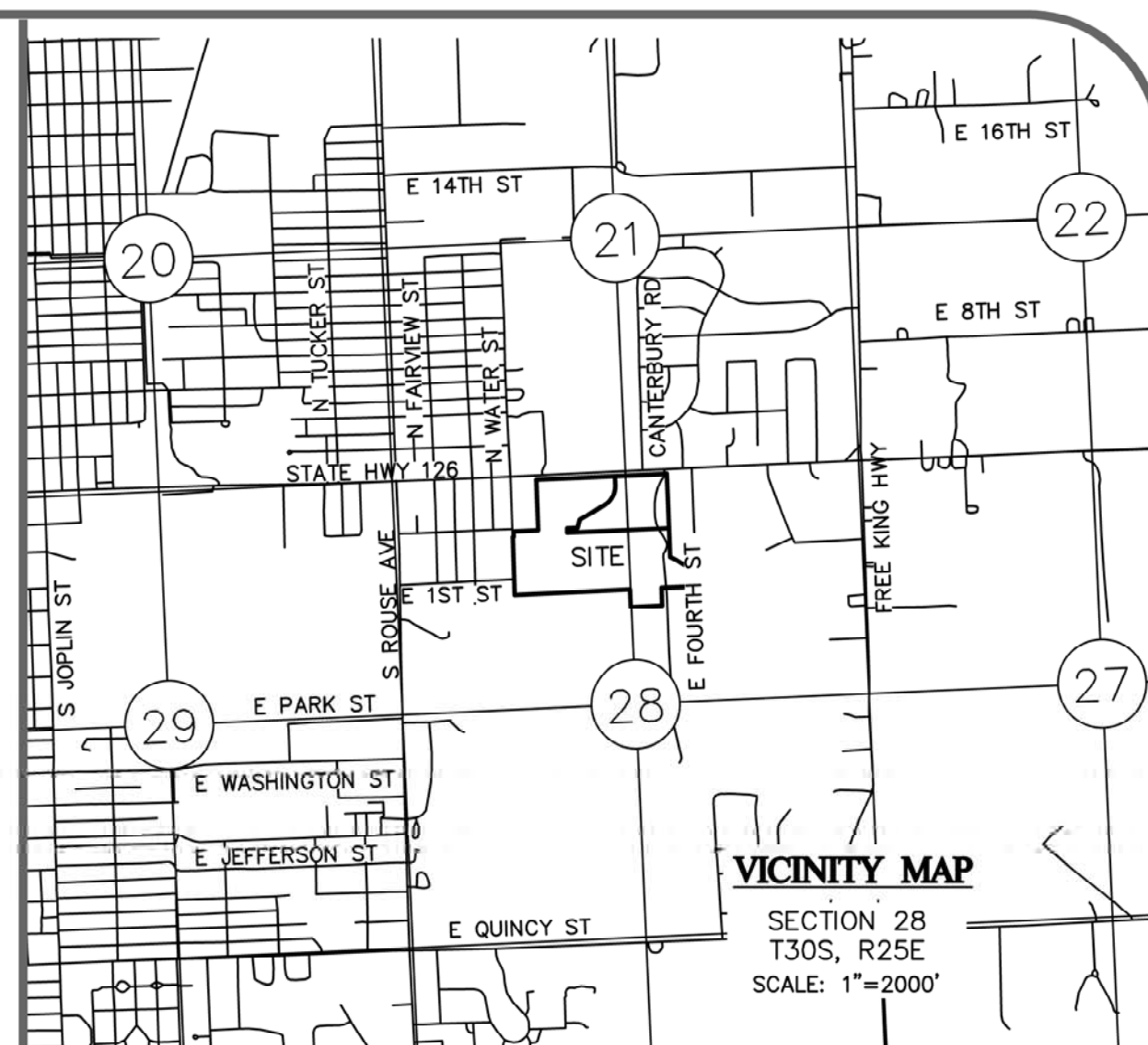
Commencing at the North 1/4 corner of said Section 28, thence South 02°14'47" East 50.07 Feet to the South Right of Way of Highway 126 and the point of beginning; Thence along said Right of Way, North 87°25'21" East 466.36 feet to a found 1/2-inch rebar on West line of the tract of land described in Deed Book 608, page 785; thence along said West line South 02°21'47" East crossing a found 1/2- inch rebar with cap stamped "cornerstone" at a distance of 174.94 feet at the Southwest corner of said tract of land described in Deed Book 608, page 785 and continuing along the West lines of the tracts of land described in Deed Book 524, page 415 and Deed Book 396, page 721 for a total distance of 941.38 feet to a found 1/2-inch rebar with damaged cap; thence

continuing along the Westerly line of said tract of land described in Deed Book 396 page 721 for 234.30 feet along a curve to the right having a central angle of 06°35'09", a radius of 2,038.39 feet, a long chord that bears South 60°01'19" East, 234.17 feet to a found 3/4-inch pipe; thence departing said Westerly line and continuing along the Southerly line of aforesaid land described in Deed Book 515, page 488, South 02°13'50" East 218.62 feet 1/2-inch pipe; thence South 87°43'20" West 309.11 feet to a found 1/2-inch rebar stamped "cornerstone"; thence South 02°14'16" East 206.16 feet to a found 1/2-inch rebar stamped "cornerstone"; thence South 87°10'20" West 357.19 feet to a found 1/2-inch rebar stamped "cornerstone"; thence North 02°33'56" West 205.61 feet to a found 1/2-inch rebar; thence South 87° 13'31" West 1,304.35 feet to a found 1/2-inch rebar stamped "cornerstone" to the East Right of Way of Water Street; thence along said Right of Way, North 01°51'08" West 652.09 feet to a found 1/2-inch rebar stamped "cornerstone"; thence North 87°44'45" East 9.58 feet to a found 1/2-inch rebar stamped "cornerstone"; thence North 01°26'59" West 63.08 feet to a found 1/2-inch rebar stamped "cornerstone" at the Southeast corner of the tract of land described in Deed Book 369, page 672; thence North 87°25'29" East 277.43 feet to a found 1/2-inch rebar stamped "cornerstone" at the Southwest corner of said tract of land described in Deed Book 369, page 672; thence North 01°53'46" West 375.96 feet to a found 1/2-inch rebar stamped "Albertini" on aforesaid South Right of Way of 4th Street (Highway 126); thence along said Right of Way, North 87°25'21" East 1,009.57 feet to the point of beginning, containing 2,241,437 square feet or 51.46 acres, more or less, subject to any easements, covenants or restrictions of record or fact.

After reviewing the Short Form Plat, the Planning Commission/Board of Zoning Appeals voted unanimously to recommend approval of the proposed Short Form Plat. In this regard, would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, February 11, 2020. Action necessary will be approval or disapproval of the plat and, if approved, authorize the Mayor and City Clerk to sign on behalf of the City of Pittsburgh.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment: Short Form Plat



AE **ANDERSON**
ENGINEERING
EMPLOYEE OWNED

ENGINEERS SURVEYORS LABORATORIES DRILLING
5311 W. VILLAGE PKWY, ROGERS, AR 72758 PHONE (479) 286-8181

REVISIONS				DRAWING INFO.	
NO.	DESCRIPTION	BY	DATE	FIELD BY:	NKN
				DRAWN BY:	NKN
				CHECK BY:	JC
				DATE:	01/09/20
				FIELD BOOK:	
				JOB NUMBER:	19J020112
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CITY OF PITTSBURG, CRAWFORD COUNTY, KANSAS

RED-WOOD DEVELOPMENT, INC.

**LOT SPLIT
PLAT**

DRAWING NO.
NWA-100-0071

SHEET NUMBER

1 OF

SURVEYORS CERTIFICATE
 KNOW ALL MEN BY THESE PRESENTS,
 THAT I, GREGORY B. BOWERS, DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED UNDER MY
 SUPERVISION FROM AN ACTUAL SURVEY OF THE LAND HEREON DESCRIBED AND IN ACCORDANCE WITH
 THE CURRENT KANSAS MINIMUM STANDARDS FOR URBAN PROPERTY SURVEYS, PREPARED BY ANDERSON
 ENGINEERING, INC., AND THAT THE CORNER MONUMENTS AND LOT CORNER PINS SHOWN HEREIN WERE
 PLACED OR WILL BE PLACED WITH IN 12 MONTHS AFTER RECORDING PLAT.
 LAST REVISION DATE 01/09/2020
 ANDERSON ENGINEERING, INC. C OF A #17 by (RENEWAL DATE DECEMBER 31, 2020)

Gregory B. Bowers

 GREGORY B. BOWERS

1-09-2020
 DATE

Interoffice Memorandum

TO: DARON HALL
City Manager

FROM: DEXTER NEISLER
Zoning Administrator

DATE: February 5, 2020

SUBJECT: Agenda Item – February 11, 2020
Request to Change the Zoning of the Property Located Immediately West of Countryside Self-Storage, East of North Water Street on the South Side of East 4th Street from R1-A, Single Family Residential to RP-4, Planned Apartment House

The Planning Commission/Board of Zoning Appeals, in its meeting of January 27, 2020 considered a request submitted by Redwood Development of Joplin, MO, to change the existing zoning of the property located immediately west of Countryside Self-Storage, east of North Water Street on the south side of East 4th Street, as shown in Tract “B” on the attached Property Boundary Map, from R1-A, Single Family Residential to RP-4, Planned Apartment House, to allow an apartment complex to be constructed on the property.

After reviewing all the evidence presented, the Planning Commission/Board of Zoning Appeals voted unanimously to recommend to the Governing Body **APPROVAL** of this rezoning request based on the following criteria:

Character of the neighborhood. The properties are located in an area that is mix of residential as well as commercial developments. The area has been a mix of single family residential, duplex, and multifamily residential, commercial property and the Pittsburg High School.

Zoning and uses of nearby properties. Zoning in the area is a mix of commercial and residential. The area to the north has CP-s along 4th Street with RP-3, Planned Medium Density Residential, behind it. The parcel to the east is zoned CP-2. To the west is R1-A with CP-2 along 4th Street.

Suitability of the subject property for the uses to which it is being considered. The properties have been zoned single family residential due to it not being redeveloped. Along the 4th Street corridor, most of the properties are zoned CP-2 with the exception of the parcel immediately west and south which is R1-A but is still undeveloped. An RP-4 zone would be appropriate and compliment the area.

Length of time the subject property has remained vacant as zoned. The area has had been vacant since it was zoned R-1A.

The extent to which removal of the restrictions will detrimentally affect the nearby property. Rezoning the property should not have a detrimental effect to the area.

Relative gain to public health, safety, & welfare. Health, Safety, & Welfare should not be adversely affected by the rezoning of the property.

Conformance to Master Plan. The area to be rezoned has been shown on the Master Plan as residential.

Staff Recommendation: Approve.

In this regard, would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, February 11, 2020. Action being requested is for the Governing Body to consider the recommendation of the Planning Commission/Board of Zoning Appeals and, and, if approved, direct Staff to prepare the appropriate ordinance. (If the Governing Body is not in agreement with the recommendation as provided, the State Statutes stipulate that the Governing Body, by a 2/3 majority, may override the recommendation or may return the recommendation to the Planning Commission/Board of Zoning Appeals for further consideration. A Return of the recommendation must be accompanied with a statement specifying the basis for the Governing Body's returning the recommendation.

Attachment: Property Boundary Map



INTEROFFICE MEMORANDUM

To: DARON HALL
CITY MANAGER

From: BRITTAN BRENNER
COMMUNITY DEVELOPMENT SPECIALIST

CC: TAMMY NAGEL
CITY CLERK

Date: FEBRUARY 5, 2020

Subject: Agenda Item – FEBRUARY 11, 2020
Adoption of Pittsburg's Land Use Plan

In November of 2018, the City released an RFP for a Land Use Plan; after considering all applicants, City Staff chose to move forward with Oschner Hare + Hare of Olsson Engineering to complete the Plan.

On April 9, 2019, the City Commission approved the contract with Oschner Hare + Hare and the planning process begun. Quantitative and qualitative research was conducted leading up to the Charrette Week in July which presented findings to the public through a series of open houses, technical meetings, and discussions with the Steering Committee.

In October of 2019 we received a first draft that was thoroughly edited by the Steering Committee as well as City Staff. A final plan was delivered to the City in January of 2020.

In this regard, would you place an item on the agenda for the City Commission meeting scheduled for Tuesday, February 11, 2020. Action necessary will be the formal adoption of the Land Use Plan.

If you have any questions, please do not hesitate to contact me.

Pittsburg Land Use Plan

Strategic vision to shape our city



January 2020



**We put Pittsburg's
land use puzzle
together.**

ACKNOWLEDGEMENTS

Thank you to all participants in the land use planning process. Your time, technical expertise, and guidance was critical to developing the Pittsburg Land Use Plan.

CITY LEADERSHIP

Patrick O'Bryan *Mayor*
Daron Hall *City Manager*

CITY COMMISSION

Dawn McNay *President of the Board*
Sarah Chenoweth *Commissioner*
Dan McNally *Commissioner*
Chuck Munsell *Commissioner*

CITY STAFF

Jay Byers *Deputy City Manager*
Matt Bacon *Director of Public Utilities*
Cameron Alden *Director of Public Works*
Quentin Holmes *Director of Community Development & Housing*
Sarah Runyon *Public Information Manager*
Brittan Brenner *Assistant Planner*

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Mike Wilber *Labette Bank*
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Aaron Murphy *Tri-State Construction*
Amanda Sukraw *Community National Bank*
Brad Hanson *USD 250*
Brad Snow *All Aboard Foundation*
Brian Jones *Jones Heritage Realty*
Elizabeth Hayes *YMCA*
Holly Kent *Pittsburg State University*
Katie George *Pittsburg State University*
Larry Fields *Downtown developer*
Nidia Lopez *Greenbush*
Johnna Norton *Ascension Via Christi*
Shawnee Lorenz *Jones Heritage Realty*
Skip Urich *Property owner*
Tim Dawsey *Pittsburg State University*
Troy Graham *Crawford County*

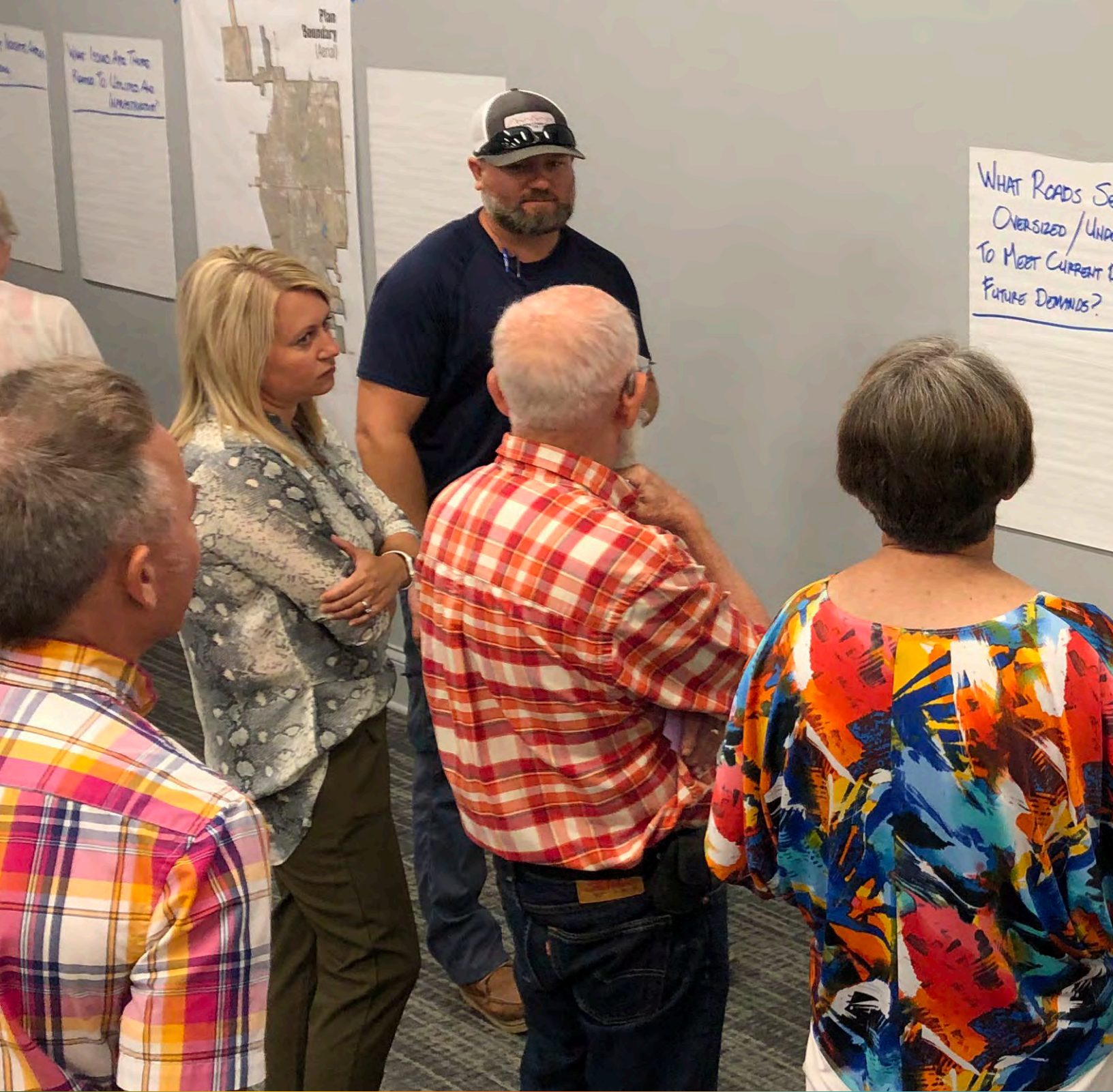
CONSULTANT TEAM

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WITH TECHNICAL ASSISTANCE FROM

Canyon Research Southwest



"Empowerment is essentially a capacity to define clearly one's interests, and to develop a strategy to achieve those interests. It's the ability to create a plan or program to change one's reality in order to obtain those objectives or interests. Power is not a 'thing', it's a process. In other words...through its conscious activity, a group can empower itself by increasing its ability to achieve its own interests."

- Manning Marable

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SECTION 1 INTRODUCTION



BACKGROUND AND PURPOSE

Communities experience constant growth, innovation, and change, and land use plans serve as a guiding force during these times. A land use plan safeguards a community vision by planning for how the community's land should be developed or redeveloped in the future. As the City of Pittsburg continues to grow, the development of a focused land use plan that provides context for future zoning changes is a critical step first step to ensure future developments align with the community's goals.

With increasing development pressures, unique housing challenges, and an aging population, now is the time to think about the future and asking the hard questions, of which the hardest is "who do we want to be?" This Future Land Use Plan (Plan) tackles this question head-on.

Through the use of robust public engagement, site visits, and many conversations with key stakeholders, city and county staff members, and members of the general public, this Plan aims to provide the City of Pittsburg with a Future Land Use Plan that will maintain the small town ambiance while paving the way for sustainable growth.

WHAT IS A FUTURE LAND USE PLAN?

The City of Pittsburg developed a land use plan to guide future citywide development patterns. This Plan guides residents, property owners, developers, city staff members, and elected officials in making sound land use, design, and development decisions.

It is important to note that a future land use plan is **not** a zoning plan. Through this process, zoning will not be changed or modified. Rather, this planning process developed a future land use plan for what the community desires moving forward.

A future land use plan:

- Plans for the long-term future of land uses, such as residential, commercial, or industrial, in a geographically defined area.
- Considers existing land use, major transportation routes, high activity nodes, and redevelopment/development opportunities.
- Guides city leaders in making sound land use decisions based on public input, local and regional market trends, and projected growth patterns.

In addition to providing a plan for land use moving forward, this process also provided a high-level review of the city's existing stormwater infrastructure. As part of the stormwater assessment, the following tasks were weaved into the Plan:

- Evaluation and identification of major drainage areas throughout city limits.
- Recommendations for protection and prohibited development adjacent to identified, major drainage ways.
- Evaluation of stormwater run-off based on recommended land use.
- Recommendations for potential locations of regional stormwater detention.

WHAT ARE THE GOALS OF THE PLAN?

The goals of the Plan are comprehensive, yet specific; they include the following:

- 1 Equip city staff members and elected officials with a road map for the future of land use planning within Pittsburgh.
- 2 Provide for orderly, thoughtful, and high quality development that is consistent with the community's goals for the city.
- 3 Establish a citywide land use framework to provide current and future residents with a Plan they can rely on now and moving forward.
- 4 Understand and identify the city's current stormwater management system and necessary upgrades and improvements to adequately serve future growth.
- 5 Generate community buy-in through an interactive public engagement process, both online and in-person, to create a shared vision for the future.
- 6 Define next steps to ensure successful implementation of the Plan.

LAND USE v. ZONING

WHAT IS ZONING?

Zoning is a lawful regulation of what can or cannot occur on a piece of land (i.e., allowable use, density, building height).

WHAT IS EXISTING LAND USE?

Existing land use is the current use on a piece of land (i.e., agriculture, commercial, residential).

WHAT IS FUTURE LAND USE?

Future land use is what the community desires for the future piece of land. This may or may not be the current land use.

PLANNING PROCESS AND TIMELINE

The planning process took place in 2019 through a six-step process, detailed as follows:

- Step 1: Discover
- Step 2: Engage
- Step 3: Envision
- Step 4: Narrow
- Step 5: Plan
- Step 6: Implement

The graphic to the right details this planning process, though it is important to understand that the planning process is not necessarily linear. It is infused with flexibility to be able to react to new information and changing circumstances. In general, each step builds on the one prior.

Public and stakeholder engagement was a core element of the Plan's development. After the initial launch of the planning process, outreach events and tools were used throughout the planning process, including a project web page, the city's social media accounts, in-person stakeholder sessions, and a public open house. The public engagement process is detailed in *Section 4 - Public Engagement Summary*.



THE VISION

Fueled by the public engagement process, a vision narrative and guiding principles were crafted for the future of land use in Pittsburg.

The vision was directly formed from stakeholder and public input on the identified issues, concerns, and opportunities citywide, coupled with their priorities and preferences for Pittsburg moving forward. The vision is an expression of future aspirations and paints a picture of what is hoped for in the city. Identifying the vision is critical to the planning process, as it can be referred to as a guide for recommendations that will define the Plan.

Capitalizing on the abundance of natural resource areas, its role as an emerging activity and employment hub of southeast Kansas, and the opportunities that exist for infill and redevelopment, the City of Pittsburg aspires to:

- 1 *...provide a healthy mixture of market-supported, complementary land uses that serve local businesses and residents and attract visitors and private development;*
- 2 *...be an aesthetically pleasing city that is inviting to all population segments and is representative of the welcoming, small town feel;*
- 3 *...incorporate principles of environmental sustainability by protecting the proximal natural resources while providing new and enhanced recreation facilities citywide;*
- 4 *...be a connected, safe, and accessible city that emphasizes the multimodal functionality of key corridors to serve all roadway users;*
- 5 *...maintain its young, highly-educated workforce by increasing access to high-paying, high-quality jobs within city limits; and,*
- 6 *...and reinvest in the aging housing stock to retain and attract future residents of Pittsburg.*

GUIDING PRINCIPLES

Achieving this vision is a complex process that requires a multi-layered approach. Multiple interests must be balanced and addressed, but establishing a common ground is one of the first steps to move forward. To guide this process and establish the common ground, the following guiding principles were developed:

Economically Vibrant

While strengthening and supporting existing businesses, an environment must be fostered that continually supports new development, redevelopment, and infill. As development opportunities increase, it is imperative to protect the future land use fabric of the city by having a community-built plan in place.

Connected and Accessible

With a growing population, increasing access to places to live, work, learn, and play is of growing importance. There must be comfortable and interesting ways to move throughout the city that support all modes of transportation, especially along key corridors.

Livable, Inclusive, and Engaging

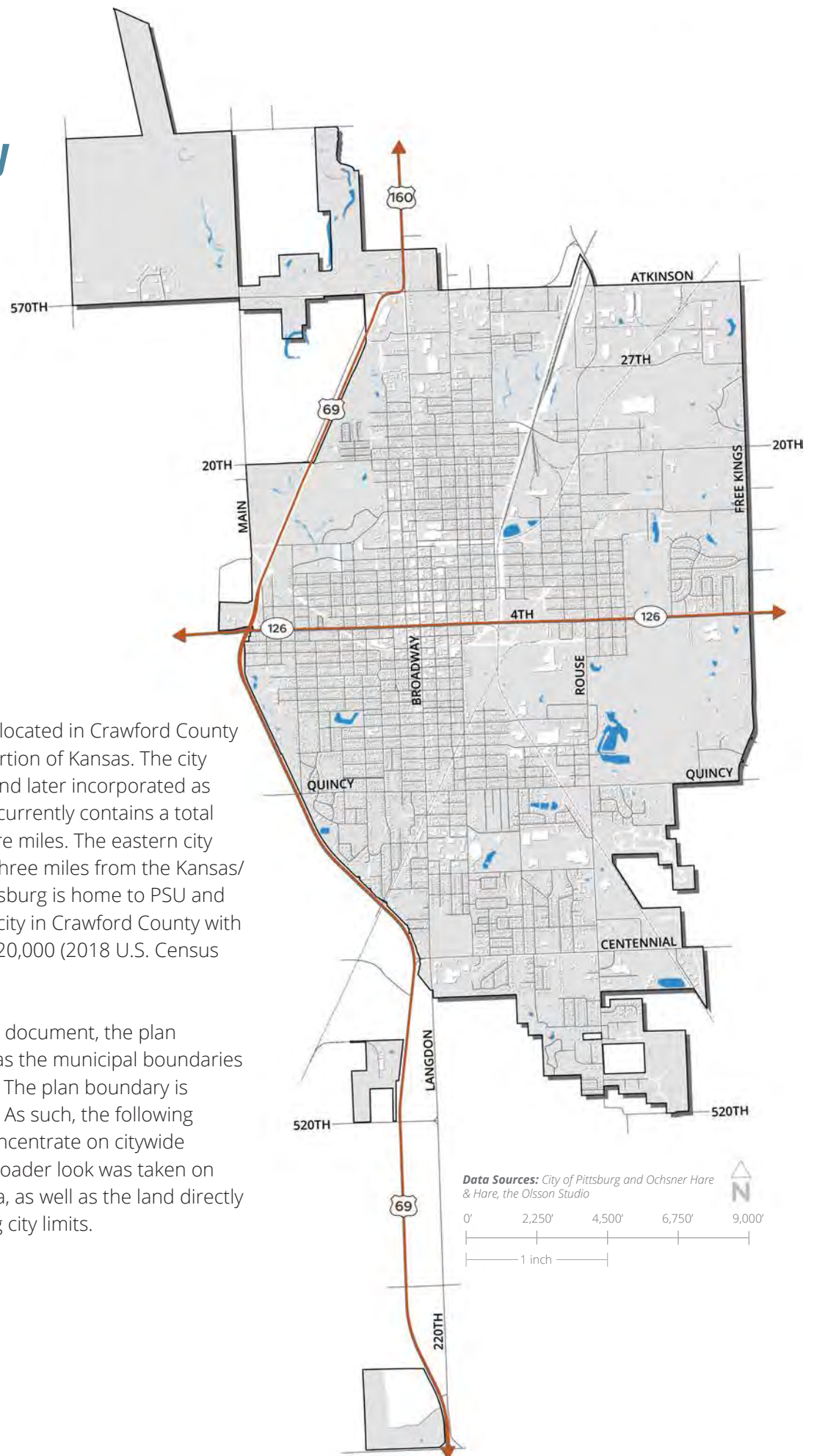
All community members are brought together through the rich activities that are growing in variety and frequency citywide. From the arts center to downtown to the weekend farmers market, Pittsburg must continue this trend of place-based activities that appeal to and engage all segments of the population. An aspect of this is promoting diverse housing options that accommodate many price ranges to support individual and family structures of all types. Ensuring diversity in the types of activities, services, and housing available will serve all of those who call Pittsburg home now and in the future.

Environmentally Sensitive

The city is rich in natural features that must be responsibly managed and incorporated throughout every recommendation of this Plan. A balance of preservation and environmentally-focused retrofitting and redevelopment, eco-conscious site development techniques, and forward-thinking public infrastructure should be struck to ensure harmony between nature and growth.

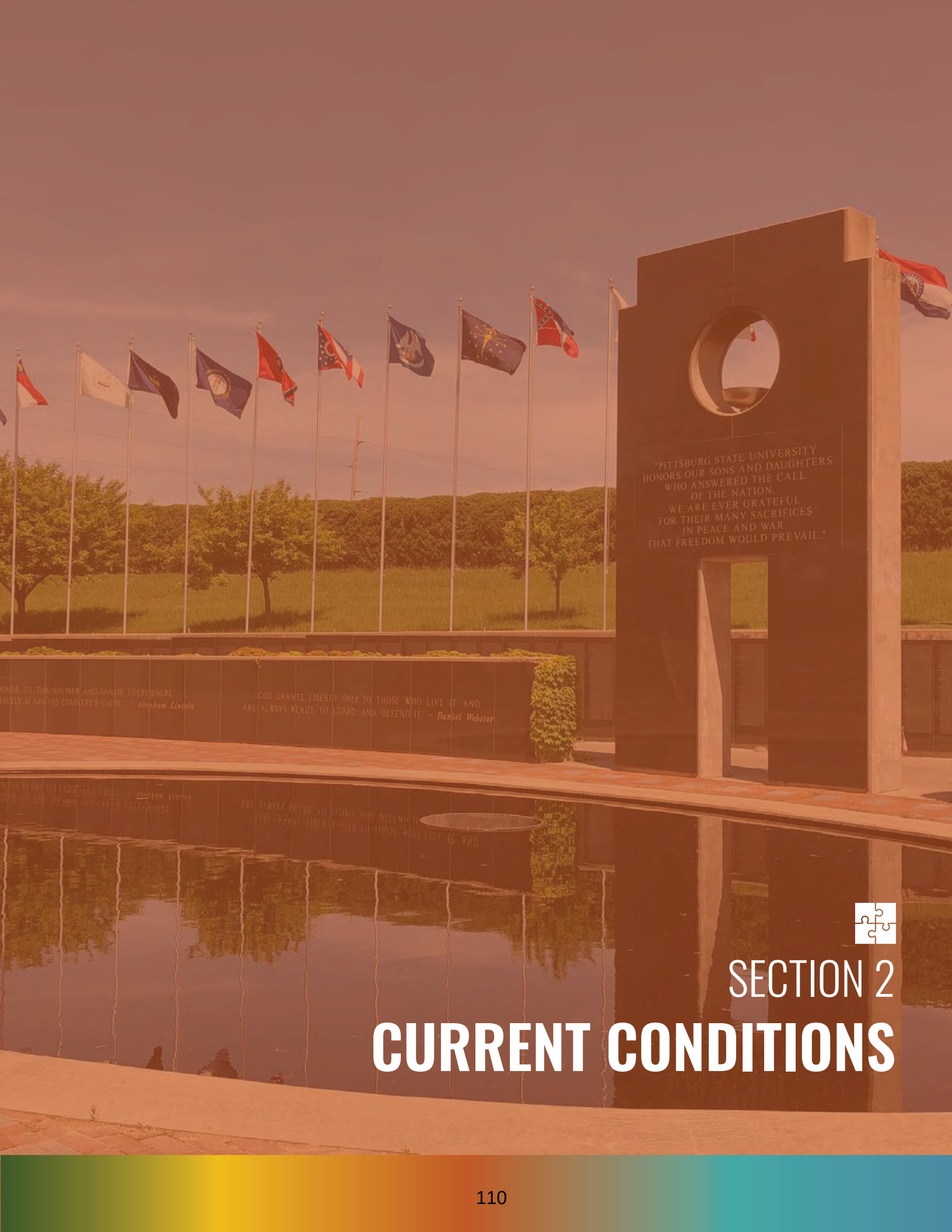
Figure 1.1 Plan Boundary

- Land Use Plan Boundary
- Water Body
- Highway



The City of Pittsburg is located in Crawford County in the southeastern portion of Kansas. The city was founded in 1876 and later incorporated as a city in 1880. The city currently contains a total land area of 12.9 square miles. The eastern city boundary is less than three miles from the Kansas/Missouri state line. Pittsburg is home to PSU and is the most populated city in Crawford County with a population just over 20,000 (2018 U.S. Census Bureau).

For the purpose of this document, the plan boundary is the same as the municipal boundaries of the City of Pittsburg. The plan boundary is illustrated in *Figure 1.1*. As such, the following sections of the Plan concentrate on citywide patterns, although a broader look was taken on the US 69 corridor area, as well as the land directly adjacent to the existing city limits.



SECTION 2

CURRENT CONDITIONS



INTRODUCTION

In order to begin setting the vision for the future of Pittsburg, the current situation must be understood as it is the foundation. Land use planning does not and cannot happen in a vacuum. In fact, land use is the foundation of all facets of planning, pulling together the pieces of transportation, utilities and infrastructure, economic development, the environment, and aesthetics. This is why the existing environment and current land must be accurately assessed to create a baseline that the future can build upon.

Section 2 – Current Conditions summarizes relevant city plans and reports and describes data on the demographics, housing stock, and infrastructure of Pittsburg. This review was used to help inform the residents and community stakeholders during the community engagement phase and is used as a basis to write the Plan recommendations.



PAST PLANS AND STUDIES

The City of Pittsburg has conducted multiple planning and economic studies to better understand and assess the city. To more fully understand the planning context in which this Plan will work, the following city-related plans, studies, and projects were reviewed so that this Plan can complement existing documents and projects. Each document is outlined with a focus on recommendations, goals, and findings.

Angelou Economics Study (2017)

Pittsburg's economic development strategy is a cumulative process of community engagement, research, presentations, and feedback resulting in the distillation of local assets and challenges. The goals set through this process allow Pittsburg to compete on a larger stage for employers and for residents, along with helping to instill a greater sensitivity for economic development in the community.

The following provides a breakdown of strengths, weaknesses, opportunities, and threats.

Strengths:

- Entrepreneurial successes of residents
- Strong connection to PSU
- PSU provides job/culture/arts
- Kansas Technology Center
- Friendly city with a strong community
- Safe and family-oriented city
- Close to nature
- Good school and healthcare

Weaknesses:

- Challenge to hire skilled workers
- Challenge to hire physicians and nurses
- Workers see Joplin as having a lower cost of living
- Challenge to retain college graduates
- Limited retail and entertainment options
- Lack of cohesive infrastructure of sidewalks
- Limited housing options

Opportunities:

- Further development of hike and bike trail system
- Greater demand for shopping and entertainment options
- Strong demand for art
- Economic impact of Kansas Crossing Casino
- More partnerships/collaboration between city government and PSU
- Kansas Polymer Research Center as a catalyst

Threats:

- Located in one of the poorest areas of Kansas
- High rates of poverty locally
- Potential for continued cuts to public education statewide

According to the study, an economic development path to growth for Pittsburg includes recognizing its current assets, which include:

- Entrepreneurial success
- PSU
- Abundant water supply
- Strong quality of life amenities

To capitalize on the outlined economic development path, goals to achieve and sustain growth centered around the promotion of local entrepreneurship, attracting jobs and private investment, increasing and retaining a skilled workforce, better leveraging the talent and resources of PSU, and enriching the quality of place.

Implementation of this strategy will not only fall to the City of Pittsburg, but to their partners in the community, as well. Most important is the participation of the stakeholders to keep implementation moving to ensure Pittsburg's economic development goals can be realized.

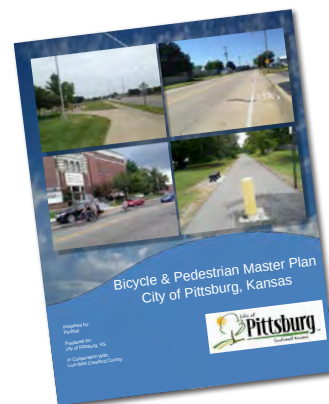
Bicycle and Pedestrian Master Plan (2015)

This plan was prepared for the City of Pittsburg in cooperation with Live Well Crawford County as a strategy for making the city more bicycle and pedestrian friendly through specific street, sidewalk, and trail projects. The plan analyzed existing facilities and found that many sidewalks need repair or replacement and that there is a need to improve on-street facilities, such as bike lanes.

Many improvements to existing bicycle and pedestrian infrastructure are suggested in the plan. These improvements range from road diets to new trail connections to increase citywide accessibility. Some specific suggestions included:

- To remove an existing traffic lane or lanes on Rouse Street and replace the lane(s) with bicycle lanes;
- To form a new connection from the farmers market to Schlanger Park Trail; and,
- To convert an existing rail corridor to connect Schlanger Park to the East Side Trail.

Ultimately, this plan encourages enhanced pedestrian and bicycle circulation through trails, bicycle lanes, and other facilities to support the citywide effort of enhancing multimodal transportation.



Housing Needs Assessment and Strategy (2014, 2015, 2018)

In 2014, the city commissioned a study of the housing market to assess current and future housing needs.

The key findings of the assessment included:

- Population and housing growth have been slow over the past decade
- The city's housing stock is relatively old, but affordable
- The vacancy rate for rental units is relatively low, especially for affordable units (as opposed to market-rate units)
- Barriers to housing development include: high land and infrastructure costs for developers; lack of readily available land; limited supply of moderate-income homes; and, lack of credit worthiness of potential buyers
- A major opportunity exists for new construction of moderate-income homes

The assessment recommended several actions relevant to the Mid-City Renaissance project planning effort, including:

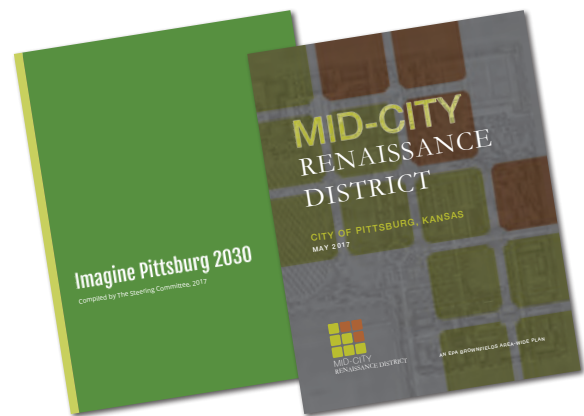
- Enhance housing and amenities in downtown
- Expand the supply of moderate-income housing
- Establish neighborhood associations and planned subdivisions
- Expand housing for seniors with emphasis on affordable housing options
- Build short-term housing for young professionals, consultants, and families

Two updates have been written to serve as addendum to the original plan (2015 and 2018), which outline the significant progress that has been made on the recorded objectives. Overall, the assessment paints a picture of a city in need of new housing, especially in the downtown and southeast areas.

Imagine Pittsburg 2030 (2017)

During the summer of 2010, business, education, and community leaders in Pittsburg identified the need to address the community's opportunities and challenges through the year 2030. Previously, similar efforts have resulted in successful launches of business, including the Family Resource Center and the Business Education Alliance.

Imagine Pittsburg 2030 brought together information across the spectrum to result in a comprehensive study. The plan brought in relevant information on previously performed reports for the city, which focused on housing, commuting patterns, the retail and hotel industry, issues unique to PSU, economic analysis, the downtown area, the Mid-City Renaissance project, and the Atkinson Municipal Airport to truly craft a vision for the future that examined all facets of the City of Pittsburg.



Mid-City Renaissance District Plan (2017)

The *Mid-City Renaissance District Plan* was funded through a U.S. Environmental Protection Agency (EPA) Area Wide Planning Grant that awards funding to “communities to research, plan, and develop implementation strategies for an area affected by one or more brownfields.”

The EPA's intent with this program is to reimagine brownfields by creating plans that are protective of public health and the environment, economically viable, and reflective of the community's vision for the area. The *Mid-City Renaissance District Plan* was developed to meet these goals for the City of Pittsburg through a process following EPA's guidance.

The project location is bounded by East 7th Street, Joplin Street, East Washington Street, and Rouse Street. Schlanger Park falls within the project area, while the former Mission Clay property represents the largest portion of the project area. The project area features a mix of land uses including commercial, light industrial, and residential, in addition to large swaths of vacant land.

Implementing the *Mid-City Renaissance District Plan* for the Mission Clay property would represent a significant upfront investment on behalf of the city. However, this investment would likely generate a positive return on investment in the long-term as the city's investment would catalyze private investment both within the Mid-City Renaissance District and citywide.

Pittsburg Comprehensive Economic Development Strategy (2016)

The Pittsburg Comprehensive Economic Development Strategy (CEDS) was the result of extensive research and community engagement and presents an economic development strategy based on the strengths, weaknesses, opportunities, and threats faced by Pittsburg. One of the key opportunities identified by the CEDS was the potential for more partnerships and collaboration between the city and PSU. Some of the relevant findings in the report include:

- Limited housing options, and specifically a lack of mid-priced homes and lack of multi-family housing options compared to other college towns
- Limited retail sector and lack of entertainment options
- High rates of poverty
- Skilled workers are difficult for businesses to find
- Opportunities for growth in specific industries including Advanced Manufacturing; Creative & Technical Services, Health Care, and Destination Retail & Entertainment

Pittsburg Next Steps Memo (2017)

The *Pittsburg Next Steps Memo* summarizes the Smart Growth 101 workshop and suggests next steps the city could take to craft a vision for the City of Pittsburg's future development.

Following a productive discussion with various stakeholders, including residents, advocates, business owners, and elected officials, an overview of the key steps are as follows:

1. Cultivate a mindset of change
2. Map ownership of downtown building stock
3. Compel downtown owners to care for and update their buildings
4. Make street design that incorporates Complete Streets principles relating to active transportation options part of all planning efforts
5. Develop alleyways as new public spaces.
6. Strengthen the community's partnership with PSU
7. Bolster the Downtown Advisory Board's efforts by dedicating a portion of current staff time to matters of the Downtown Overlay District
8. Explore short-term programming for redevelopment of the Mission Clay property
9. Explore options and feasibility for reusing the Washington School building

Key obstacles include:

- Poor property maintenance among some downtown building owners
- A sense that PSU overshadows the city's identity
- Poorly defined boundaries of responsibility between the city and private owners
- Low buy-in outside of the core change agents
- A reputation as a sleepy city that lacks nightlife or a magnetizing culture

Opportunities include:

- Washington School building in the "warehouse district"
- Block 22 Initiative
- Carless, international student population at PSU would thrive downtown
- Other structures of the Mission Clay property site
- Wide alleyways adjacent to downtown.
- Second and third story spaces above downtown buildings
- Connectivity to the farmers market pavilion

Atkinson Municipal Airport (*Industrial*)Kansas Crossing Casino (*Commercial*)

EXISTING CONDITIONS

This subsection provides an overview of the current land use within Pittsburg, current zoning districts and overlay zones, key places citywide, and the natural resources and subsequent infrastructure in place. A summary of population demographics and market trends are also described to provide better context on the economic state of the city and how that influences growth and development. Collectively, this information identifies influences that help shape the development of the Plan.

Land Use

Pittsburg is made up of a wide variety of land uses, the character of which changes as one moves throughout the city. Understanding the differences between the existing land use types and how they interact with one another is an important aspect of formulating this Plan.

The city does not currently maintain existing land use data. As such, to understand the existing land use fabric of the city, a review of the most up-to-date aerial photography (2018), a site visit, and conversations with city staff members were used to inform the analysis of existing land use patterns. *Figure 2.1* illustrates the existing land use patterns of the city using aerial imagery.

Industrial

Industrial uses are intermixed throughout Pittsburg, mostly due to the location of the railroads that bisect the city. The Atkinson Municipal Airport and associated airport industrial business park are in the northwest corner.

Two railroad tracks enter the city from the northeast that split the city into thirds. Most industrial uses are either connected to or located along these railroads. The former Mission Clay pipe construction facility (Mission Clay property) sits on the rail line in the center of the city and is a defining industrial presence in the center of Pittsburg.

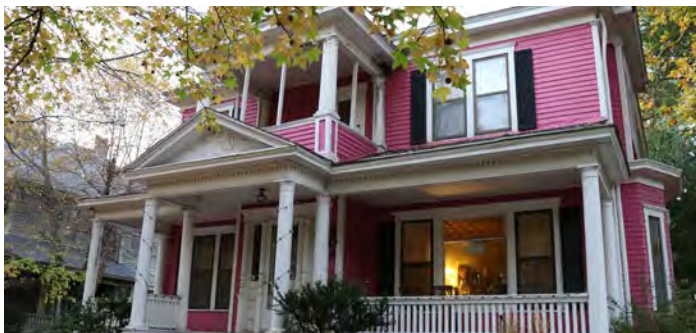
Commercial

The city is divided into quadrants by two highways, U.S. Highway 69 (US 69) and Kansas Highway 126 (K-126). Both highways act as the commercial corridors for the town. US 69 runs north-south through the city and is anchored by two commercial centers at either end the city. Pittsburg's downtown district lies at the intersection of US 69 and K-126.

As these highways diverge downtown, US 69 becomes Broadway Street and K-126 turns into 4th Street, inherently changing the land uses despite still technically being major thoroughfares.

The downtown area is approximately 36 blocks of mixed use development. A mixture of public, commercial, residential, and light industrial can all be found in the downtown core. The build out of this area consists of traditional downtown building styles from the early 1900s.

Land uses in the downtown core are illustrated on *Figure 2.2* to provide additional context on the building type and land use in this part of the city.



Single family home (*Residential*)

As one moves further away from the center of the city, the commercial areas change character. The commercial centers at the north and south ends of the city consist of “big box” development associated with the 1990s through the 2010s.

The Kansas Crossing Casino is another primary commercial land use located to the south of the city along US 69. There is a hotel and casino located on this land, with additional undeveloped land surrounding the property.

Residential

Residential development comprises much of the land uses citywide. Along major corridors and in every quadrant of the city, single and multi-family residences are the predominant land use type. Residential areas are isolated in some areas, particularly in the western part of the city between K-126 and Quincy Street, however, are also found integrated with other land use types, some compatible and some not as compatible.

Although residential land usage is the predominant make of existing land use in the city, formal neighborhoods or neighborhood associations do not exist, which lends itself to diverse residential character. Recent residential growth has occurred in the southeastern corner of the city and is built in a pattern more traditionally seen with suburban growth. In addition to this recent residential use, there are Victorian style homes along College, Euclid, Jefferson, and Webster Streets near Lakeside Park.

The homes surrounding PSU are primarily focused on serving the student population, although student (and non-student) rental homes are found throughout the city.



Pittsburg State University (*Public*)

Public

There are multiple public land uses scattered throughout the city. The governmental uses are concentrated around downtown Pittsburg. There are eight school facilities dispersed throughout the city, including four elementary schools, one middle schools, two high schools, and the university.

PSU sits in the southern portion of the city and is an important part of the land use fabric. There are over 50 buildings located on the 223-acre campus that range from dormitories to student halls to sports arenas and fields. Large parking lots are required to house and support the students and staff members. PSU has been influential to the City of Pittsburg since its establishment in 1903.

In fact, the school was initially established as the Kansas State Manual Training Normal School Auxiliary as a technical school for teachers. As time went on, PSU experienced name changes and expansion. Finally, in 1977, the current name of the university was adopted. PSU is currently most well-known for its business and engineering programs, as well as athletics (especially football).

The city also maintains a series of parks, trails, golf courses, and an aquatic center to support the residents of the community. These recreation areas are primarily found in the central part of the city.

Figure 2.1 Existing Land Use (Aerial)

- Land Use Plan Boundary
- Highway
- Water Body

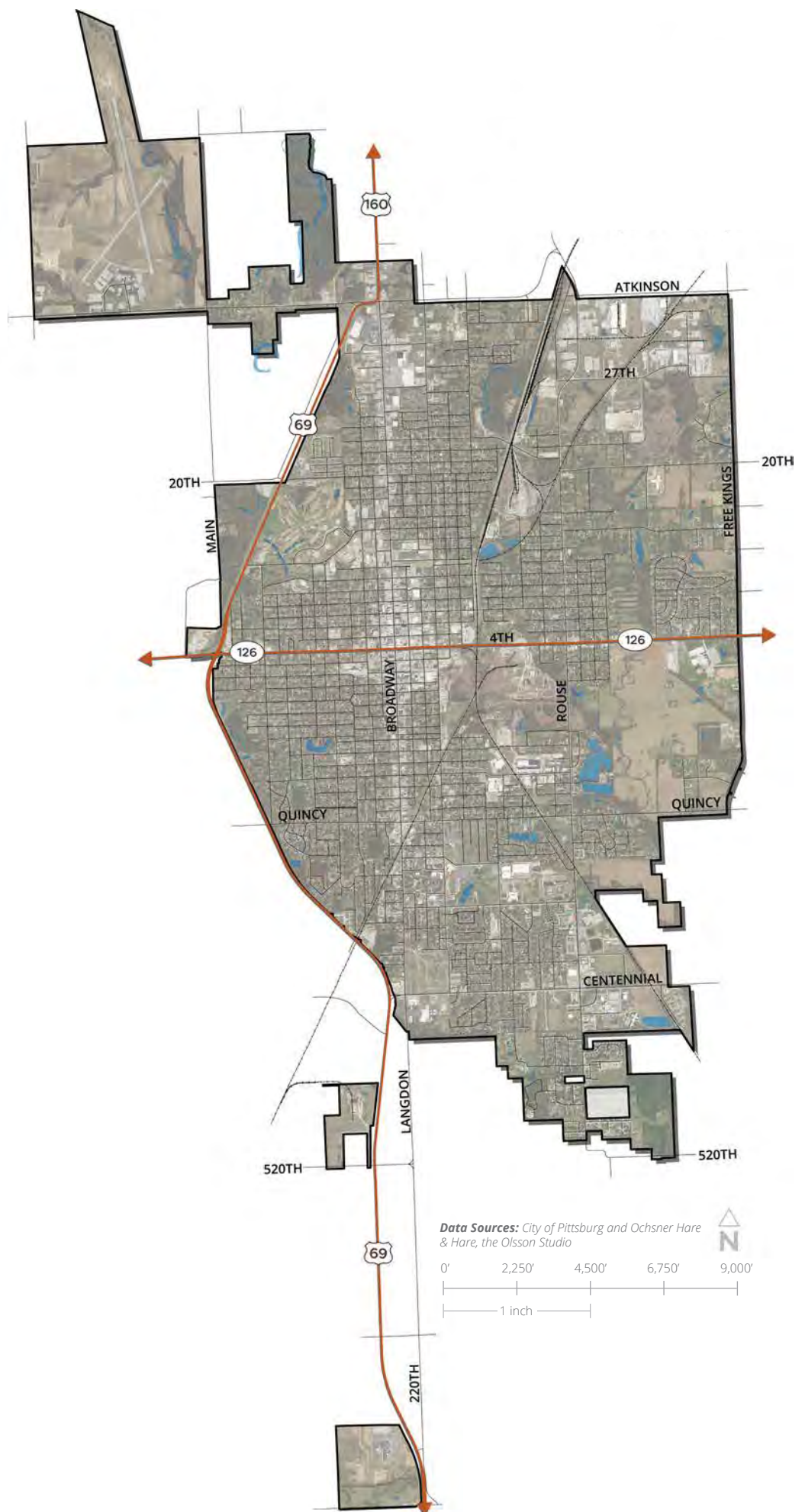
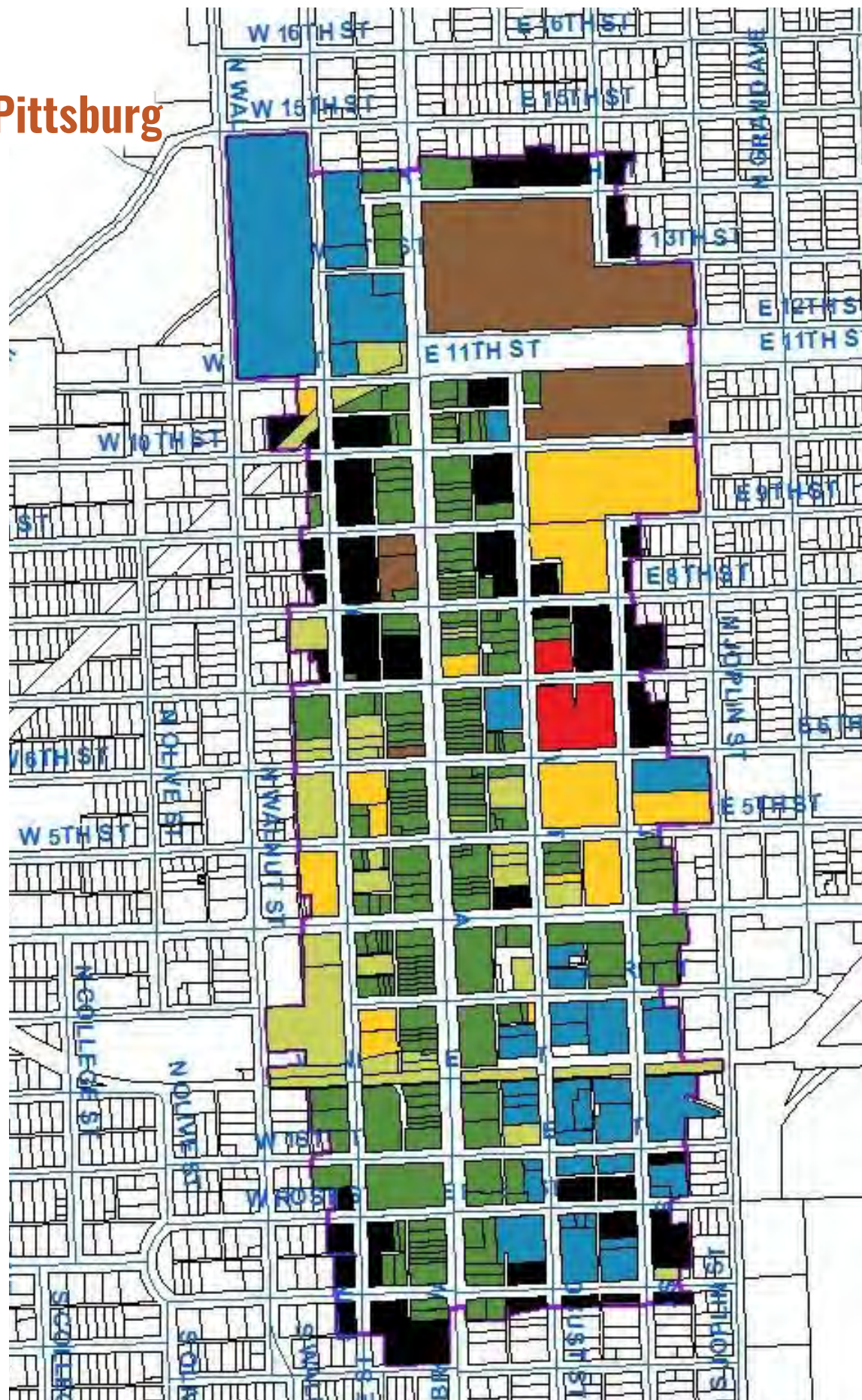
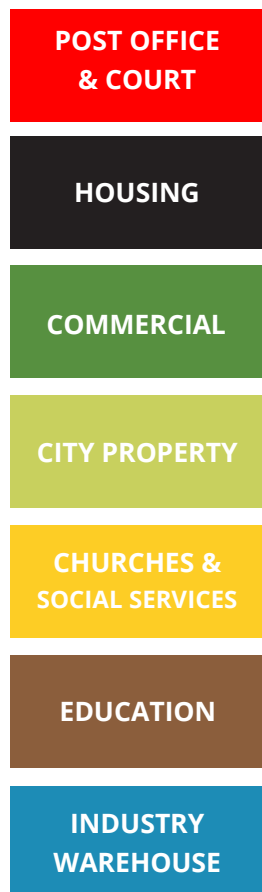


Figure 2.2 Downtown Pittsburgh Land Use



Source: City of Pittsburgh

Townhomes (*Medium Density Residential*)

Zoning

The City of Pittsburg maintains an official zoning map and ordinance (City of Pittsburg Zoning Ordinance and Subdivision Regulations, 2016) to regulate how land can be used, the intensity of those uses, and the relationships between various land uses. These regulations protect the health, safety, prosperity, and general welfare of all Pittsburg's residents. Zoning regulates items such as lot sizes, setbacks, and building heights. Current zoning is illustrated in *Figure 2.3*.

Note that some similar zoning districts were grouped to simplify understanding, such as R-1A, R-1B, and R-1C.

R-1A, R-1B, or R-1C: Single Family Residential

The purpose of these districts is to provide for single family residential development of various character where public utilities are present to support the development. Residential zones are designed to support other residential areas in order to create a consistent character throughout the neighborhood.

The R-1 districts separate types of single family developments by their required minimum lot size and minimum floor areas. Each R-1 district maintains different lot area and floor area requirements.

"Big box" store - Walmart (*Retail Commercial*)

R-2: Two-Family Residential District

The purpose of this district is to maintain the character of existing single family neighborhoods while permitting two-family dwellings and accessory dwelling units within those neighborhoods as infill development.

Also, this district is intended to accommodate new developments of two-family dwellings and accessory dwelling units adjacent to, or near, areas within the community planned for higher density development.

RP-3: Planned Medium Density Residential

The purpose of this district is to provide for medium density, residential development in the form of multi-family buildings such as townhomes and condominiums.

RP-4: Planned Apartment House District

The purpose of this district is to provide for high density, multi-family residential development opportunities for apartments and multi-family dwellings.

CP-0 or CP-1: Planned Neighborhood Commercial District

The purpose of these districts is to provide for office, non-retail business, and retail developments that provide a service or support a neighborhood or the community. These districts include transitional uses from residential developments to more intensive types of commercial and/or retail business activity.



Pipe production (*Manufacturing*)



Downtown (*Center Business District*)

CP-2: Planned General Commercial District

General commercial zoning is a purposefully broad category that allows for many uses and uses based on its location and the neighborhood type. Most commercial buildings are built in this category. It allows for big box or strip mall development based on the surrounding development pattern and the needs of the business located on the property.

CP-3: Planned Highway Service Commercial District

The purpose of this district is to provide commercial uses of a more intensive nature that require more land area to function efficiently.

CP-4: Planned Center Business District

This district encompasses the shopping and office core of the central business district. Appropriate uses are the same as for the “CP-2” Planned General Commercial District, but with altered off-street parking and off-street loading requirements in recognition of the difficulty of providing off-street parking and loading spaces in the core district, and in recognition of the collective responsibility to provide other parking and loading options for the district.

IP-1: Planned Light Industrial District

This district is intended primarily for light manufacturing, fabricating, warehousing, and wholesale distribution in low buildings with off-street loading and off-street parking for employees, and with access to major streets and/or railroads. This district is intended to be established mainly as an Industrial Park and not for individual developments and site plans.

IP-2 or IP-3: Planned Medium or High Industrial District

These districts provide for industrial operations that are intensive in nature and, as a result, require more consideration in siting, and greater access to major facilities and services such as highways, railroads, utilities, etc.

AP: Planned Airport Industrial District

This district is intended to provide for industrial uses on lands designated for non-airport development at Atkinson Municipal Airport. These uses are primarily intended to be of light manufacturing, fabricating, warehousing, and wholesale distribution types, in low buildings, with no activities capable of causing interference with airport operations. This district is restricted to Atkinson Municipal Airport only.

Figure 2.3 Current Zoning

- R-1A, R-1B, or R-1C: Single Family Residential
- R-2: Two-Family Residential District
- RP-3: Planned Medium Density Residential
- RP-4: Planned Apartment House District
- CP-0 or CP-1: Planned Neighborhood Commercial District
- CP-2: Planned General Commercial District
- CP-3: Planned Highway Service Commercial District
- CP-4: Planned Center Business District
- IP-1: Planned Light Industrial District
- IP-2 or IP-3: Planned Medium or High Industrial District
- AP: Planned Airport Industrial District
- No Zoning

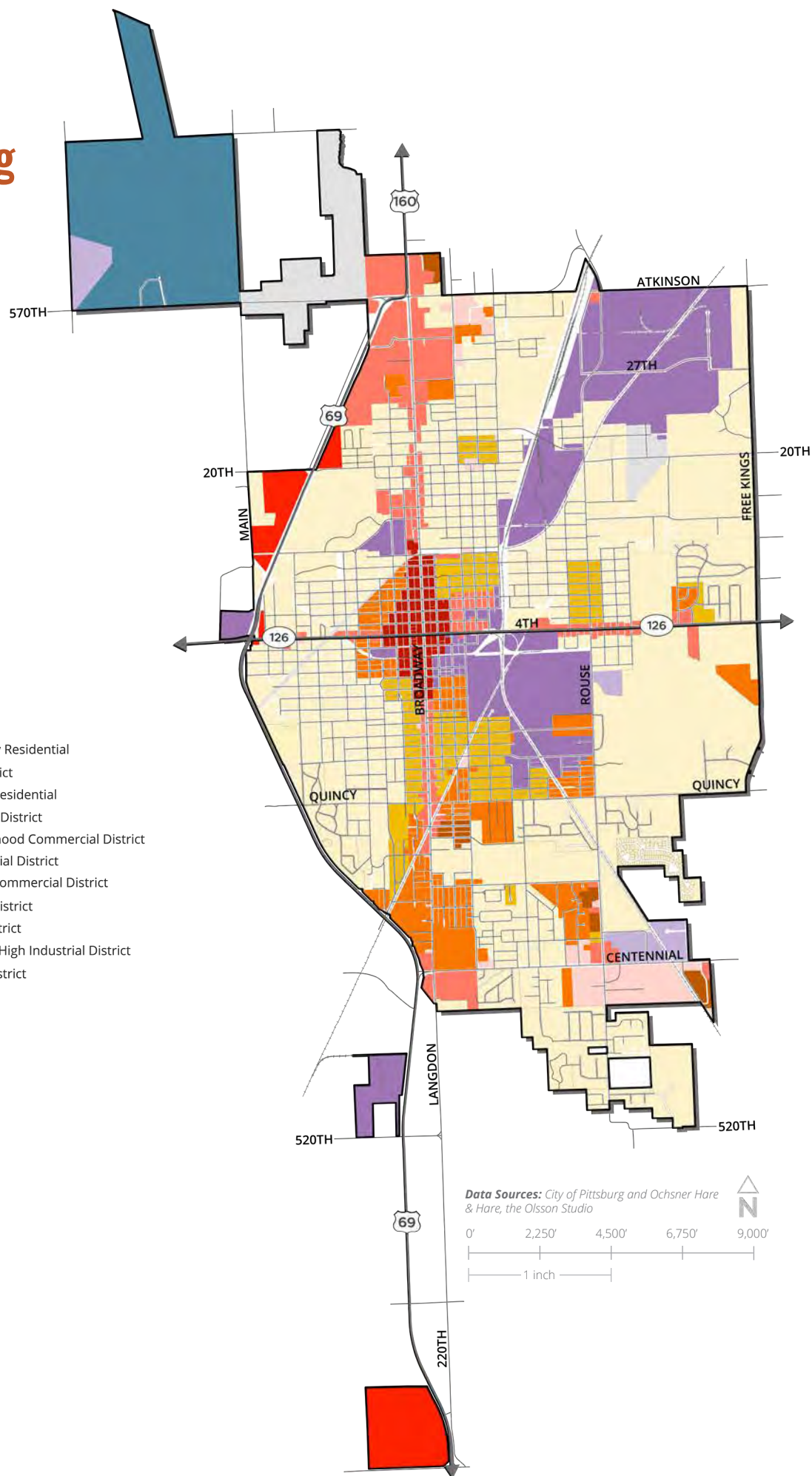
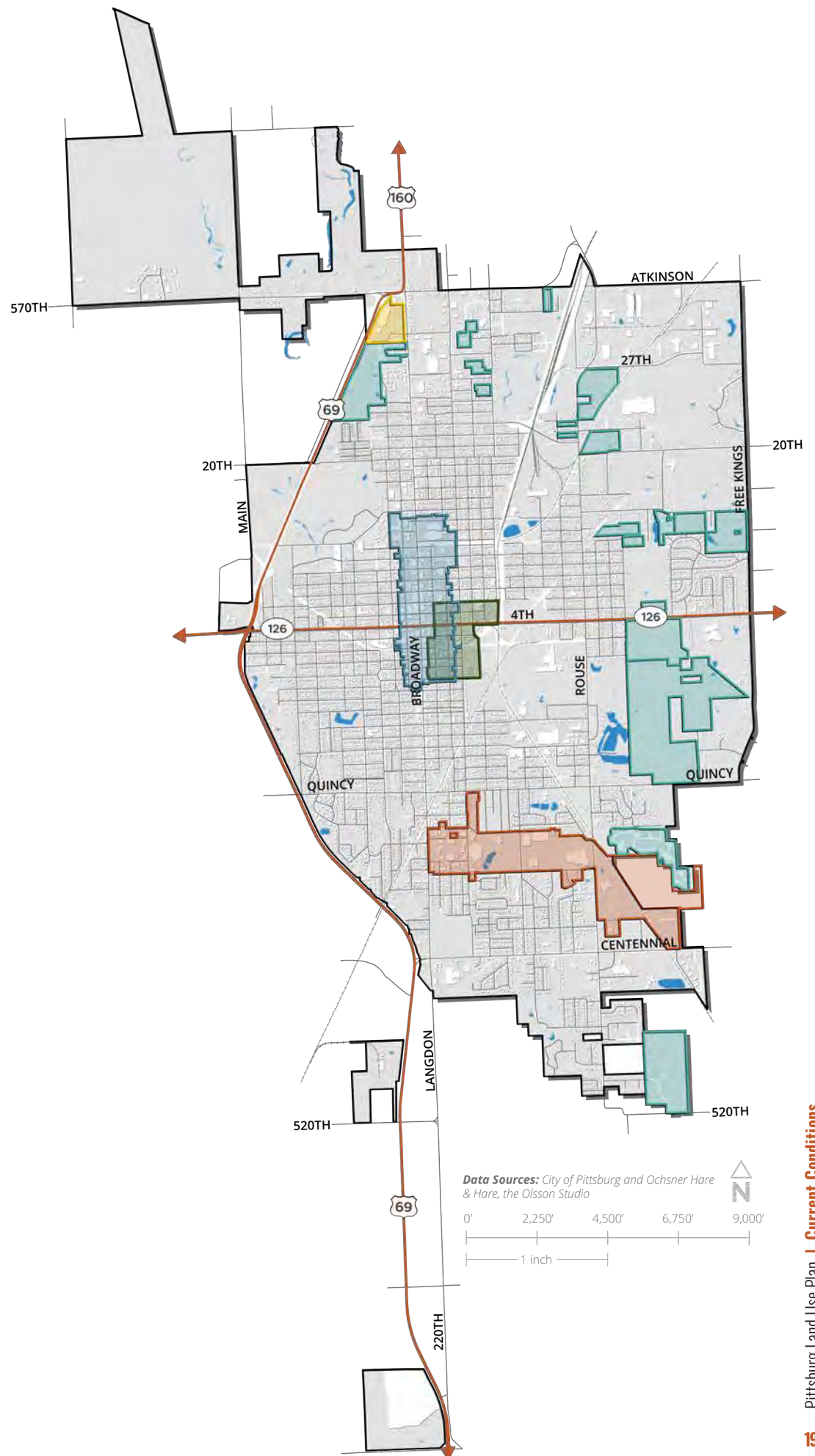
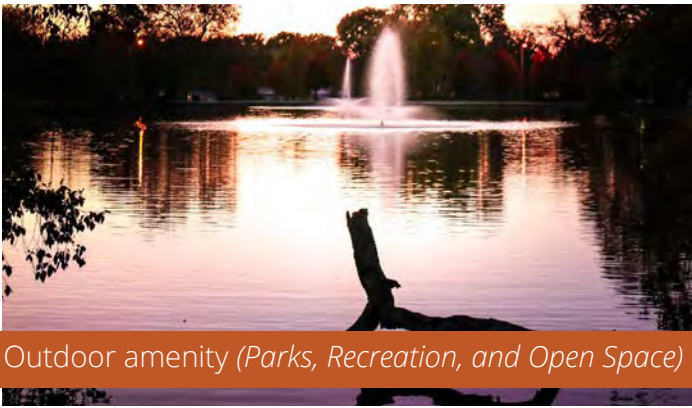


Figure 2.4 Overlay Zones

- Downtown District
- Tax Increment Financing District
- Rural Housing Incentive District
- Pittsburg State University District
- Warehouse District





Outdoor amenity (*Parks, Recreation, and Open Space*)

Overlay Zoning

In addition to zoning, the City of Pittsburg maintains five overlay zones, as seen in *Figure 2.4*. The city defines these overlay zones as “a district which acts in conjunction with the underlying zoning district or districts.” Overlay zones act as an additional form of regulation layered on top of the underlying base zone.

Downtown District

The two principal functions of this district are to give downtown-oriented functions more flexibility than they would have if mapped in another district; and, to allow the establishment of the types of uses that ordinarily occur in a city center environment. The boundaries of this district span from 14th Street on the north to Euclid Street on the south, and from Pine Street to the west and Elm Street to the east. Properties on either side of these bounding streets are included in the Downtown District.

Tax Increment Financing District

Tax Increment Financing Districts are a tool used by Pittsburg to stimulate economic growth in certain areas of the city. For projects built within these districts, the increased property tax incurred after development are used to invest in utility lines and other infrastructure projects to improve the area. This district is found in the northwestern corner of the city along US 69.



Business park (*Office/Business*)

Rural Housing Incentive District

The Rural Housing Incentive District overlays areas the city is targeting to increase housing stock and is designed to incentivize the creation of new housing within city limits. This district is designed to aid developers to build housing in rural communities.

One such incentive is that the district will capture 100 percent of the incremental increase in real property taxes and reimburse those funds to the developer over a 15-year period. This overlay district is dispersed primarily east of US 69/ Broadway Street.

Pittsburg State University District

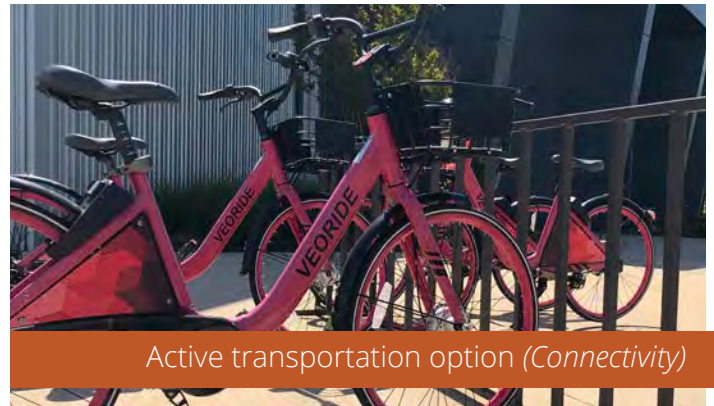
The University Overlay District provides two key functions, which include providing PSU-oriented functions more flexibility than would be afforded if mapped in another district; and, to permit the establishment of the types of uses that ordinarily cluster about a university but are not necessarily located on university-owned property. This “L-shaped” overlay zone covers all of PSU campus, extending primarily from Broadway Street on the west to city limits on the east.

Warehouse District

Although not an official overlay zone, the Warehouse District is illustrated as it better identifies the area in the downtown core that has a different land use makeup. It encapsulates the area southeast of 4th and Broadway Streets in the Downtown Overlay District. This overlay district is used as a means to separate the part of downtown that looks and functions differently from the uses within the Downtown District.



Pittsburg Public Library (*Key Place*)



Active transportation option (*Connectivity*)

Key Places and Connectivity

Pittsburg has many facilities and places that function as community hubs and add value to the both the surrounding neighborhoods and Pittsburg as a whole. These places are woven into the fabric of the city and connected through various means.

Key Places

Key places are displayed on *Figure 2.5* and described as follows:

- **Fire Stations:** The Pittsburg Fire Department maintains three stations to provide emergency and non-emergency fire, rescue, and medical services for the residents of Pittsburg. Station 1 is located at 911 West 4th Street. Station 2 is located at 1930 North Rouse Street. Station 3 is located at 2303 South Rouse Street.
- **Police Stations:** The Pittsburg Police Department provides law enforcement and community safety and security services for the city and PSU. PSU's Office of Police and Parking Services provides law enforcement on campus.
- **Elementary Schools:** Meadowlark, Westside, Lakeside, and George Nettles elementary schools are part of the Pittsburg Community Schools (USD 250). They provide primary education for the children of Pittsburg. They are located throughout the city. St. Mary's is a private, Catholic elementary school located at 301 East 9th Street.
- **Middle Schools:** Pittsburg Middle School is a part of the public education system in Pittsburg and located at the corner of 14th and Broadway Streets. St. Mary's Junior High is located at the corner of 9th and Locust Streets in downtown Pittsburg.
- **High Schools:** St. Mary's Senior High is located at the corner of 9th Street and Locust Streets near downtown. Pittsburg High School is at the intersection of 4th Street and Free King Highway.
- **Pittsburg State University:** PSU is a public university with nearly 7,000 students enrolled in over 200 academic programs. The university is located along East Ford Avenue in the southern portion of Pittsburg.
- **Hospital:** Ascension Via Christi Hospital is in the southeast section of the city. It is a faith-based healthcare organization and serves as the primary hospital provider in the southeast Kansas region.
- **Pittsburg Public Library:** Originally a Carnegie library, the Pittsburg Public Library was constructed in 1910. It houses the public book collection of the City of Pittsburg and seeks to "provide free access to ideas, materials that support the cultural, educational, and recreational enrichment of the community." It is located on Walnut Street to the west of Broadway Street.



Multi-use path (*Connectivity*)

Connectivity

The city has constructed multiple options for their residents to travel through the city by using alternative means with multi-use paths and on-road bicycle lanes. The on-road bicycle lanes are on segments of 4th Street and on Jefferson Street from Rouse Street to Joplin Street. The multi-use paths are primarily found south of 4th Street and around PSU.

These multi-use paths are expanded sidewalks designed for pedestrian and bicycle traffic. *Figure 2.5* illustrates these pedestrian and bicyclist options.

Pittsburg has multiple transit options available for residents available at different times throughout the year. The Pittsburg Area Community Transportation (PACT) route is a fixed route bus line. The bus runs on a fixed schedule and serves specific locations throughout Pittsburg. This service is open to all Pittsburg residents. In addition, there are three demand responsive services in Pittsburg (i.e., by appointment only).

There are three PSU bus routes that are also continuous loop routes and one on-demand service where students make a direct call to the driver and are picked up within 15 minutes. Three continuous loops are established to connect PSU with the City:

- Gus Bus North route
- Gus Bus South route
- Block 22 route

These routes operate on a limited basis each weekday during PSU's semesters. A safe ride option also exists, called "The Loop," available Wednesday through Saturday nights.

MULTIMODAL CONNECTIVITY

MULTI-USE PATH

Multi-, or shared, use paths are wide, typically paved, sidewalks or paths that are intended for those on foot, bicycle, scooter, or other mobility device.

SHARROW - SHARED LANE MARKING

Sharrows are a road marking to guide bicycle riders along bicycle routes and remind them of the direction of traffic flow. They also remind drivers to be watchful for bicyclists and encourage them to share the road. Sharrows are placed on slower-moving streets as they are not designed to be used on a street with a speed limit above 35 miles per hour.

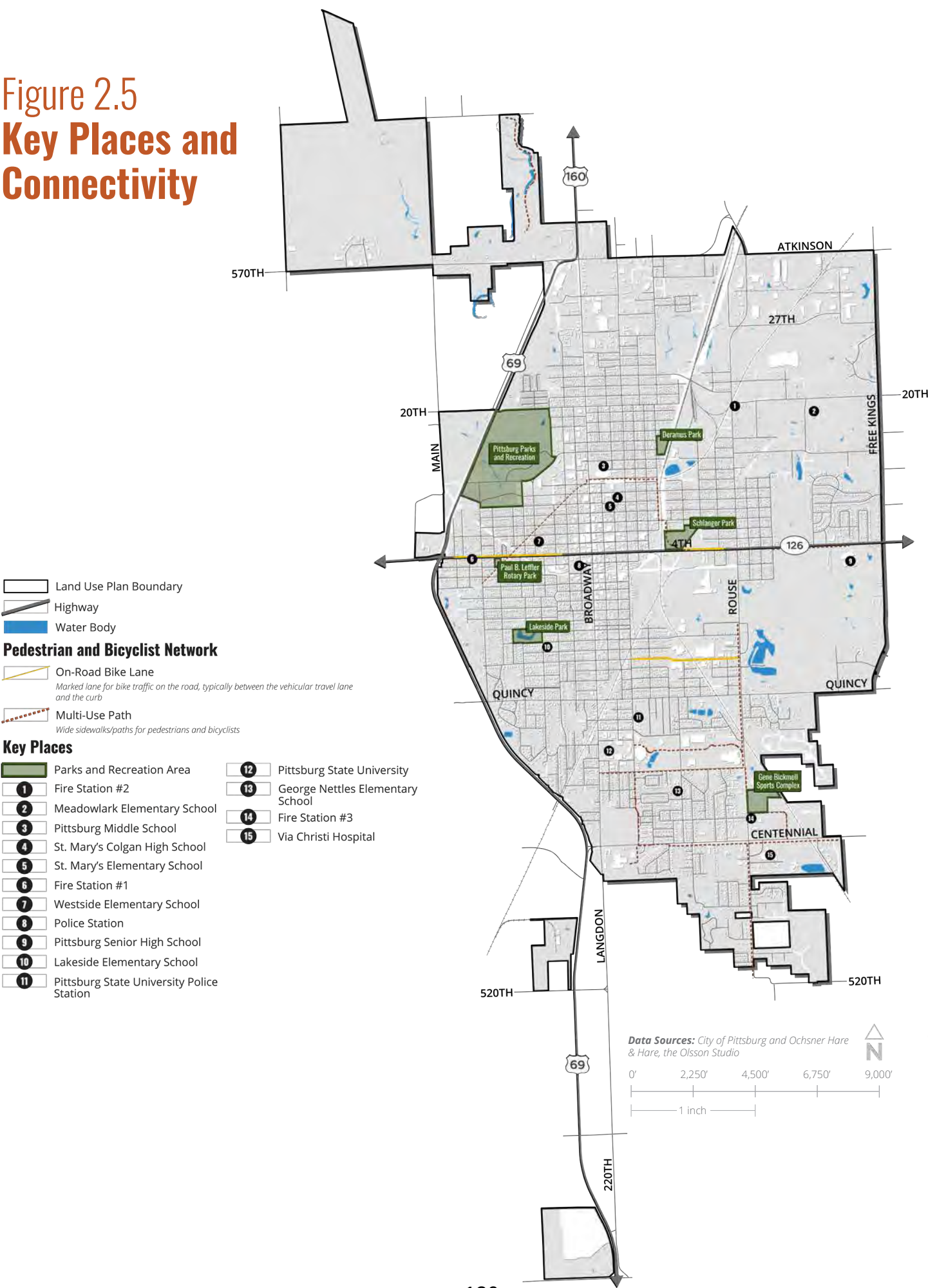
ON-ROAD BIKE LANE

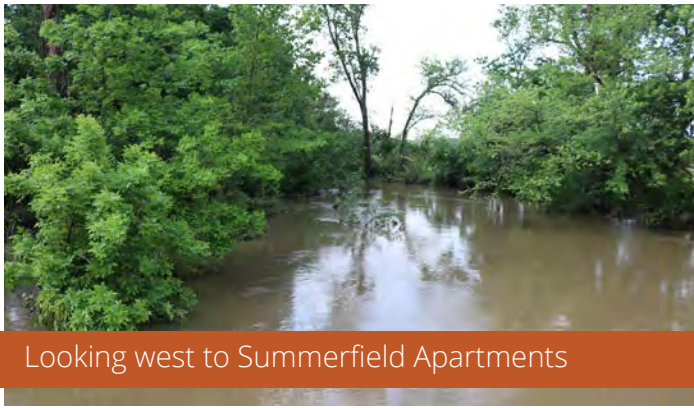
This feature provides a dedicated lane for a bicyclists on a roadway. Typically, on-road bicycle lanes are found between the vehicular travel lane and the curb.

WAYFINDING

Wayfinding is an important component of multimodal connectivity as it provides information to pedestrians, bicyclists, and motorists with navigation tips to help people understand where they are at and how they can get to their desired location. Wayfinding enhances a person's understanding and overall experience of where they are and where they are traveling to by providing valuable information about nearby trails, transit connections, businesses, and more.

Figure 2.5
Key Places and
Connectivity





Looking west to Summerfield Apartments



Bridge east of Ascension Via Christi Hospital

Natural Features and Utilities

The city's natural features (*Figure 2.6*) and its utility infrastructure (*Figure 2.7*) are intrinsically linked. This subsection outlines the existing natural features, the existing impact they have on the City of Pittsburg, and how the current infrastructure is addressing these environmental attributes.

Pittsburg's city limits are naturally bounded by a series of natural drainageways that have been designated as Federal Emergency Management Agency floodplains. First Cow Creek flows along the city's western boundary and East Cow Creek flows along the eastern boundary. The confluence of these two streams is near the southern point of the city limits. Taylor Branch floodplain also extends into the eastern half of the city.

The City of Pittsburg maintains floodplain district regulations because it participates in the National Flood Insurance Program. These floodplain district regulations place restrictions on development within these floodplains, and in some instances, restrict development altogether. These regulations are designed to ensure that new structures are constructed so that they are reasonably safe from flooding and that development does not result in increased flood elevations beyond a specified standard. The floodplain limits that bound the city place a limit on how the city may grow without expanding to the other side of the floodplain.

A review of existing floodplains identified several structures that are located within the floodway, which is a portion of the floodplain where structures and fill are generally prohibited. Structures built within a floodway cause inefficiency in the hydraulic system and are at a greater risk of flooding.

Additionally, several structures on Taylor Branch and First Cow Creek are in the floodplain, but outside of the floodway. These structures are likely at increased risk of flooding, although it is unknown if these structures are safely elevated above the base flood elevation.

The western half of the city is mostly developed, while the Taylor Branch watershed on the eastern side appears to have more potential for future development. Few stormwater detention basins or water quality features were identified within the city limits. Existing storm sewer in the First Cow Creek watershed drains to a masonry arch pipe south of the downtown district. The arch pipe was likely not sized for the uncontrolled development (without detention) that has occurred. Trunk lines in the city limits are generally thought to be undersized as a result of uncontrolled development.

Healthy riparian buffers still exist for First Cow Creek, East Cow Creek, and parts of Taylor Branch. A good riparian buffer consists of an undeveloped area with natural vegetation that serves to transition developed areas to natural streams. Riparian buffers help reduce stream bank erosion, promote wildlife habitat, and improve water quality. It is important to protect the existing riparian buffers from impacts of future development.



Floodplain water retention

Local Flooding

Stormwater is a byproduct of rainwater or melted snow/ice that is not intercepted by vegetation or infiltrated into the ground. Rather, in urban areas especially, stormwater runs off impervious surfaces, like streets or parking lots. Once it runs off a hard surface, stormwater is absorbed into soil, open space, or directly into streams and rivers. Stormwater ultimately replenishes local water supplies.

In areas that are more developed and feature many impervious surfaces, such as pavement and buildings, water cannot soak into the ground as easily. Rather, water is quickly funneled into storm drains, sewer systems, and drainage ditches. This rapid draining process can overload stormwater infrastructure, causing a number of problems, one of which is flooding.

With Pittsburgh's natural resources and recent rain events, localized flooding has been a challenge. Short and intense rain events tend to overwhelm existing public and private drainage systems. The existing storm water infrastructure in these areas was not sized to accommodate the urban growth the Pittsburgh community has experienced. These areas that experience flooding and flood impacts may not be within a designated Federal Emergency Management Agency (FEMA) Flood Zone; however, that does not mean they are immune to the impacts of localized, short-term flooding.

STORMWATER TERMINOLOGY

FLOODPLAIN

The floodplain is any land susceptible to being inundated by floodwaters from any source. The 100-year floodplain is an area that has a one percent chance of occurrence at any time and is the standard for requiring the purchase of flood insurance and regulating development in flood prone areas.

FLOODWAY

Floodways are the channels of a river or other watercourse and the adjacent land areas that must be reserved to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

BASE FLOOD ELEVATION

The base flood elevation is the elevation of surface water resulting from a flood that has a one percent chance of equaling or exceeding that level in any given year.

WATERSHED

A watershed is an area of land that drains all rainfall runoff to a common outfall or point of interest.

ARCH STRUCTURE

Arch structures provide stormwater conveyance using a lower profile in comparison to a typical circular shaped pipe, allowing for shallower installations while maintaining flow characteristics.

Figure 2.6 Natural Features

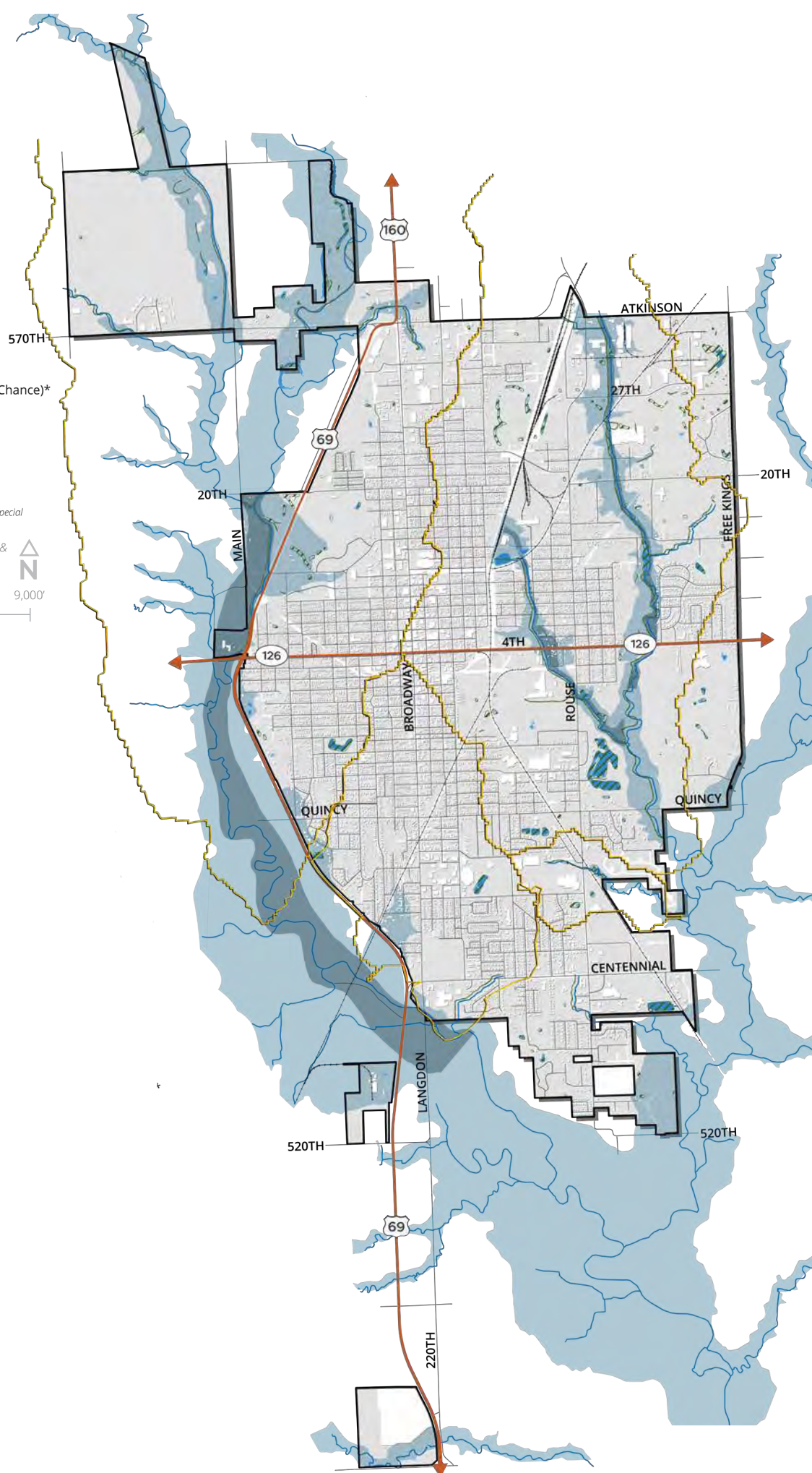
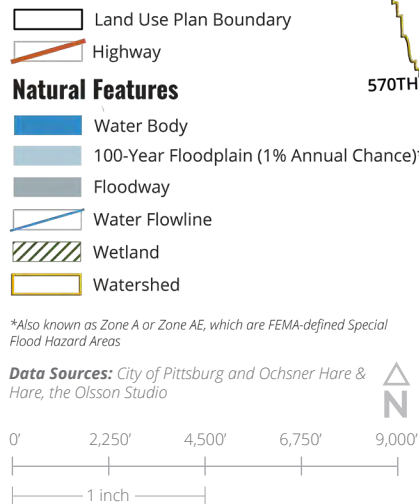
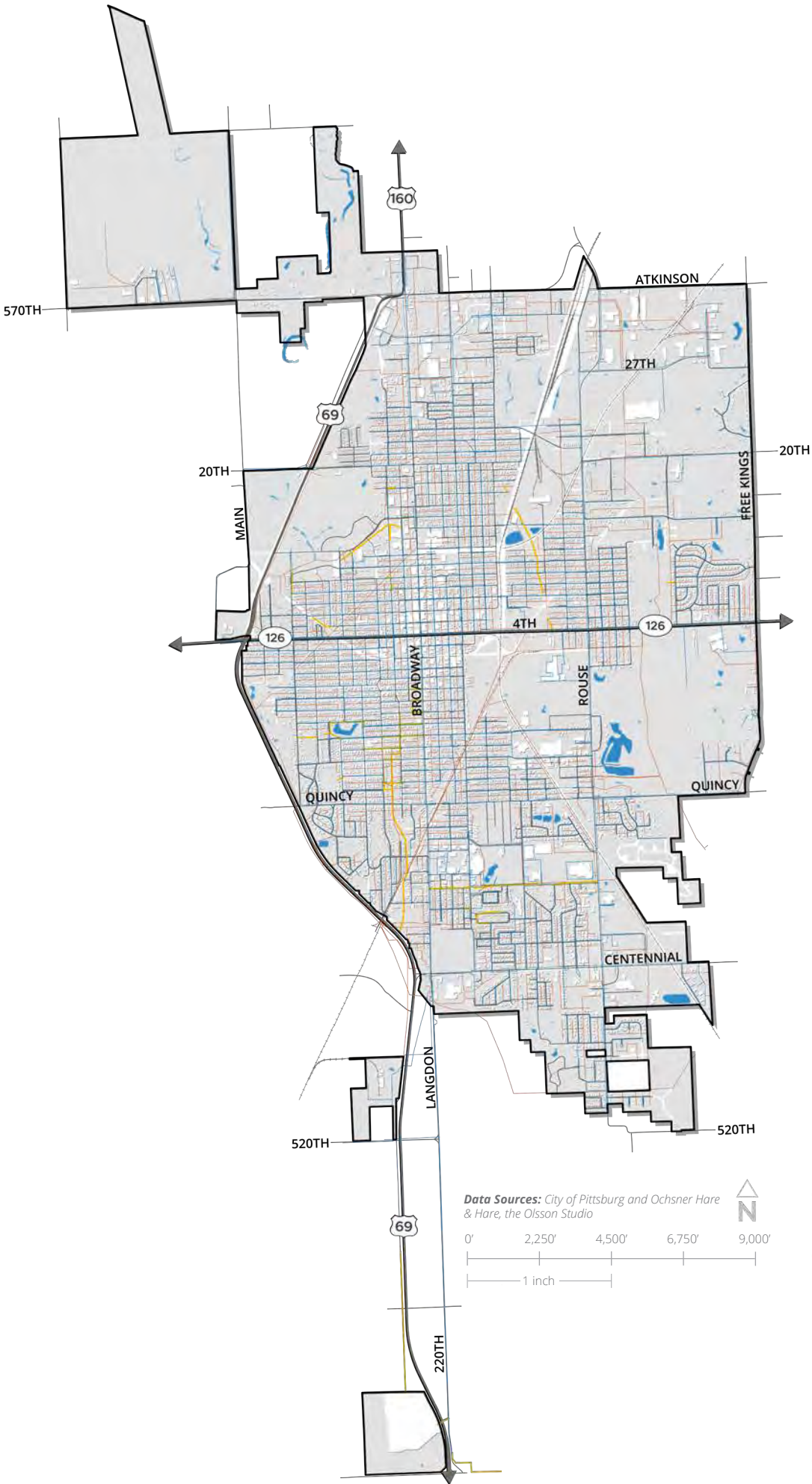


Figure 2.7

Utilities

- Land Use Plan Boundary
 - Highway
 - Water Body
- Utilities**
- Sewer Mains
 - Water Lines
 - Stormwater Pipes



DEMOGRAPHIC AND MARKET PROFILE

An analysis of the City of Pittsburg's demographics and economic and market trends was performed to better understand the existing state of these topics. The topics studied include the city's general demographics, employment, and housing trends.

This analysis is another piece of the planning process to inform future discussions and establish the necessary background information to develop market-viable recommendations. Information obtained through the Economic and Market Analysis (see *Section 3 - Market Analysis Summary* and *Appendix A*) provide a fuller picture.

Trends are discussed using data from the 2010 U.S. Census and the 2013-2017 American Community Survey (ACS). The 2013-2017 ACS data reflect a five-year estimated average based on surveys conducted by the U.S. Census Bureau during that time. Throughout this section, the 2013-2017 data are labeled as 2017 to not confuse the "2013-2017" with a data trend over time, but rather a specific point in time. In addition to the U.S. Census, the Bureau of Labor Statistics is used as a source of information in this subsection.

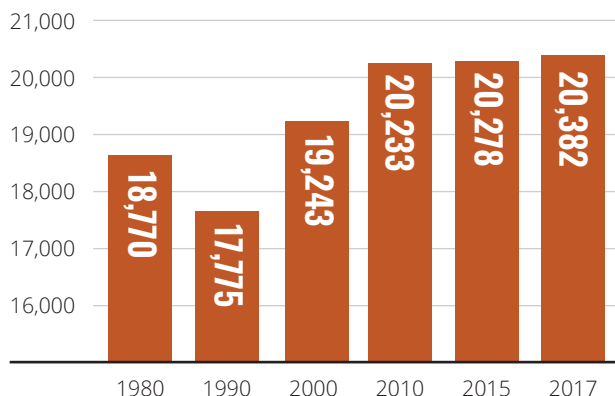
Although it is already the most populous city in Crawford County, the demand to develop in Pittsburg continues to grow. As the number of residents is forecast to increase, the city will face growing pressure for housing, jobs, and municipal services. The following sections break down the various factors that influence growth and development trends to form a baseline of Pittsburg's current economic state, as well as forecasting where the city is headed. The City of Pittsburg is compared to Crawford County and the State of Kansas to provide a regional context for the topics discussed.

The City of Pittsburg is defined as the primary market area within the Pittsburg Micropolitan Area. The Pittsburg Micropolitan Area is the same geographic area as Crawford County, which is considered the secondary market area. For clarity, the Pittsburg Micropolitan Area will be referred to as Crawford County throughout this section.

General Demographics

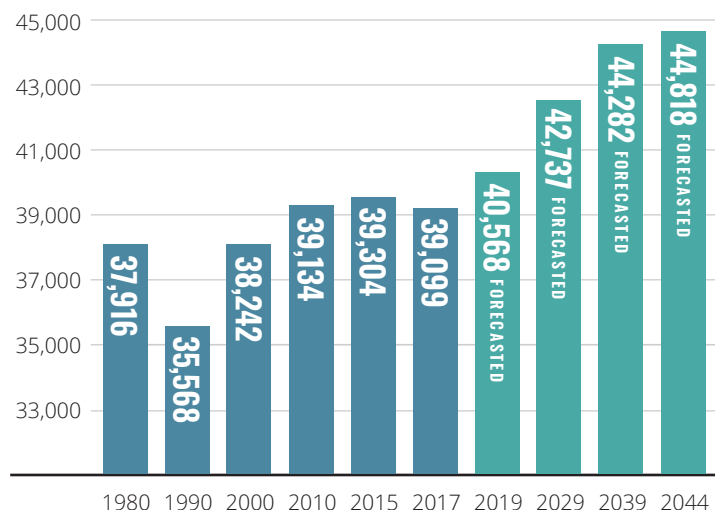
Since 1980, the city added over 1,500 people (0.2 percent increase), placing current population at 20,278 (2017). This growth rate outpaced that of Crawford County during this same time, increasing 8.0 percent in Pittsburg compared to 3.1 percent in Crawford County. Despite outpacing county growth, the City of Pittsburg's population growth rate has lagged behind statewide trends.

City of Pittsburg Population Growth Trends



From 2019 through 2044, Crawford County is forecast to increase population by 14.1 percent, adding 4,250 residents (Wichita State University Center for Economic Development and Business Research). As population increases countywide, it is anticipated this population will grow into Pittsburg. This population growth directly impacts the need for retail space and housing.

Pittsburg Micropolitan Area Population Growth Trends



Educational Attainment Levels

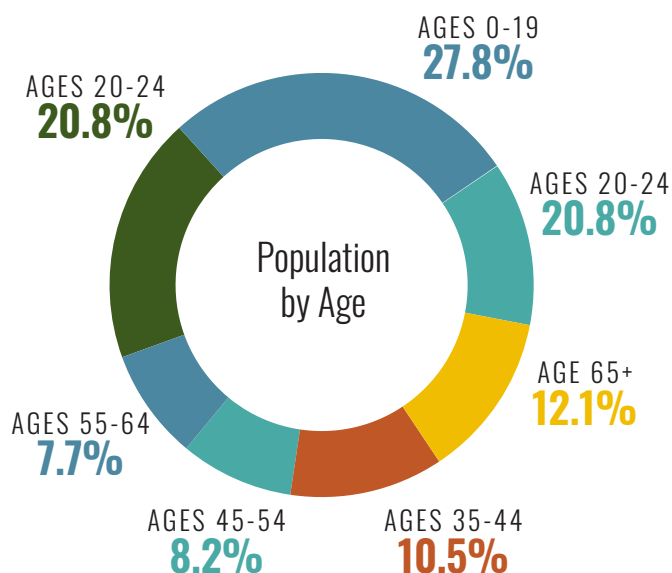
The Pittsburg population is well educated with 39.6 percent of the population possessing a graduate, professional, bachelor's, or associate degree, compared to 40.5 percent for the United States and 40.6 percent statewide. Communities with this level of educational attainment levels generally support higher income levels, retail sales, housing values, and professional occupations that translate to demand for professional office space.

Income

The City of Pittsburg's median household income of \$31,948 is less than the State of Kansas' overall median income of \$55,477. This low level of income is due, in part, to the 40 percent of Pittsburg residents that have an annual income of less than \$25,000. This low median income suggests that there is limited growth potential for retail expenditures and market-rate housing, as income has a direct impact on retail sales volumes, housing needs, housing values, and residential rents.

Age Distribution

One-third of the population (33.6 percent) are ages 20 to 34, making up the largest segment of the population, and placing the median age at 25.8. With the presence of PSU, Pittsburg is heavily weighted toward a younger population, with 48.6 of the population being less than 25 years old. Conversely, there is another segment of the population (28 percent) ages 45 and above, which have an entirely different set of priorities than the millennial population.



MARKET AREAS

Customers closest to the business or project affect the sales/business activity most strongly, with customer influence diminishing as the distance increases. Market areas are usually divided into three categories or zones of influence.

PRIMARY MARKET AREA

The primary market area draws 70 to 80 percent of a business' or project's regular customers.

SECONDARY MARKET AREA

The secondary market area generates about 15 to 20 percent of a business's or project's total sales. Together, the combination of the primary and secondary market areas is known as the Main Market Area.

TERTIARY MARKET AREA

The tertiary market area forms the broadest area from which customers may be drawn. Generally, a very small percentage of a business' or project's sales are generated from this market area because the project's tenancy is targeted at the immediate surrounding community.

Employment

The state of employment in Pittsburg is heavily influenced by trends beyond its border because it is the economic center of Crawford County. County job trends thus directly influence employment in Pittsburg and are an important factor to consider to understand the state of employment citywide.

Labor Force Participation

Since 2012, labor force participation for the population over 16 years of age in Pittsburg has maintained steady. In 2012, 62.1 percent of working age people were in the labor force. Five years later (2017), data indicated 62.5 percent of this population were still participating in the labor force.

From 2013 to 2018, employment growth in Crawford County was 2.5 percent compared to 3.8 percent statewide. By 2022, it is anticipated that employment will grow in Crawford County by 3.1 percent, adding jobs to both Pittsburg and the economic area it influences.

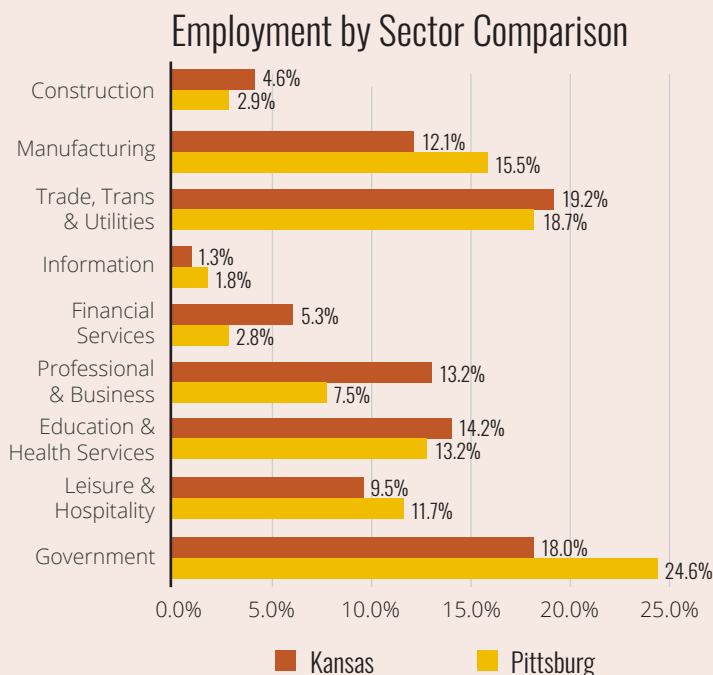
Employment by Sector

Within the City of Pittsburg, educational services, health care, and social assistance jobs employ the highest percentage of people. In 2017, one-third of the population (34.1 percent) worked in one of these employment sectors. In the same year, 12.3 percent of the population held jobs in the arts, entertainment, and recreation, and accommodation and food services sector. Manufacturing also captured 12.3 percent of the population labor force in 2017. Not far behind, the retail industry employed 11.9 percent during the same time.

Leading employment sectors in Crawford County include:

1. Government
2. Trade, Transportation, and Utilities
3. Manufacturing
4. Education and Health Services
5. Leisure and Hospitality

Compared to statewide averages, Crawford County supports a higher rate of manufacturing, information, leisure and hospitality, and government employment. Employment sectors where the county lags include construction; trade, transportation and utilities; financial services; professional and business services; and education and health services.



The City of Pittsburg's leading employers represent a wide variety of employment opportunities for the residents of both Pittsburg and Crawford County. The top five employers, according to the Pittsburg Area Chamber of Commerce, include:

1. Pittsburg State University: 1,867 employees
2. Crossland Construction: 1,400 employees
3. Downstream Casino & Resort: 1,100 employees
4. Ascension Via Christi Hospital: 775 employees
5. Pittsburg USD 250: 684 employees

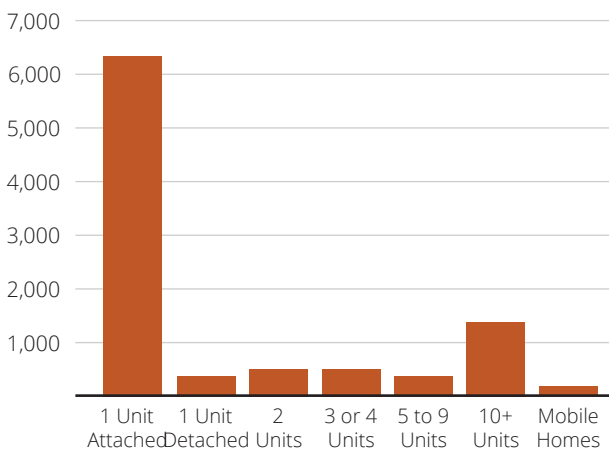
Housing

This subsection provides an overview of the type of housing units available within Pittsburg and other characteristics that influence the overall health of the housing market.

Housing Stock

Over two-thirds of the city's housing stock consists of detached single-family homes, compared to 72.7 percent statewide. Pittsburg has a higher level of multi-family housing than is typically found in Kansas with 13.6 percent of the Pittsburg housing stock comprised of multi-family housing compared to 8.3 percent statewide. Over 30 percent of the housing stock is multi-family housing. The city also has a higher rate of renters than the statewide average. This unique mix is heavily influenced by the presence of PSU, as well as the below average median household income levels.

Pittsburg Housing Stock by Type

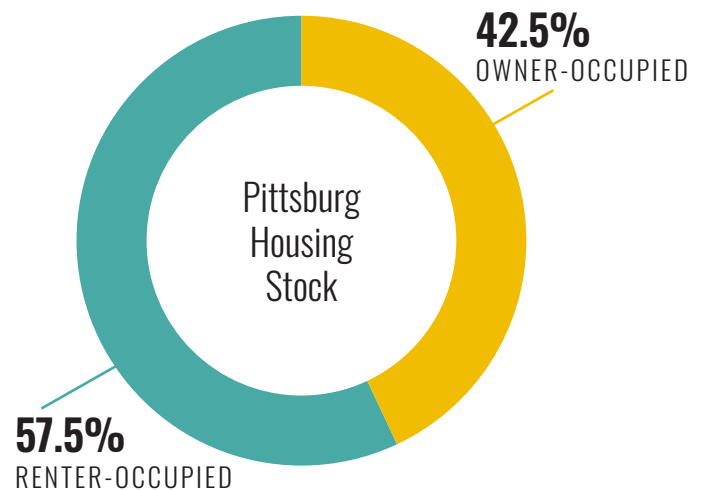


Housing Age

Pittsburg's housing stock is older than that of the State of Kansas. The oldest housing built prior to 1950 accounts for 27.2 percent of the city's total housing stock, which exceeds the statewide rate of 22.5 percent. Pittsburg's older housing stock is attributed to modest population growth over the past 40 years. Since 2008, just 435 new housing units were constructed in Pittsburg, which has been evenly distributed among single family and multi-family housing products.

Housing Tenure

Over half of Pittsburg's housing stock is renter-occupied (57.5 percent). By comparison, 33.6 percent of Kansas' housing stock is renter-occupied. The rental phenomenon is likely a result of the above-average inventory of multi-family and renter-occupied housing units, the below average household income levels, and the nearly 7,000 students at PSU.



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SECTION 3

MARKET ANALYSIS SUMMARY



INTRODUCTION

The primary objective of the Economic and Market Analysis is to identify feasible, market-driven infill and urban fringe development opportunities within the City of Pittsburg. The Economic and Market Analysis evaluates the city's potential to support future development and redevelopment of a variety of land uses including retail, employment, lodging, and housing.

A summary of the Economic and Market Analysis is presented below; however, the full report is available in *Appendix A - Market Analysis*. **Note:** *While the following pages outline the conclusions of the Economic and Market Analysis, the final Plan recommendations are in Section 5 - Future Land Use Plan.*

MARKET ANALYSIS

The City of Pittsburg's future urban growth will be influenced by its status as the economic and population center of the Pittsburg Micropolitan Area (Crawford County) and continued expansion of the manufacturing, education, and healthcare sectors of the economy. In the coming years, Pittsburg is anticipated to experience accelerated job and population growth, residential and commercial development activity, and increased demands for municipal and transportation services.

Demographic and Economic Trends

By 2044, the Pittsburg Micropolitan Area population is forecast to increase by approximately 4,250 residents, generating demand for housing, retail goods and services, eating and drinking establishments, and commercial space.

Income levels in Pittsburg suggest a future need for a wide variety of owner- and renter-occupied housing products, including affordable, entry-level, and move up housing.

PSU is a major economic engine for the Pittsburg area driving demand for retail expenditures, lodging, and housing. PSU's partnership with the City of Pittsburg will assist in economic development efforts for the area.

Pittsburg's large young adult population creates demand for rental and entry-level for-sale housing, clothing, electronics, entertainment, and eating and drinking establishments.

Continued job creation is forecast to yield a growing demand for housing, professional and medical office space, retail space, industrial space, and lodging.

Pittsburg's population is well educated, which should assist in improving Pittsburg's ability to meet the employment needs of the changing technology-based economy. Continued attraction and retention of well-educated and skilled employees will be key in supporting Pittsburg's future economic expansion.



Railroad crossing (*major transportation route*)



Downtown Pittsburgh (*principal retail corridor*)

A growing tourism industry will have a positive impact on revenues within the lodging, retail, entertainment, and eating and drinking sectors of Pittsburgh's economy.

Pittsburg's economic development strategy is a cumulative process of community engagement, research, presentations, and feedback resulting in the distillation of local assets and challenges. The goals set through this process allow Pittsburg to compete on a larger stage for employers and for residents, along with helping to instill a greater sensitivity for economic development in the community.

Pittsburg possesses ample advantages for attracting businesses, jobs, and development activity. The principal economic development benefits include:

- A diverse economy led by manufacturing, education and healthcare;
- The presence of PSU;
- Convenient highway, air and rail access;
- A well-educated population;
- High quality of life; and,
- A large inventory of available land zoned for employment use.

Challenges facing Pittsburg's future economic development include:

- A low unemployment rate that places constraints on the available labor force;
- Limited availability of economic incentives;
- Lack of a diverse housing stock and high housing costs; and,
- Limited childcare options.

Real Estate Market Trends

The real estate market refers to land and the buildings and property on that land, which includes natural resources, such as water or agricultural uses. The following text describes the local real estate market in the City of Pittsburg as it pertains to the residential and housing market, commercial real estate for office or warehouse uses, and industrial real estate, which considers business parks, farms, and factories.

Retail

Broadway Street is Pittsburg's principal retail corridor consisting of three nodes of activity. The northern section in the vicinity of 29th Street supports a variety of shopping centers, big-box retailers, supermarkets, restaurants, bank branches, and convenience stores. Downtown Pittsburg serves as the city's central business district, housing a variety of retail and service businesses. With the redevelopment of Block 22, downtown Pittsburg has experienced an upturn in investment and new businesses. Meadowbrook Mall at Centennial Drive anchors south Broadway Street.

Following steady growth from 2014 through 2016, sales tax collections for the City of Pittsburg declined the past two years from just over \$6.0 million in 2016 to \$5.3 million by 2018. Through the first five months of 2019 sales tax collections for the City of Pittsburg are up 2.2 percent compared to the same five-month period in 2018.

As measured against statewide average, over the past decade Pittsburg's retail draw has diminished. Crawford County suffers from considerable retail sales leakage.

Office

Based on population projections, income levels, and retail sales capture, through 2044 Pittsburg is forecast to absorb approximately 222,000 to 312,000 square feet of retail space.

Pittsburg's professional office market is small and scattered. According to the Bureau of Labor Statistics, as of December 2018, office-related sectors in Crawford County consisted of 2,096 jobs and accounted for 12.1 percent of Crawford County's total employment. Current employment levels can support approximately 419,200 to 471,600 square feet of occupied professional office space.

From 2019 through 2044, office-related job growth in Pittsburg is projected to support absorption of approximately 101,000 to 142,000 square feet of owner-occupied and speculative office space.

Industrial

Pittsburg supports a large industrial market with businesses primarily concentrated in the city-owned Northeast Industrial Park and Airport Industrial Park. By December 2018, the manufacturing and trade, transportation, and utilities sectors accounted for 5,964 jobs within Crawford County, or 34.4 percent of countywide employment. Current employment levels can support approximately 6.0 million to 7.5 million square feet of occupied industrial space.

From 2019 through 2044, industrial-related job growth in Pittsburg is projected to support the absorption of approximately 1.3 million to 1.8 million square feet of owner-occupied and speculative industrial space.

Housing

Pittsburg's housing stock in 2017 was estimated at 9,397 dwelling units. Detached single family homes account for 66.1 percent of the housing stock with attached multi-family properties (properties with greater than 10 units) accounting for 13.6 percent. Owner-occupied housing in Pittsburg totals just 42.5 percent of the entire occupied housing stock with renter-occupied accounting for the remaining 57.5 percent.

From 2008 through 2018, just 435 new housing units were constructed in Pittsburg, averaging 40 new housing units per year. Over the past three years, single family home construction has trended upward, increasing from just nine housing units permitted in 2016 to 45 housing units by 2018.

From 2010 to 2017, Pittsburg's median housing value remained below the statewide median, increasing by just 2.9 percent over the eight-year period. By 2017, the median housing value in Pittsburg of \$84,800 compared to \$139,200 for Kansas. Approximately 60 percent of the city's housing is valued at less than \$100,000.

From 2010 to 2017, Pittsburg's median monthly rent lagged behind the statewide median. Since 2010, Pittsburg's median monthly rent increased 15.1 percent to \$703 by 2017. Kansas' median rent in 2017 of \$801 per month was 13.9 percent higher than the median for Pittsburg.

The average monthly cost for owner-occupied housing in Pittsburg is \$692 with nearly 59 percent of the inventory costing less than \$800 per month. The average monthly cost for renter-occupied housing is \$703 with nearly 65 percent of the inventory costing less than \$800 per month.

From 2019 through 2044, the City of Pittsburg is forecast to absorb approximately 1,929 to 2,715 new occupied housing units. The mixture of new housing demand is estimated at approximately 1,061 to 1,493 owner-occupied units and 868 to 1,222 rental units.

STUDY CONCLUSIONS

Opportunities and constraints for future population growth, job creation, and urban development in the City of Pittsburg are summarized below. Areas the city has room to grow or improve upon, represent an opportunity. Conversely, where improvement is more difficult or perhaps not possible, represent constraints to growth and development citywide.

Opportunities

- Good transportation networks – US 69, Atkinson Municipal Airport, and rail service improve the potential to support employment-related development.
- Planned completion of US 69 to four lanes will assist in the accessibility to the Kansas City Metropolitan Statistical Area.
- Pittsburg supports a strong manufacturing base with two city-owned industrial parks with land available for future development.
- Tourism can be an increasing contributor to the Pittsburg area economy.
- Continued partnership of the city and PSU will be key to foster economic development.
- Pittsburg possesses an ample water supply.
- The city's half-cent sales tax dedicated to economic development efforts.
- Pittsburg residents possess a strong entrepreneurial spirit.
- Pittsburg's population is well educated with a strong work ethic.
- City-sponsored land bank will assist in facilitating infill residential development. Existing zoning regulations should be revised to better accommodate small-scale infill housing.
- Priority to design a flexible, evolving land use policy capable of adapting to a changing economy, demographics, and real estate market.
- Creating a stock of affordable owner-occupied and rental housing will be critical to economic development efforts and community sustainability.
- Large population with annual incomes under \$25,000 creates a strong need for income-based rental housing.

- US 69 south of the current city limits offers the opportunity to support large-scale and highway-oriented retail development.
- The land west of the city limits within the floodplain can be utilized for open space and recreational use with the potential to create a regional draw and assist in establishing an identity and sense of place.
- The city government is supportive of economic development and well planned future urban growth.

Constraints

- The City of Pittsburg is not competitive with nearby Missouri communities in offering economic incentives to attract developers and businesses.
- An unfavorable tax structure for businesses and residents.
- Floodplain places constraints on development yield in the western edge of Pittsburg.
- Pittsburg has not experienced population growth since 2010.
- Two-thirds of Pittsburg's workforce reside outside of Pittsburg and commute to work.
- Three-quarters of the Pittsburg workforce that earn more than \$90,000 annually live outside of the city.
- Low income levels and high rate of poverty will provide challenges in fostering new for-sale housing, market-rate rental housing, and retail development.
- Housing affordability and lack of a diverse and quality housing stock is a growing issue in Pittsburg.
- Poor stock of rental housing with a high rate of disinvestment and high rents.
- Pittsburg's low unemployment rate places a constraint on the available workforce and the ability to attract and retain companies.
- High utility costs add to the cost of business operations and residential housing costs.
- Achievable office rents currently too low to support feasible new speculative office construction.
- Low-rate public schools and limited availability of childcare in Pittsburg places a constraint on attracting families.



Place-based buildings and design

Forecast Absorption

Based on site and location characteristics and assuming completion of necessary infrastructure improvements, through 2044, the City of Pittsburg is forecast to absorb an estimated 1.6 million to 2.25 million square feet of commercial and industrial space as well as 1,929 to 2,715 housing units.

Assuming an average floor-area-ratio ("FAR") of 0.2 to 0.4 for the retail, office, and industrial space and an average density of 4.0 dwelling units per acre, through 2044, the City of Pittsburg is estimated support the development of approximately 589 to 829 acres of land. Forecast absorption figures are summarized in *Table 3.1*.

Table 3.1 City of Pittsburg Forecast Absorption (2019-2040)

	Moderate	Optimistic
Retail	222,024 sqft.	312,349 sqft.
Professional Office	101,025 sqft.	142,200 sqft.
Light Industrial	1,279,000 sqft.	1,799,000 sqft.
Residential	1,929 units	2,715 units



Multi-use outdoor destination

Prospective Land Use Patterns

The City of Pittsburg's large land area surrounding city limits, natural resources, and transportation system afford the opportunity to create a mixed use urban environment that provides the template for Pittsburg to adapt to future trends in land use, economics, demographics, housing, and transportation.

A goal of the Pittsburg Land Use Plan should be to create a fiscally and economically sustainable community featuring the optimal mix of complimentary land uses, transportation network, infrastructure, economic activity, for-sale and rental housing, and land use flexibility. Land use patterns recommended for future growth of the City of Pittsburg focus both on place-based planning and economic sustainability and are summarized as follows.

#1 Design buildings to support places.

Establish high quality building design and sign standards with emphasis on establishing a sense of place and cultivating an identity through pedestrian connectivity, public space, innovative employment centers, mixed use development, and open space for recreation and public gathering. Establish overlay districts within the older portions of the city surrounding downtown that allow for the construction of infill single family housing and small-scale multi-family housing. Continued revitalization of downtown will be important for Pittsburg's long-term economic health. Emphasis should be placed on creating a sense of place and community identity focused on business development, entertainment, culture, housing, and public gathering places.



#2 Create parks and open space as multi-use destinations. Designate floodplain area on the west side of the city as open space, trails, and recreational uses. Some complimentary recreational and commercial uses could be incorporated into the Plan (i.e., food service, kayak and bike rentals, and public restrooms). The river and open space network would create a desirable recreational amenity and a major draw for the community to assist in establishing an identity and sense of place.

#3 Create sustainable employment opportunities. The Plan should serve as a template for targeting high-growth sectors of the Pittsburg economy, such as advanced and light manufacturing, imaging technology, plastic materials manufacturing, food processing, prototyping, polymer manufacturing, creative and technical services, healthcare, and tourism.

#4 Redevelop key parts of the city. West 4th Street, and in particular the Mission Clay property, is ideally suited for redevelopment featuring a mix of employment and housing uses. West 4th Street should be designated as a redevelopment corridor accompanied by a specific overlay plan, economic incentives to attract employers and developers, and infrastructure improvements. The city may consider acquiring the Mission Clay property in phases as the site is remediated and incorporate the property into the city's land bank program.

#5 Expand the city's industrial base. A critical component of Pittsburg's long-term economic health is to expand the city's industrial base. Three principal options have been identified for expanding the industrial base, including:

1. Expand industrial land area at the Airport Industrial Park;
2. Designate land in the city's southwest quadrant on the west side of US 69 to the south of Quincy Street for industrial use as the property offers both highway and rail access; and,
3. Redevelop the Mission Clay property on 4th Street.

#6 Continue to invest in Downtown.

Downtown could serve as the core for redevelopment and construction of new office space. Additional concentrations of future office development include the Mission Clay property on East 4th Street and Centennial Street surrounding the Ascension Via Christi Hospital.

#7 Support a variety of retail development formats.

Areas east and west of Pittsburg are anticipated to support much of the future residential housing growth. Support commercial in the form of neighborhood centers, strip commercial, and single tenant development sites would be best located at the intersections of major arterial streets. Prospective commercial locations include at the north-south intersections at 4th Street, 20th Street, and Quincy Street on the east side of town, as well as Rouse Street and 520th Street to the south. These east-west arterial streets would also be suitable for some strip commercial uses.

Sites along US 69 in Pittsburg's southwest quadrant are best suited for large-scale and highway-oriented retail development. Langdon Street in south Pittsburg is also suitable for some strip commercial uses.

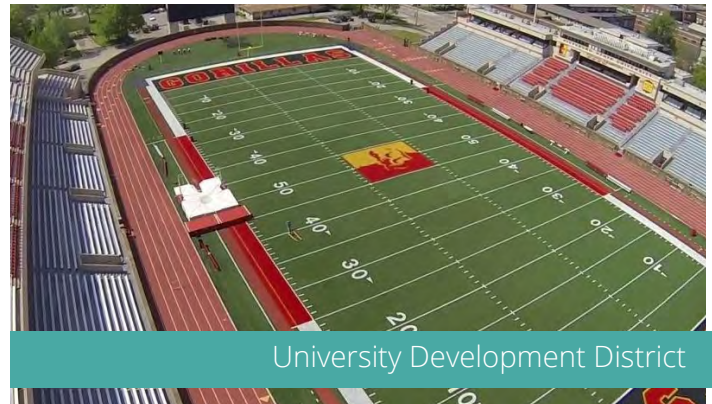


Housing stock diversification

#8 Diversify housing options. Incorporate a variety of for-sale and rental housing options and price ranges, including detached single-family homes, patio homes, townhomes, apartments, and housing as part of a mixed use development.

Suitable locations for future housing development in Pittsburg include:

- Vacant land outside of city limits to the east and south is available for future residential development that is best suited for a mixture of low to medium density single family homes. Emphasis should be placed on providing affordable new housing priced from \$150,000 to \$250,000. To improve the quality of life and desirability of the emerging residential neighborhoods, parks and open space should be incorporated.
- Incorporate large lot residential into a portion of the urban expansion area on the east side of Pittsburg. This will preserve the area's rural character and assist in minimizing land use conflicts.
- The inventory of vacant and potentially vacant lots within the older neighborhoods west and north of downtown provides the potential to support infill single family and small-scale multi-family residential development. The new housing product should place major emphasis on creating a stock of affordable, entry-level housing. Revitalization of the existing older housing stock will be important in providing affordable for-sale and rental housing. Under-utilized properties within the city's older neighborhoods should be converted to infill development sites for residential use.



University Development District

- High-density rental housing is best located in proximity to PSU, within the downtown core, and adjacent to major arterial streets.
- Given the high percentage of households earning less than \$25,000 annually, emphasis should be placed on providing additional income-based housing.
- Given Pittsburg's large baby boomer and senior populations, the need exists for maintenance-free housing in the form of patio homes or townhomes. In coming years there will also be a growing need for independent and assisted living communities.

#9 Deal with landlord negligence. To combat the problem of landlords not properly maintaining their rental properties, the city should consider implementing a business licensing program that requires property owners to register their properties and permit the city to conduct interior inspections before issuing a certificate of occupancy. Code violations would be addressed before certificate of occupancy would be issued.

#10 Create a University Development District.

Most of the housing stock surrounding PSU is student rental housing, much of which is substandard. To assist in future expansion of the PSU campus, a University Development District should be created surrounding the existing campus boundaries. This district would be dedicated for the development of high-density student housing and academic facilities. Concentrating student housing in proximity to campus would enhance student life and potentially loosen the local rental housing market by reducing the competition for housing among students and residents.



The current state of the City of Pittsburg is a good one - with major transportation connectivity, a thriving university, and committed investors, the future is bright.

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SECTION 4 PUBLIC ENGAGEMENT SUMMARY



INTRODUCTION

Fruitful and meaningful community engagement lies at the heart of every successful planning effort. The conversation between those that have a technical and an objective understanding of a place and those with on-the-ground knowledge should be ongoing throughout the planning process. The engagement process must be collaborative, personal, and involve much listening by both parties. In the end, a solid plan is developed with the community, and not just for it.

This Plan was developed with a core group of stakeholders and members of the Pittsburg community. Through a series of meetings, online outreach, an open house, and a charrette, community members and city staff members formulated the thoughts, ideas, and comments that became the recommendations of this document.

This subsection summarizes the engagement process and its outcomes. A full recording of all comments received is available in *Appendix B - Public Engagement Full Summary*.

OUTREACH

Multiple outlets were used to ensure the Pittsburg community was aware of the many opportunities to be involved in this planning process.

Media Coverage

The Pittsburg media community was highly engaged with this project, giving a voice to the Plan that was available through television interviews, radio shows, and newspaper articles.

City staff members participated in two television interviews on KOAM/Fox14, one of which included members of the planning team. Television crews attended the visioning workshop, charrette, and public open house.

In addition to television, city staff members participated in radio interviews on KKOW and KRPS. Newspaper articles were also released about the project in the Morning Sun.

Website

The project website (www.PittsburgLandUse.com) detailed the purpose of the project, the project goals, the plan boundary, project timeline, and ways to engage. The listed opportunities included the public survey, visioning session, public open house, and community conversation events. In addition, the website also provided a way for those interested to sign up for an email subscription list to receive project updates.

Social Media

The City of Pittsburg's Facebook and Twitter (@PittsburgKS) accounts were used to spread the word about the project and ways to engage with the planning process. Multiple posts were sent to both accounts' followers to raise awareness about the plan.

Press Releases

Press releases were sent to the city's media contact list, which includes all television stations, newspapers, and media contacts in the Pittsburg area. The press releases included information on the project and described ways the public could be involved in the planning process (public survey, visioning session, community conversations open house, and charrette).

COMMUNITY CONVERSATIONS

City staff members conducted focused conversations with specific groups that had unique insight on a range of topics. Full meeting transcripts are available in *Appendix B - Public Engagement Full Summary*.

Six meetings were held with the following population segments of the city:

- City of Pittsburgh staff members (Parks and Recreation, Police, Memorial Auditorium, Building Services, Finance, Housing/Community Development, and Human Resources)
- PSU – Students
- PSU – Faculty and staff members
- Pittsburgh School District (USD 250) – Staff members and administration
- Major employers (businesses with over 500 employees, including: Ascension Via Christi Hospital, PSU, and USD250)

All meeting groups were asked the same set of questions including:

1. Why do you choose to *live/own a business/go to school/work/have a family* in Pittsburgh?
2. What topics are most important for you to be addressed during this land use planning process the city is undertaking?
3. What, if any, challenges do you foresee the city being faced with in the next five to 10 years?
4. What is/are the City of Pittsburgh's biggest asset(s)? In other words, what would you like to keep the same or have maintained?
5. What land uses would you like to see more of? Less of? (For example, more commercial, less industrial).

In addition to the general questions, each group was asked questions specific to their focus area to dive deeper into their wants, needs, and desires for the city. Information obtained from these meetings was summarized into overarching themes, including land use, housing, the city's planning strategy, education, employment, and population retention, as summarized to the right.

WHAT'S WORKING? 😊

Land Use 🏠🌳
downtown is coveted; the amount of green space

Housing 🏠🏠🏠
good supply of upper-income housing

City Planning Strategy 📊
community-oriented; responsive to student population concerns

Education 📖✎
top ranking division 2 school in nation; great schools at all levels; affordable tuition

Employment 💻🔧
abundant unskilled labor

Population Retention 👤👤
community pride; family-oriented

WHAT'S NOT WORKING? 😞

Land Use 🏠🌳
disjointed zoning creating adjacent, uncomplimentary uses; downtown vacancy; overall aesthetics

Housing 🏠🏠🏠
slumlords; sparse affordable housing; few senior living options

City Planning Strategy 📊
reactive vs. proactive

Education 📖✎
schools are nearing capacity

Employment 💻🔧
need for higher paying jobs to attract/retain skilled labor

Population Retention 👤👤
younger generations fleeing post-graduation; insufficient entertainment options

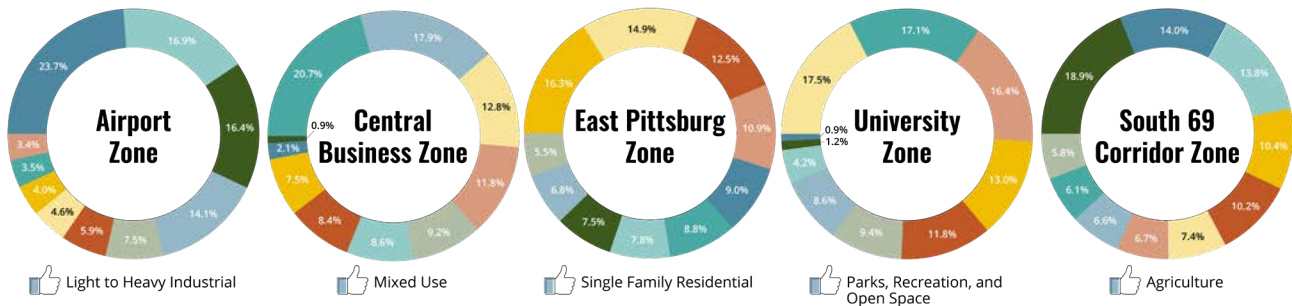
ONLINE SURVEY

The City of Pittsburg asked the community to fill out a land use survey as one of the first steps to uncover the public priorities and vision for the future of land use within the city. The survey was available from May 15 to June 26, 2019.

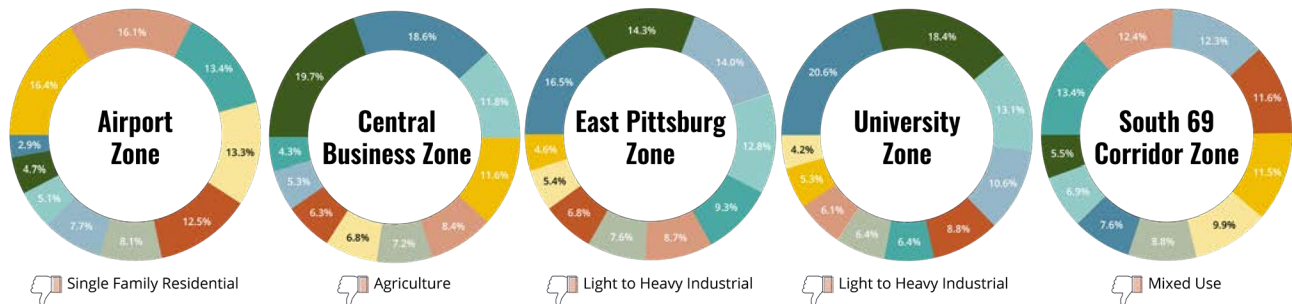
The city asked the community what types of land uses should be encouraged and discouraged in each zone. The responses to these two questions are outlined on the charts below.

Questions related to where certain land uses should be located were based on different parts, or zones, of the city, as shown in *Figure 4.1*. The zones were only used to reference an area of the city. They are generally defined and slightly overlapping and defined on the following page.

What types of land uses should be encouraged?



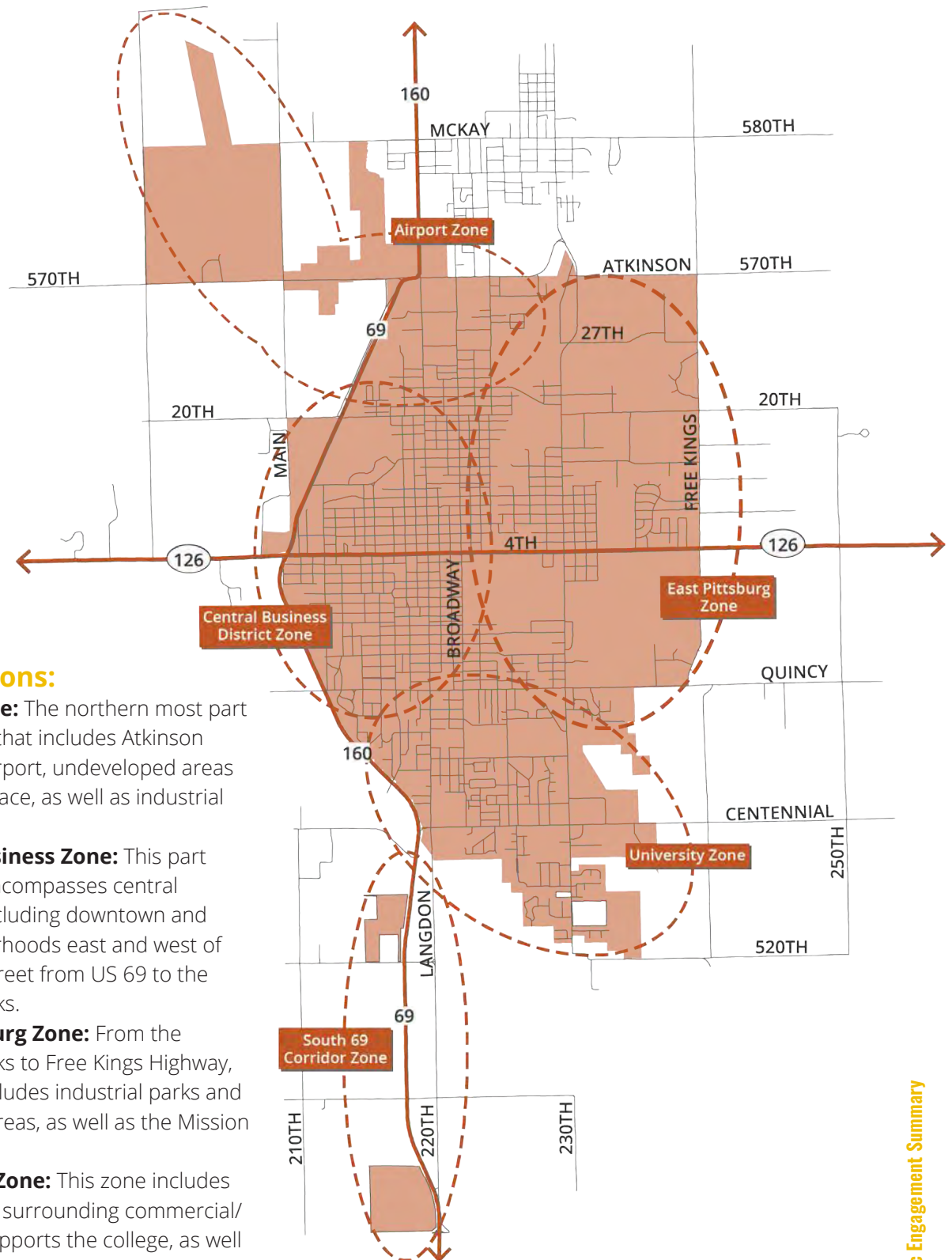
What types of land uses should be discouraged?



Land Use Key

Light Industrial to Heavy Industrial	Neighborhood Commercial	Agriculture
Office/Business Park	Moderate to High Density Residential	Maintain Existing Land Uses
Mixed Use	Single Family Residential	Most Encouraged Land Use
General Commercial	Parks, Recreation, and Open Space	Most Discouraged Land Use

Figure 4.1
Survey
Zones



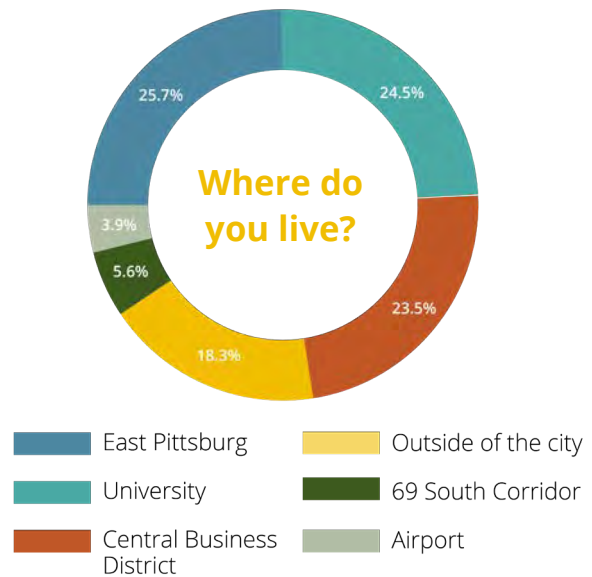
Zone Definitions:

- **Airport Zone:** The northern most part of Pittsburgh that includes Atkinson Municipal Airport, undeveloped areas and open space, as well as industrial uses.
- **Central Business Zone:** This part of the city encompasses central Pittsburgh, including downtown and the neighborhoods east and west of Broadway street from US 69 to the railroad tracks.
- **East Pittsburgh Zone:** From the railroad tracks to Free Kings Highway, this zone includes industrial parks and residential areas, as well as the Mission Clay area.
- **University Zone:** This zone includes PSU and the surrounding commercial/retail that supports the college, as well as Ascension Via Christi Hospital and established neighborhoods west of Broadway Street, primarily south of Quincy Street.
- **South 69 Corridor Zone:** This area considers the recent island annexation of the casino area, as well as the southern fringe of the city.

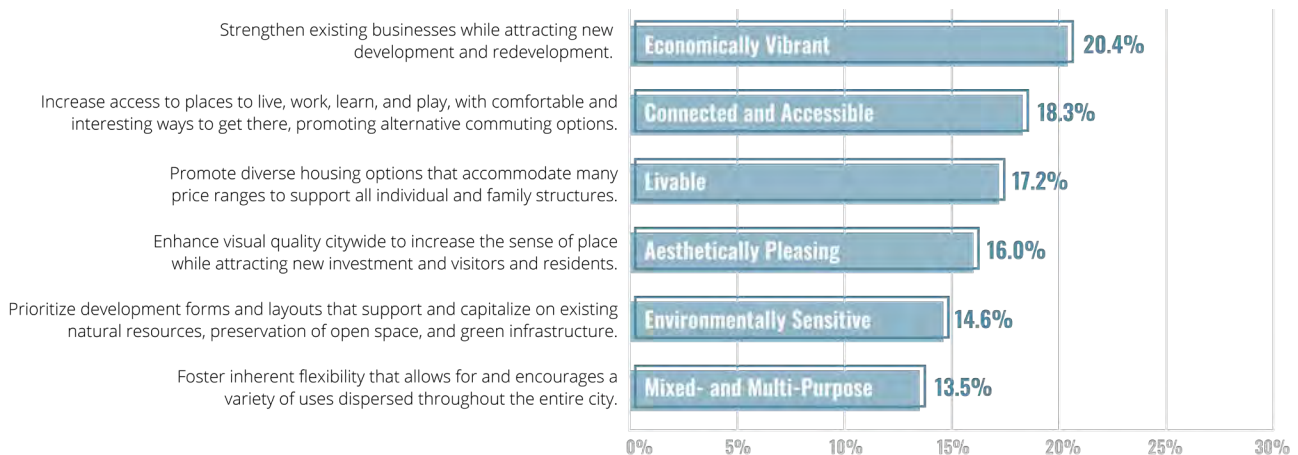
In addition to questions on what types of land uses should be located in the various parts of the city, the survey also asked respondents to identify what best described their overall vision for the future of land use citywide. Prompts for the overarching vision were provided to provide structures to answers, as outlined on the following pages.

The survey inquired about where respondents live within the city using the zones for reference, with an option for those residing outside of city limits.

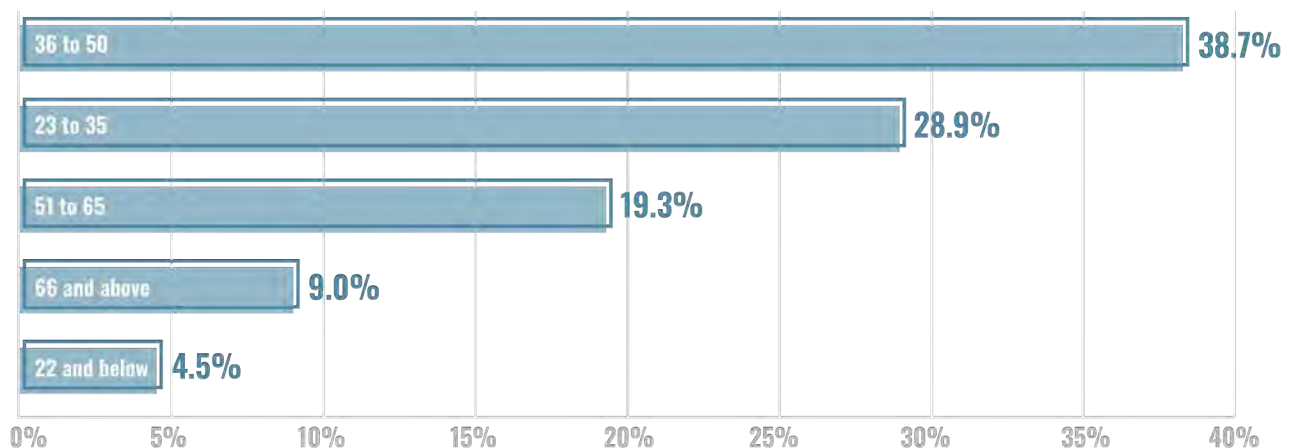
Additionally, the survey inquired about the age of those answering to better understand the answers provided based on these demographics.



Which of the following descriptions most closely aligns with your vision for the future of land use patterns in Pittsburg?



What is your age?



VISIONING WORKSHOP AND PLANNING CHARRETTE

Before a plan's vision can be crafted, it is important to meet with stakeholders and members of the public to ensure a solid understanding of the existing conditions citywide and the stakeholders' and members of the public needs, wants, and desires. The charrette takes the information from the public survey, previous existing conditions analysis, and community conversations to further advance the planning process by narrowing in on preferred concepts, as determined by the stakeholders and members of the public. These generated concepts are hand drawn and vetted until a consensus-built plan is uncovered.

Over this three-day period, July 16-18, 2019, multiple meetings were held with the Steering Committee, technical advisors, city staff members, and members of the public to gain insight into their vision for Pittsburg, the issues and opportunities facing the city, and critical aspects to the Plan. Between each session with the Steering Committee and public, information was digested, summarized, and interpreted into the concepts shown according to input received. A summary of concepts explored and the narrowed concept plan that came from this iterative process is illustrated and summarized on the following pages.

Day 1 Tuesday, July 16

To kick off day one, a quick overview was provided of key topics that would be discussed throughout the charrette to ensure everyone was on the same page. Topics discussed include: 1) an explanation of the difference between land use and zoning; 2) how to maximize prime development space; 3) the interrelatedness of infrastructure and land use patterns; 4) and how to consider quality of life measures when thinking about land use.

With these topics explained, the visioning workshop began. The visioning workshop was a critical time for the planning team to listen intently to what residents envision for the City of Pittsburg and what they hope to achieve from this project. This dialogue was facilitated through a variety of exercises that helped Steering Committee members put their ideas into words. These exercises are summarized as follows.

WHAT'S THE PURPOSE OF A CHARRETTE?

1. ASSEMBLE

Assemble decision makers, such as city staff members, elected officials, business owners, developers, technical experts, etc.

2. COLLABORATE

Collaborate with the decision makers in information sharing about the City of Pittsburg, iterative improvement concepts, and feedback and revisions.

3. FINE TUNE

Fine tune the future land use plan concept through strategic conversations with stakeholders, the public, the city, and involved agencies.

4. CREATE

Create a community-driven plan, grounded in reality and widespread support.

The “One” Thing Exercise

The first exercise asked the Steering Committee, “What is the one thing that must be in the future land use plan for you to say this planning process was successful and that you will support the plan?” This exercise provided the planning team with an overarching idea to carry forward in the charrette to have a firm understanding of the critical items to be addressed throughout the planning process and in the final plan. Tropical colored sticky notes representing Steering Committee member responses, and pale yellow sticky notes represent Public Open House comments.

“What is Working” and “What is Not Working” Exercises

The next exercise was straightforward and asked Steering Committee members to tell the planning team what is working and what is not working with land uses citywide. This helped the planning team understand the city’s assets, issues, and opportunities.

Steering Committee Breakout Sessions Group and Prioritization

Following these large group exercises, Steering Committee members were divided into small groups for topical breakout sessions. Each topic had guided questions for each group to answer using sticky notes. These topical breakouts included:

- Infrastructure and Environmental
- Transportation
- Open Space, Parks, and Recreation
- Development and Redevelopment
- Housing
- Commercial, Business, and Employment

Following the small group breakouts, each group prioritized the most desired responses for each topic. This refinement exercise directly resulted in the land use plan priorities, illustrated in *Figure 4.2*.

With priorities clearly spelled out, the group moved on to a presentation on select aspects of the existing conditions, including citywide stormwater management conditions and a summary of the economic and market analysis. This concluded the visioning workshop and allowed the planning team some time to collect their thoughts following all of the rich feedback.

Technical Advisor Meeting

Later in the afternoon, technical advisors, including representatives from Crawford County, City of Pittsburg Public Works Department, Kansas Department of Transportation (KDOT), Kansas Department of Health and Environment (KDHE), Westar Energy, CrawKan, and other city staff members joined the planning team to discuss specific, technical topics that could impact the plan. Topics of discussion were diverse, some of which considered the following:

- Atkinson Municipal Airport and its industrial operations;
- A need for enhanced communication between the city and the county;
- Being strategic about growth beyond existing city limits;
- The new US 69 bypass;
- Connecting the entire city with fiber utility prior to new development;
- Understanding the implications of development and the underlying mines;
- Mission Clay property; and,
- Aging electric utility infrastructure.

Following the informative technical committee meeting, the planning team started putting ideas to paper.

Day 2 Wednesday, July 17

Day two kicked off with a Steering Committee session to review the initial generated concepts. Committee members were asked to provide their feedback on concepts by recording their comments on individual sticky notes and placing the notes on the applicable concept.

The rest of the morning and afternoon provided time for the planning team to process the comments and further refine the concepts ahead of the public open house later in the evening.

A public open house was held from 5:00 p.m. to 7:00 p.m. on the second day. All residents were invited to review the narrowed concepts and provide their feedback. The open house was set up in stations. Attendees were greeted at the door, asked to sign in, and given instructions for participation.

Figure 4.2

Land Use Plan Priorities



Development and Redevelopment

- Clean up Dickey Clay area **(x2)**
- More apartments in downtown/Broadway
- Increase tax base
- Senior or retirement housing
- Infill housing all across town
- Childcare/pre-k (all year round)
- Economic development incentives



Infrastructure and Environmental

- Stormwater management **(x2)**
- New/expanded water treatment plant for growth
- Consider and address mining history
- Develop an environmental specific plan to address contamination, recycling, and water
- Reclaim Dickey Clay area to make it environmentally safe
- More recycling options/areas
- Aging water lines and electrical system



Housing

- Clean, decent homes from \$75-120,000 for young professionals and up and coming families **(x2)**
- Need mid-range housing from \$150-300,000 **(x2)**
- Update existing housing stock and/or remove it
- Housing restoration in historic Pittsburg
- Address worn out housing areas
- Infill as much as possible
- Address aging housing stock (half of stock 50 years+)
- Maintenance of rental housing



Commercial, Business, and Employment

- City's economic development fund brings business in
- Taxes keep businesses away
- Natural resources and available build space good for business attraction
- Lack of jobs for higher skilled labor
- Limited skilled labor is a reality for employers
- Capitalize on existing destinations and attractions
- Expand Free King and Atkinson
- PSU is an asset to business attraction/retention



Transportation

- More sidewalks on Broadway beyond downtown
- Getting bikes from PSU to downtown on a nice bike path
- Sidewalks not well maintained and multiple gaps in the network
- Train blocking 7th and 10th Streets
- Free King and 4th Street not meeting traffic demand
- Make 69 bypass a street and construct new bypass to the west



Parks, Recreation, and Open Space

- More well lit and safe areas to encourage walking, jogging, biking **(x2)**
- Maintain what we have and new additions **(x2)**
- Centralized open park
- Green space/parks are great but take space that could be utilized by tax-paying businesses
- Continue to improve connectivity of trails and parks
- Better sidewalks and bike path

It is important to note that members of the public were provided with the same content and asked the same questions as the Steering Committee.

The public open house stations were as follows:

1. Sign-In
2. What is the Project?
3. Existing Conditions
4. Online Survey Results
5. Visioning Workshop
6. Concept Sketches
7. What did We Miss?

The planning team was situated around the room available to answer questions. Attendees were asked to provide answers to directed questions and their comments on concepts on sticky notes.

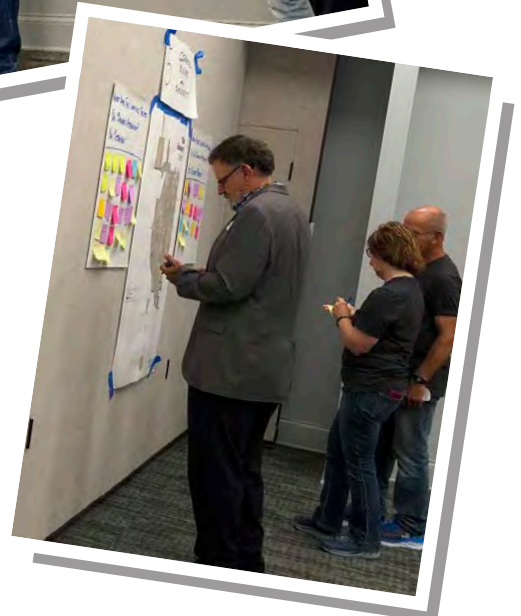
Day 3 Thursday, July 18

The final day primarily provided time for the planning team to further refine the concepts, working toward one final, narrowed, and illustrative concept for the future of land use citywide. In addition to future land use, citywide development and redevelopment opportunities, connectivity, the Mission Clay property redevelopment, and potential future residential development was illustrated.

From 4:00 p.m. to 6:00 p.m., the Steering Committee and city staff members attended one last review session to recap the findings from the public open house and provide final comments on the narrowed concept.

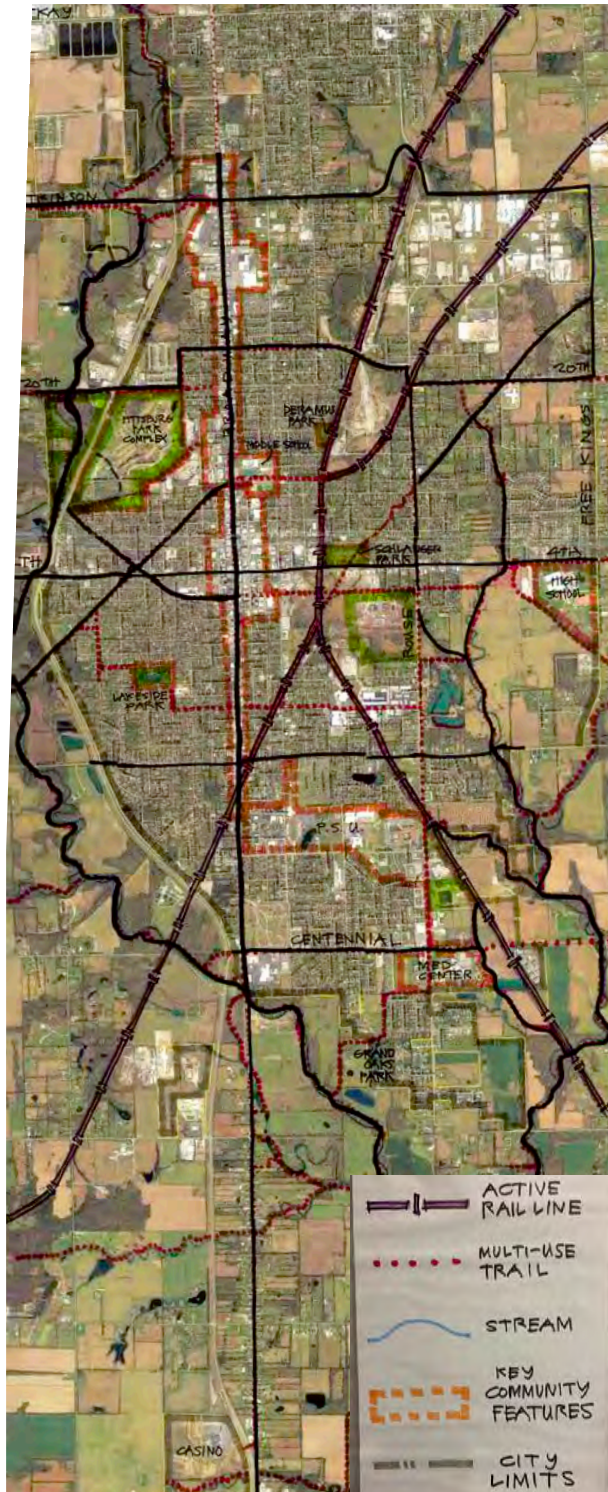
FINDINGS, CONCEPTS, AND COMMENTS

The following concepts were hand drawn by the planning team during the charrette to illustrate concepts and gather feedback. Stakeholder and public comments provided during the review sessions and/or public open house are provided by each concept. ***Note that none of the concepts shown in this subsection are the final recommended concept, but rather the result of the public participation process.***



Connectivity

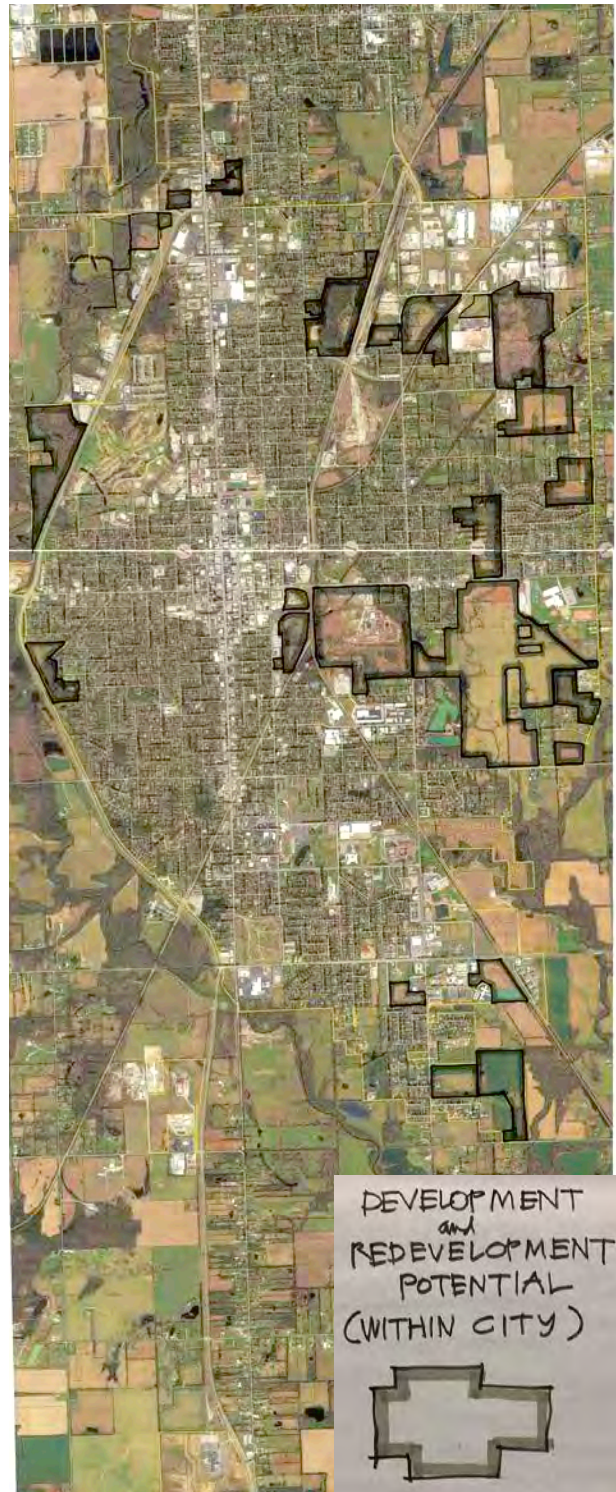
No written comments were provided on the map by Steering Committee members or members of the general public during the charrette or Public Open House regarding Connectivity.



Connectivity Concept

Development and Redevelopment Potential

No written comments were provided on the map by Steering Committee members or members of the general public during the charrette or Public Open House regarding Development and Redevelopment Potential within city limits.



Development and Redevelopment Potential Concept

Future Land Use

Using the prompts provided (shown on the following page) Steering Committee members and members of the general public placed comments on where certain land uses, developments, and amenities should be placed citywide. Comments received are summarized below geographically.

North: Approximately north of East 20th Street, the most prominent comments focused on the revitalization of specific neighborhoods (5 responses). This area of the city was noted as being under served by parks (1 response), as well as in the need for additional trails and sidewalks (1 response). Lastly, a focus on redevelopment and infill was noted (1 response).

East: From 4th Street to Quincy Street and east of Broadway Street/US 69, comments were nearly identical to those in the northern part of the city. Although similar, a greater emphasis was placed on the need to revitalize specific neighborhoods (10 responses), as well as incorporating more trails and sidewalks (4 responses). This part of the city also feels somewhat under served by parks (2 responses) and a need for redevelopment and infill was noted (1 response).

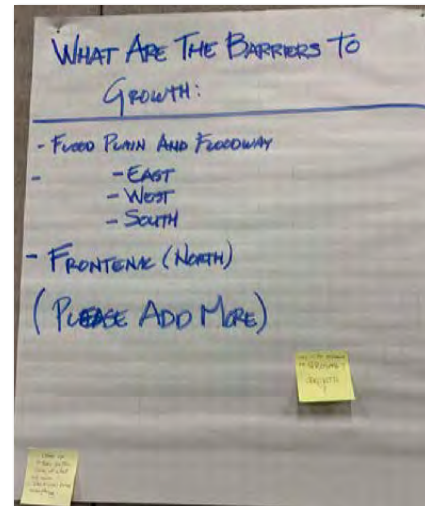
West: From 4th Street to Quincy Street and west of Broadway Street/US 69, comments mirrored those to the east. A desire for specific neighborhood revitalization (3 responses); redevelopment and infill (4 responses); additional trails/sidewalks (2 responses); and more park facilities (3 responses) were all noted. Specifically, it was noted in the vacant area west of Rouse Street and north of Quincy Street that development should take place (2 responses).

South: Approximately south of Quincy Street, the first instance of locating a business park or additional industry appears (1 response). Other comments in the southern portion of the city include the revitalization of specific neighborhoods (2 responses) and that this area of the city is under served by parks (1 response).

In addition to prompts about land use on the map, participants were asked about barriers to growth and connectivity citywide. These prompts better informed the discussion of where land uses should be located, how they should be connected, and what they are constrained by.

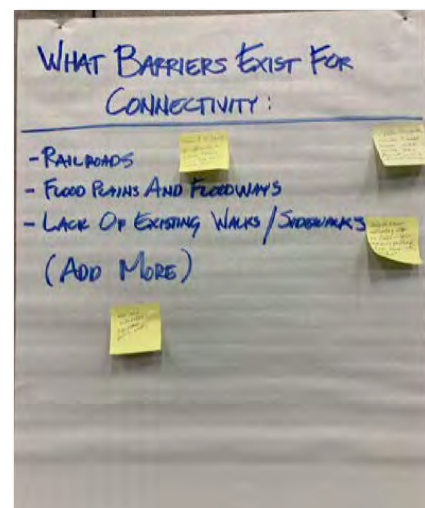
What are the barriers to growth?

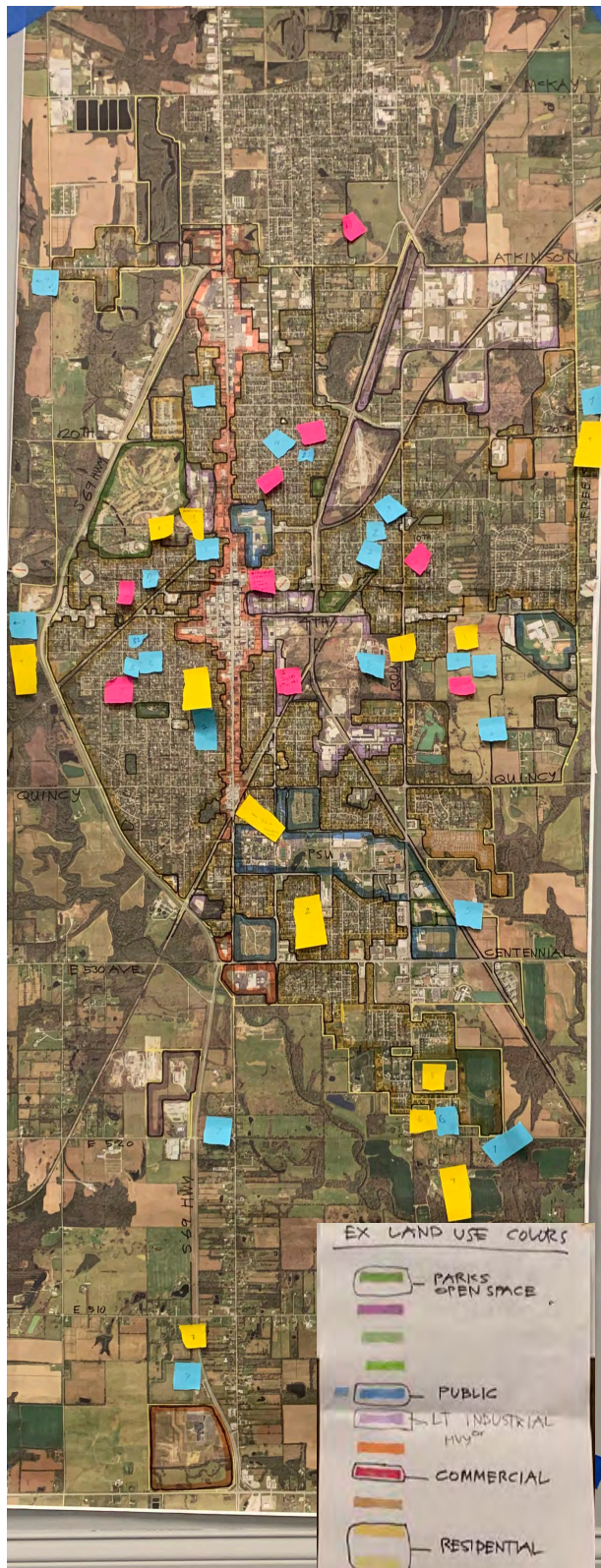
- Why all the emphasis on growth? Growth?
- Clean up and take better care of what we have. Don't over price everything.



What barriers exist for connectivity?

- Class 1 railroads do not want to service Pittsburg with less than a unit train
- Public transportation and make it well known. Folks new to Pitt are not aware of what is here.
- Maybe have interesting stops on trails – for cold drink purchase, park, bench, etc garden?
- Who uses sidewalks? P.Burgers walk in street!





Future Land Use Concept

PLEASE ANSWER THE FOLLOWING
QUESTIONS ON THE MAP.
PLEASE INDICATE THE QUESTION
NUMBER ON THE NOTE.

1. WHERE SHOULD ADDITIONAL TRAKS AND SIDEWALKS GO?
2. WHAT SPECIFIC NEIGHBORHOOD/HOUSEING AREAS SHOULD BE LOOKED AT FOR REHABILITATION/REVITALIZATION?
3. WHERE SHOULD REDEVELOPMENT/INFILL OF NEIGHBORHOODS OCCUR (SPECIFIC)
4. HOW DOES THE INTERSPERSAL OF INDUSTRY INTO NEIGHBORHOODS AFFECT THEM (POSITIVE)(NEGATIVE)(SHOULD THEY BE BURNED)
5. WHERE IS COMMUNITY UNDERSERVED BY BY PARKS? RECREATION/SPORTS?
6. WHERE IN THE CITY SHOULD DEVELOPMENT TAKE PLACE?
7. WHERE OUTSIDE THE CURRENT CITY SHOULD THE CITY GROW TO.
8. WHERE SHOULD ADDITIONAL INDUSTRY AND BUSINESS PARK USE BE LOCATED?

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SECTION 5

FUTURE LAND USE PLAN



INTRODUCTION

Using the information gleaned from the existing conditions analysis, market analysis, and public engagement – both in-person and online – the direction for the Plan was established. Integrating this information, varying viewpoints, and priorities, comprehensive strategies for the city's future development, redevelopment, and revitalization; future land use patterns; and stormwater infrastructure are presented in this section. Principles of sustainability and environmental considerations are woven throughout the categories as resiliency citywide is critical to address holistically, not as a standalone recommendation.

The recommendations are organized into three interrelated categories that are distinct but also overlap as they are inherently and intentionally connected. Each category introduces the framework of the topic and considerations when making the recommended plans. Each category also provides overarching goals, followed by more specific strategies to address the identified goal. Although land use lays the foundation of this Plan and planning process, all goals and strategies should be considered in concert as they collectively form the vision for the future of land use within Pittsburg.

FUTURE LAND USE

A variety of tools can be used by municipalities to guide the style and density of growth within their jurisdictional boundaries, such as land use designations. Establishing these designations is a critical step toward realizing the highest and best uses citywide.

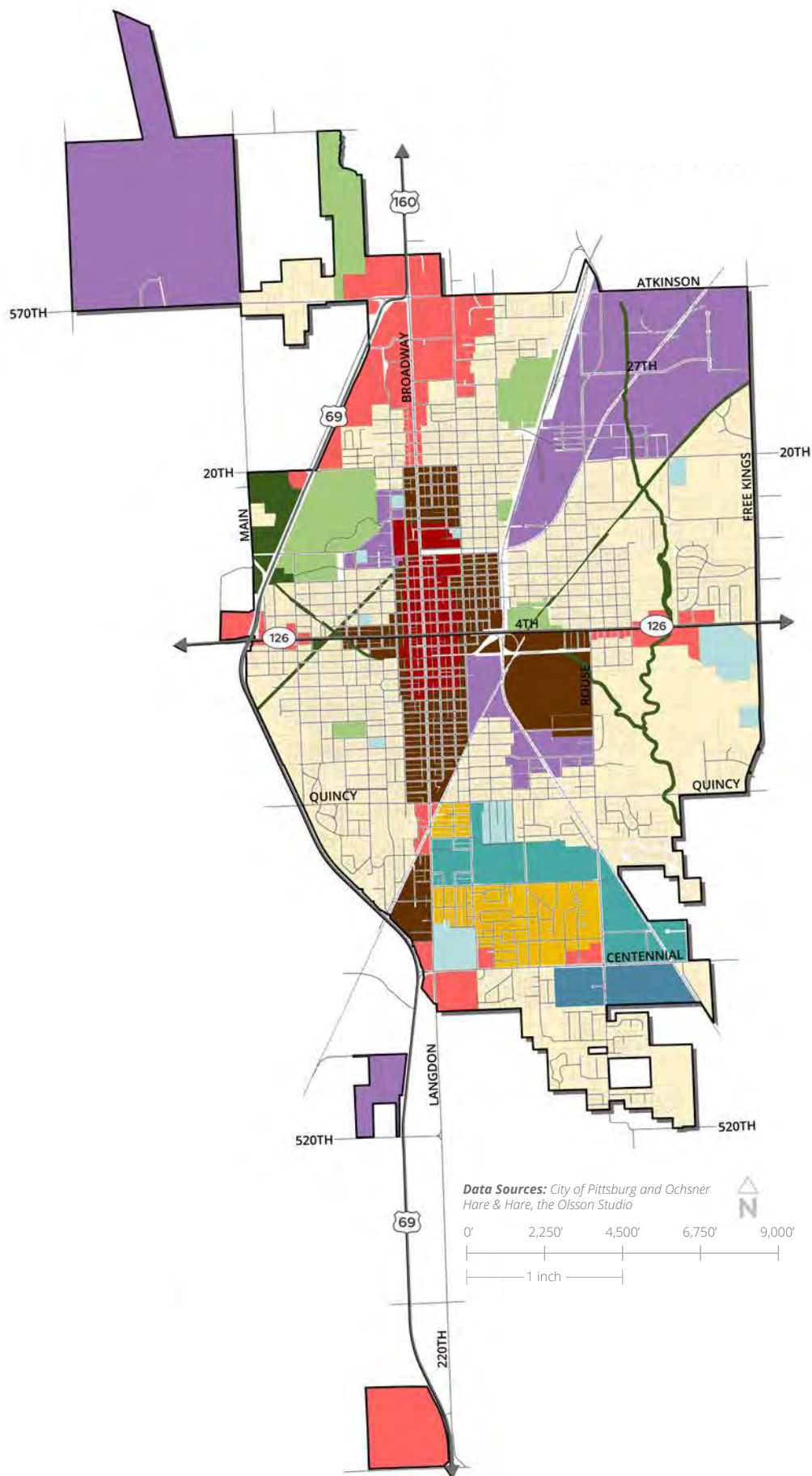
These land use designations should be based on market forces at play, community members' preferences, and the natural environment, all while striking a balance with the existing, healthy land uses.

As such, the future land use plan for Pittsburg was developed to capitalize on the following factors:

- The city's proximity to major transportation routes – both by road and by rail;
- The need for new and/or revitalized housing and neighborhoods citywide;
- The public's desires to continually invest in the downtown core;
- The need for land uses to be more transitional to ensure non-complementary uses are properly buffered; and,
- The public's desire for enhanced citywide parks and trails.

Figure 5.1 illustrates the future land use plan citywide. The illustrated land use categories are described on the following pages.

Figure 5.1 Future Land Use Plan





Residential (R): Uses within this designation include single- and multi-family housing with a wide range of densities and values. A variety of housing types should be provided to diversify the housing market, attracting a wide demographic and providing rental and ownership opportunities. Examples of residential formats that should be dispersed throughout the city include single-family homes, duplexes, apartment complexes with shared amenities, walk-up apartments, townhomes, senior housing, and condominiums. Residential land uses should be distributed throughout the city while being mindful of the adjacent uses to ensure a housing mixture that is responsive at a neighborhood scale.



Parks and Recreation (P): A mixture of public parks and recreation complexes, uses within this designation allow spaces where people can gather – formally or informally – to enjoy the scenery, recreate, or relax. Specific park uses include athletic fields, playgrounds, sport courts, community gardens, farmers' markets, or nature preserves open to the public.



Greenway/Trail (G): Uses within this designation include natural features, such as wooded areas, greenways, open fields, and water bodies. This land use exists to preserve existing environmental assets, provide green connections throughout the city, and ensure adequate flood storage. This designation is not meant to take away developable land, but to ensure environmental character and functionality is retained.



Industrial/Business Park (I): Uses within this designation include light and heavy industrial uses such as warehouses, manufacturing spaces, and storage facilities, though office, retail, service, and business parks are also allowed. In addition to storing materials on-site, these uses can produce varying levels of truck traffic and pollution. It is important that building design, parking, lighting, and landscaping are compatible with adjacent uses and that screening and buffer materials are used to shield surrounding land uses and especially from nearby residences. Where possible, these uses should be concentrated along major roadways or railroads away or buffered from non-compatible uses.



Commercial (C): Uses within this designation include retail, service, and office to serve city residents, visitors, and businesses. Uses could include casual and drive through restaurants, gas stations, multi-tenant shopping centers, offices, and centers of commerce. These uses should primarily be concentrated along major city thoroughfares where properties have direct access to and/or visibility from the roadway. As this land use abuts the principal roadways and entryway points into the city, it is important that building design, parking, lighting, and landscaping are representative of the city's desired aesthetic and character.



Downtown (DT): The downtown district is defined by the Downtown Overlay District boundaries (see Figure 5.2). A variety of uses are allowed within this designation, including commercial, residential, mixed use, public/civic/education, and parks and recreation. Ideally, this area should allow for a true mixture of land uses that are complementary and expand the downtown core over time. A focus on rehabilitation of existing properties should be prioritized.



Mixed Use (MU): Uses within this designation are mixed, and may include a combination of retail, service, office, entertainment, flex space, and residential. Daily goods and services should be provided to surrounding neighborhoods primarily, but also to the city at-large. Buildings of different scales, stories, and densities should be encouraged, mixing uses within a single development. Due to changing retail trends, the ground floor of mixed use developments should not be limited to retail, encouraging and promoting the inherent diversity of this land use and allowing for flexibility in uses so as to not limit economic development potential. This land use designation provides a critical opportunity to establish developments with a sense of place and identity through pedestrian connectivity, public art, public spaces, innovative employment centers, a mixture of uses, and integrated open space.



Public/Civic/Education (P/C/E): *Uses within this designation are limited to those properties owned and used by governmental entities, put to some form of public use, or semi-public uses such as community centers, religious facilities, daycares, libraries, or educational facilities. Given the physical size and presence of PSU and Ascension Via Christi Hospital, dedicated land use categories are designated.*



University (U): *Uses within this designation allow for land uses associated with and dedicated to the daily operations and maintenance of the PSU campus, including academic, administration, and student/faculty buildings; support facilities; university housing; recreation/athletics; and parking.*



University Residential (UR): *Uses within this designation allow for high density, multi-story buildings concentrated along the perimeters of the University designation (PSU). This housing type is dedicated to the style and price points that complement student living and lifestyles. To buffer UR housing styles from existing and future nearby land uses, housing density, height, and style should transition as proximity to downtown and surrounding neighborhoods increases.*



Hospital (H): *Uses within this designation are dedicated to the daily operations and maintenance of the hospital campus that include the buildings and facilities associated with care for patients; hospital administration; family accommodations; and parking.*

Land Use Themes

Throughout the planning process, several themes emerged regarding land uses, focused primarily on three categories, summarized as follows.

- **Residential Land Uses:** The need to diversify existing neighborhoods to accommodate a healthy mixture of price structures, formats, and accommodations alongside revitalization and rehabilitation at a neighborhood scale to elevate the quality of housing citywide.
- **Parks, Recreation, and Outdoor Active Spaces:** A desire for increased access to green spaces, active areas for the community to gather, and connectivity citywide that is not solely focused on vehicular transportation.
- **Investment in the Downtown District:** Continual investment in the downtown district, the corridors that lead to it, and the surrounding neighborhoods to create a true focal point around the heart of the city.

Residential Land Uses

Housing is perhaps one of the greatest challenges facing the City of Pittsburg. Balancing the housing needs of a large student population, young families, new graduates, seniors aging out of their homes, and affluent community members later in their careers is challenging, at best. Further, the need for a healthy mixture of rental properties versus ownership opportunities adds a layer of complexity. Beyond providing diverse housing styles at varying price points of rental versus ownership options, there is a dire need to revitalize and rehabilitate housing in certain parts of the city (see *Figure 5.2*).

Figure 5.1 illustrates residential land uses as one general category for ease of use and clarity; however, this distribution of residential uses throughout the city should provide the ideal blend of housing choice and opportunity – both in new construction and for properties and neighborhoods in need of rehabilitation.

Future residential land uses should have two primary goals, summarized as follows.

1. Diversify available housing stock to include senior living centers; multi-family complexes (e.g., apartments and duplexes); and all price levels of single-family homes.
2. Rehabilitate not just individual homes, but entire neighborhoods to improve – at a large and far-reaching scale – the overall quality and standard of living for rental units and homes alike.

Parks, Recreation, and Outdoor Active Spaces

Well-designed, outdoor green spaces can activate an area and prompt investment similar to new development or redevelopment. Although additional outdoor amenity areas were noted as a desired land use by the public, it is also important that existing recreation areas are properly maintained to ensure the park system in the city functions as an integrated system, forming connections from north to south and east to west.

Parks and recreation areas must not be isolated to certain areas of the city, but rather can and should be incorporated into future mixed use developments. Green spaces are an important component of areas designated for mixed use as they reduce the amount of hardscape, create spaces for people to gather outdoors in the midst of more urbanized areas, and serve as a regional draw to invite visitors and future residents. Further, parks can capitalize on floodways and other areas in proximity to natural features where other development types are either not recommended or prohibited. With the presence of floodways and floodplains around the city, integrated greenways, trails, and outdoor areas can capitalize on these natural features. Such planning provides an environmental benefit by reducing development in sensitive areas, while providing wide swaths of land for public recreation.

Investment in the Downtown District

Downtown Pittsburg is considered a gem by visitors and residents alike. With the historic buildings, central location, and recent revitalization, it naturally draws people in. Despite recent efforts to bolster the downtown district, there is a continued need for reinvestment and rehabilitation of buildings to ensure the momentum continues and moves out beyond its current boundaries.

It is imperative that the downtown district grow over time, creating a ripple effect of positive development, redevelopment, and revitalization as one travels along the corridors into other parts of the city.

Downtown is proposed as a mixed use hub in the future that truly encompasses the boundaries of its currently designated Downtown Overlay District (see *Figure 2.4*). As the heart of the city, efforts should be concentrated not only around the actual core, but the land uses that surround it, as well. Future land use patterns must lead people to downtown, which means the corridors surrounding it to the east, west, north, and south must complement and build upon what exists at the core. The designation of mixed use for the corridors and neighborhoods surrounding downtown allow for enhanced flexibility of what type of establishments can occur. A healthy mix of employment, office, retail, parks, and housing can work in concert around and in the downtown district to create a hybrid, integrated, and diverse area that fuses every part of the city together.

FUTURE LAND USE GOALS AND STRATEGIES

The following goals and strategies outlined on the next several pages are key ways for the City of Pittsburg to achieve its vision for a better connected and financially prosperous community that is a destination for visitors and residents alike. Goals in this section are preceded by “LU” to indicate they relate to land use citywide.

What is a goal? *A goal is an overarching statement that creates a guiding vision. Goals are intentionally broad to maintain their relevance, while allowing flexibility for how they are achieved over time.*

What is a strategy? *A strategy is a more specific directive taken to achieve a goal. Strategies define items that, when implemented alongside direct targets, help work toward or achieve the stated vision.*

LU GOAL 1. DEVELOP AND ADOPT A FUTURE LAND USE PLAN THAT IS FLEXIBLE TO MARKET TRENDS, GUIDES FUTURE DEVELOPMENT, REDEVELOPMENT, AND REVITALIZATION PROJECTS, AND APPROPRIATELY BALANCES A MIXTURE OF USES.

STRATEGIES

- 1.1** Create and adopt a City of Pittsburgh *existing* land use map to ensure current land use patterns are accurately recorded.
- 1.2** Update the City of Pittsburgh's zoning map to provide the legal basis for future land use planning and to align with the future land use plan.
- 1.3** Review all adopted City of Pittsburgh land use and zoning maps annually and update as needed to reflect existing conditions.
- 1.4** Review and update the existing Rural Housing Incentive Districts to ensure they do not overlap with future land use areas designated for non-residential uses (e.g. commercial and industrial).
- 1.5** Update the City of Pittsburgh's overlay zoning districts to reflect a new overlay district that signifies residential revitalization areas (see *Figure 5.2*).
- 1.6** Align infrastructure improvements with future development and redevelopment opportunities as illustrated by the Future Land Use Plan (*Figure 5.1*) and Development, Redevelopment, and Revitalization Plan (*Figure 5.2*). Infrastructure improvements include investment in roads, especially US 69 and Quincy Street; the expansion of treatment plants to match growth; and investment in the sidewalk and trails program.
- 1.7** Utilize this Plan as the first phase of the development of a citywide comprehensive plan, with subsequent studies focused on corridors; downtown; transportation and infrastructure; and development and redevelopment of key parts of the city.

LU GOAL 2. PROMOTE DOWNTOWN AS THE SOCIAL, CIVIC, AND BUSINESS HEART OF PITTSBURG.

STRATEGIES

- 2.1** Emphasize high-density mixed use developments in the downtown district per the future land use plan, including residential, retail, office, and parks, recreation, and open space.
- 2.2** Incentivize businesses to locate in the downtown district.
- 2.3** Encourage public art installations along Broadway Street, especially those that highlight local artists.
- 2.4** Infill downtown with public gathering spaces, including outdoor green areas, pop-up parks, and event spaces and/or pavilions.
- 2.5** Develop a streetscape enhancement plan for Broadway Street and prioritize phased, annual investment to ultimately span from 20th Street to Euclid Street.
- 2.6** Infuse the community identity in future business developments, entertainment establishments, housing, and public gathering spaces by integrating public art and other cultural enhancements.

LU GOAL 3. PROPERLY ALIGN ENVIRONMENTALLY SENSITIVE LAND USES WITH THE BUILT ENVIRONMENT.

STRATEGIES

- 3.1 Incorporate appropriate green infrastructure in the public right-of-way, private development sites, and capital improvement projects citywide.
- 3.2 Plant native trees, shrubs, perennials, and grasses as natural buffers between non-complementary, adjacent land uses.
- 3.3 Continue to enforce city policies regarding development requirements within floodplains to safeguard natural features.

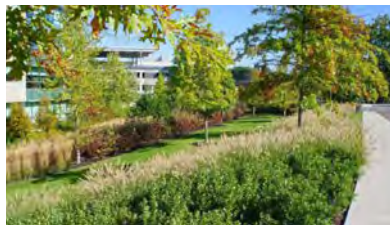
LU GOAL 4. INCREASE ACCESS TO RECREATIONAL AMENITIES.

STRATEGIES

- 4.1 Designate floodways as open space, multi-use destinations that contribute to the greenway and trail network.
- 4.2 Integrate parks, recreation, and open spaces in areas designated as mixed use to locate green areas adjacent to and within developments.
- 4.3 Prioritize infrastructure projects annually to enhance and/or expand upon the existing greenway, trails, and park system.
- 4.4 Locate community gathering spaces in proximity to parks, recreation, and trails to increase access and visibility of outdoor amenities.



Landscaping is an essential component to incorporate in streetscape enhancements, adding both visual appeal and ecosystem services.



Integrating walking trails near development and more urbanized areas encourages people to spend time outdoors for leisure or exercise while integrating greenery into the built environment.



Farmers markets facilitate community connectivity and create public awareness about local food. Pedestrian infrastructure that leads to such amenities provide tremendous value.



Shelters and ample seating provide space for a variety of public events, such as concerts or markets.



Outdoor interactive public art adds a liveliness and visual interest to a public space.



Common green spaces and pop-up parks integrated into developments allow people to casually gather.

LU GOAL 5. CREATE A MULTIMODAL NETWORK THROUGH STRATEGIC LAND USE CONNECTIONS.

STRATEGIES

- 5.1 Enhance the bicycle and pedestrian network, targeting major destination connectivity (e.g., PSU to downtown corridor) to catalyze citywide linkages.
- 5.2 Partner with developers and prioritize the construction and/or upgrade of sidewalks and paved trails to encourage non-vehicular travel in areas designated as mixed use.
- 5.3 Implement vehicular and pedestrian wayfinding signage that directs people to major destinations and key corridors within the city.
- 5.4 Connect mixed use areas and parks and recreation land uses to the proposed greenway and trails to enhance connectivity to and from natural areas and areas that are more urbanized.

LU GOAL 6. USE FUTURE LAND USE PATTERNS TO GUIDE INVESTMENT ALONG KEY TRANSPORTATION CORRIDORS.

STRATEGIES

- 6.1 Focus future road improvements and upgrades near existing and future industrial and commercial areas - as they are heavily traveled by larger vehicles and trucks that degrade road infrastructure more quickly - to continually encourage investment in these revenue-boosting land uses.
- 6.2 Continue to communicate and coordinate with the Kansas Department of Transportation (KDOT) as future plans for the new US 69 roadway progress.
- 6.3 Conduct an access management study that addresses truck routes in the city to ensure harmony between semi-trucks, other automobiles, and the surrounding land uses.



Investing in key transportation routes, such as US 69, opens up new areas for development while enhancing connectivity within and beyond city boundaries.



Colored pavement materials are useful in separating bicyclists from pedestrians in a shared space and clearly defining where certain transportation users should ride or walk.



Enhancing connectivity through dedicated trails - both paved and unpaved - create fun and interesting ways for members of the community to get places.

LU GOAL 7. DIVERSIFY AND ELEVATE HOUSING STOCK.

STRATEGIES

- 7.1 Provide incentives for multi-family developments that construct a percentage of units to meet affordability standards.
- 7.2 Rehabilitate existing housing stock at a neighborhood scale (e.g., ten or more homes versus one home at a time) to create lasting impacts on the quality and aesthetic of single-family homes.
- 7.3 Encourage high-density residential developments in and around the downtown district and the corridors that lead to downtown.
- 7.4 Create housing for all ages, abilities, and incomes in future residential areas that include senior living communities; multi-family complexes; duplexes and townhomes; mixed use development; single family homes; and apartment complexes.
- 7.5 Explore greenfield development for single family neighborhood homes.

LU GOAL 8. PURSUE STRATEGIC ANNEXATIONS (IF / WHEN DESIRED).

STRATEGIES

- 8.1 To accommodate city growth, explore conversations with Crawford County staff members, commissioners, and property owners to establish mutually agreeable transfers of ownership.
- 8.2 Understand the costs associated with infrastructure extensions beyond city boundaries.
- 8.3 Compile a report that clearly summarizes the need for additional land within city boundaries to communicate the purpose, need, and justification for growth.
- 8.4 Think and act strategically regarding annexation, exploring areas directly adjacent to current city boundaries (especially to the west) and corridors with existing island annexation (e.g., south US 69 corridor).

THE ANNEXATION PROCESS - SIMPLIFIED

1. RESPOND

Respond timely to requests for annexation.

2. UNDERSTAND

Understand the quantity of services and facilities necessary to be supplied post-annexation.

3. CALCULATE

Calculate the costs associated with providing the needed services and facilities and the revenue potential from annexation areas and associated sources.

4. BALANCE

Balance the cost of annexation versus the revenue potential, while ensuring quality of life for residents is considered.

DEVELOPMENT, REDEVELOPMENT, AND REVITALIZATION

The identification, prioritization, and realization of development, redevelopment, and revitalization projects citywide is critical to the economic sustainability of Pittsburgh. Simply put, the city must be reinvigorated to maintain its relevancy in the future, continuing to change and grow as its population changes and grows. While there is a relatively small amount of undeveloped land within current city boundaries, the city is not landlocked, which provides opportunities for future expansion if deemed appropriate.

Done properly, with the appropriate regulations and guidelines in place, development, redevelopment, and revitalization projects can transform the perception of certain areas within the city (and therefore the city as a whole) and increase the city's economic viability in a way that capital improvements cannot achieve on their own. Though recommendations within this subsection are focused on current trends, they should also be adaptable to the ever-changing dynamics of the market.

Figure 5.2 identifies multiple areas within the city in need of and primed for development, redevelopment, or revitalization. An explanation of each feature shown on *Figure 5.2* is as follows.

Available Development Area

Available development areas are land that is largely absent of existing development and structures, within existing city limits. Such areas are identified to illustrate the city's potential for infill development, which is concentrated on the eastern side of the city. The development of such land should be in line with *Figure 5.1* and be of the highest quality. Proper development guidelines must be in place to ensure new development meets the standards expected by the community.

Mixed Use Redevelopment Area

Mixed use redevelopment areas are relatively large areas of land, made up of multiple parcels, that should be redeveloped to include a mixture of uses, such as varied density residential (single family homes, townhomes, apartments, etc.), commercial uses (office, retail, service, dining, etc.), green space and recreational uses, and limited light industrial uses. Mixed use developments provide inherent flexibility to supply multiple uses within a small footprint, creating areas where residents can reside and recreate.

The mixed use redevelopment area near PSU could provide additional, quality rental housing and dining and entertainment uses for the student population. While a variety of development formats would be appropriate within this mixed use redevelopment area, it is recommended that the primary development format be multi-story buildings with residential or office on the upper stories, and commercial uses on the ground floors. This development format will increase the density of this area and foot traffic during all times of day. It is envisioned that the development will be pedestrian-focused and utilize shared parking.

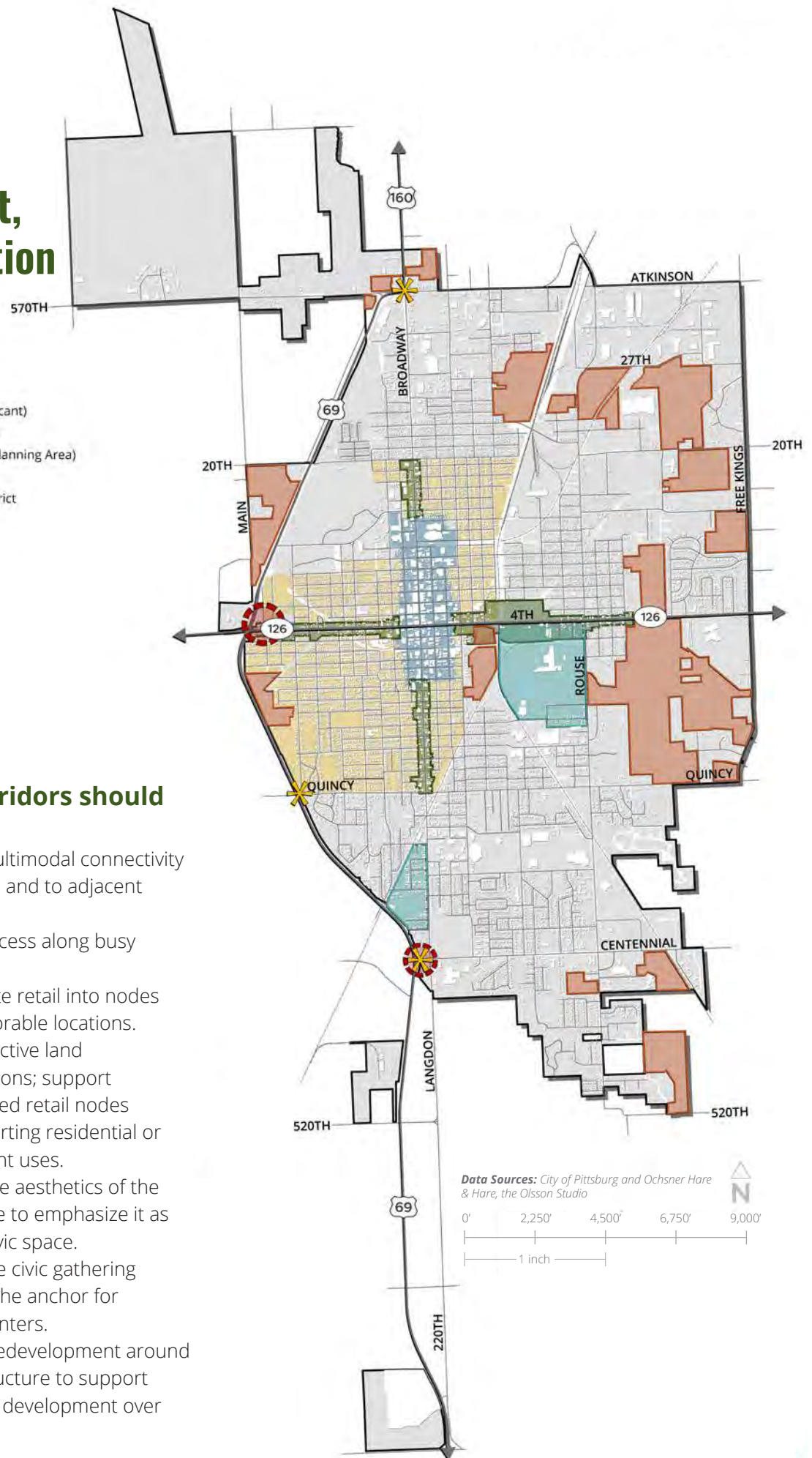
The mixed use redevelopment area on the Mission Clay property can provide important parks and recreational uses, such as soccer fields, a splash park, trail connections, and more, as well as additional mixed use development, business park space, and public uses (e.g., community center). This entire development should be master planned so that green space, parks, trails, and natural areas can be properly incorporated, and to guard against near-term incompatible uses or designs. Such amenities create an attractive environment for employees and residents. Given the size of this area, the creation of design guidelines is recommended to ensure an elevated building aesthetic, modern site amenities, a unique personality, and cultural features. Ultimately, these high quality development features will work to create a sense of place and cultivate an identity for the development.

Figure 5.2 Development, Redevelopment, and Revitalization Plan



Healthy corridors should achieve...

- Greater multimodal connectivity within sites and to adjacent areas.
- Manage access along busy corridors.
- Concentrate retail into nodes only at favorable locations.
- Create effective land use transitions; support concentrated retail nodes with supporting residential or employment uses.
- Improve the aesthetics of the streetscape to emphasize it as valuable civic space.
- Incorporate civic gathering spaces as the anchor for focused centers.
- Organize redevelopment around a block structure to support future infill development over time.



Revitalization Corridor (Future Planning Area)

Corridors are a common organizing element for cities, and nationwide, communities like Pittsburgh are facing a common dilemma—vehicle-oriented corridors reach a point of diminishing returns when they are planned only as centers for commerce. Declining aesthetics, a lack of modernity, traffic congestion, or failing businesses can decline the entire corridor.

Corridors will continue to be important to the future of Pittsburgh, especially those leading to the heart and soul of the city: downtown. To reinvest along 4th Street (east and west of downtown) and Broadway Street (north and south of downtown), a new strategy is needed to avoid these patterns of the past.

A shift to more land-based development markets, rather than simply basing economic development on the hopes of capturing more pass-through traffic on roadways, is necessary. Strengthening the value of these corridors requires being strategic about where to concentrate quality places, and then supporting those places with complimentary land uses that do not compete or undermine the effectiveness of those strategic investments. This is a long-term and incremental strategy that can begin to restore sustained value to these important areas of Pittsburgh.

The identified revitalization corridors on *Figure 5.2* should be the topic of a citywide corridors plan.

Residential Revitalization Area

The primarily older neighborhoods that largely surround downtown serve an important role in the revitalization of downtown, as well as the health of the entire city. They provide, in part, the critical mass necessary to sustain a lively mixed use environment. To increase the provision of quality housing (both owner- and renter-occupied), a stabilization process is recommended for the residential revitalization areas shown on *Figure 5.2*.

GREENING AND MODERNIZING DEVELOPMENT

SITE DESIGN PRACTICES

- Locate new buildings to minimize impacts on nearby property;
- Use native plants;
- Incorporate rain gardens, bioswales, and pervious pavement;
- Provide pedestrian and bicyclist site furnishings;
- Screen utility equipment;
- Limit the number of access drives per development and utilize cross access between properties;
- Incorporate landscaping along the right-of-way, within parking lots, and along the buildings' base; and,
- Locate parking at the side or back of buildings.

BUILDING DESIGN PRACTICES

- Provide roof overhangs for shading;
- Incorporate site-level, green energy infrastructure where appropriate;
- Limit building setbacks;
- Orient buildings toward the main roadway;
- Articulate building façades and roofs with interesting materials and textures;
- Maintain high levels of building transparency where appropriate;
- Clearly define building entries; and,
- Screen roof equipment.

Such neighborhoods have been identified not to be fully redeveloped, but rather to reinvest in and revitalize. These neighborhoods are typically made up of older housing stock. Pittsburg's housing stock, as a whole, is older than that of the State of Kansas. Additionally, from 2010 to 2017, the inventory of renter-occupied housing increased by 13.3 percent with the owner-occupied stock decreasing by 17.3 percent. By 2017, rental housing accounted for 57.5 percent of the housing stock with owner-occupied reduced to 42.5 percent. These trends show the need for additional formats of rental housing.

The residential revitalization areas can play a role in the provision of rental housing, but the need must be met in a way that does not minimize the integrity of the longstanding single-family residential areas.

Existing Downtown Overlay District

Article 22 in the City of Pittsburg's Zoning Ordinance and Subdivision Regulations relates to the Downtown Overlay District, which is shown on *Figure 5.2*. The overlay district includes specific performance standards and regulations for parking, off-street loading, signs, height, area, and special events.

Commercial Node

Commercial nodes are concentrations of development in existing or new centers and around intersections, at a higher density than the surrounding area.

One of the key benefits of nodal development is reduced vehicle trips by providing bicycle and pedestrian amenities such as sidewalks, visible crosswalks, streetscape improvements, and street furniture.

Nodal development can enhance community character and sense of place by minimizing the spread of generic sprawl and unifying development, both in its access and aesthetic. Safety is also improved by concentrating access points within the nodes and limiting them along major corridors to minimize potential conflict points.

Done well, thriving nodes are likely to fuel additional private reinvestment in the surrounding areas. Establishing nodes is a complex matter that must consider interwoven factors such as land use, multimodal connectivity and access, aesthetics, identity, user experience, and more.

Two commercial nodes are proposed within the city: 1) US 69 and 4th Street; and 2) US 69 and Centennial Drive. Both nodes already feature commercial development, but each have been identified due to their available development space and because of their function as an entryway into the city. These nodes provide an opportunity to set the tone and quality of the community, as described in the following subsection.

City Entryway Gateway

Gateways are entryways to a city or district that serve not only to highlight key intersections, but also to brand and set a tone of quality for a community, building pride amongst residents while welcoming visitors. Gateways are a form of monumentation that are typically located at major intersections, nodes, or boundaries. Three city entryway gateways are proposed on *Figure 5.2*, including ones at Broadway Street/ Atkinson Avenue, US 69/Quincy Street, and US 69/Centennial Drive.

Gateways intersection enhancements (such as landscaping and structural elements) should be designed to reinforce the identity of Pittsburg, improving first impressions, and even telling a story.

DEVELOPMENT, REDEVELOPMENT, AND REVITALIZATION GOALS AND STRATEGIES

Land uses identify the general nature of development, redevelopment, and revitalization opportunities citywide, but the following text provides a framework of goals and strategies that will foster growth and enhancement through different areas of the city. To differentiate from land use, goals in this section are labeled DRR.

DRR GOAL 1. CAPITALIZE ON UNDEVELOPED LAND WITHIN CITY LIMITS AS AN ECONOMIC ENGINE.

STRATEGIES

- 1.1 Institute new and bolster existing economic development incentives (e.g., rural housing incentive districts and tax increment financing districts) to more efficiently realize the future land use plan.
- 1.2 Align existing and explore new incentive overlay districts for undeveloped land that align with the future land use plan.
- 1.3 Strategically assemble property in priority development areas to limit obstacles related to industrial and residential development, establishing larger areas of developable land to add flexibility needed by private developers to create profitable projects.

DRR GOAL 2. ENHANCE, DIVERSIFY, AND REVITALIZE PRIORITY CORRIDORS.

STRATEGIES

- 2.1 Develop a parcel-specific citywide corridors plan with inclusive public engagement and a market study to provide a vision for private properties within the corridor, as well as public right-of-way.
- 2.2 Develop a streetscape enhancement plan for each priority corridor and invest public resources into the phased streetscape enhancements. Streetscape enhancements to be explored include strengthening the pedestrian and bicycle network, enhancing the aesthetic appeal, improving traffic flow, and more.
- 2.3 Write design guidelines for each corridor that guide the improvement of the public streetscape and private property buildings, site, and signage.
- 2.4 Support a variety of retail development formats (neighborhood centers, strip commercial, and single tenant development sites) at corridor nodes.
- 2.5 Balance land uses along corridors so to not minimize the development of nodes.
- 2.6 Require internal circulation and connectivity within development along corridors that allows for a more cohesive and aesthetically pleasing streetscape design.

STREETSCAPE ENHANCEMENT OPPORTUNITIES



Median landscaping and street trees



Lighting



Public art, gateways, and monuments



Pedestrian and bicyclist amenities



Fencing and screening



Wayfinding

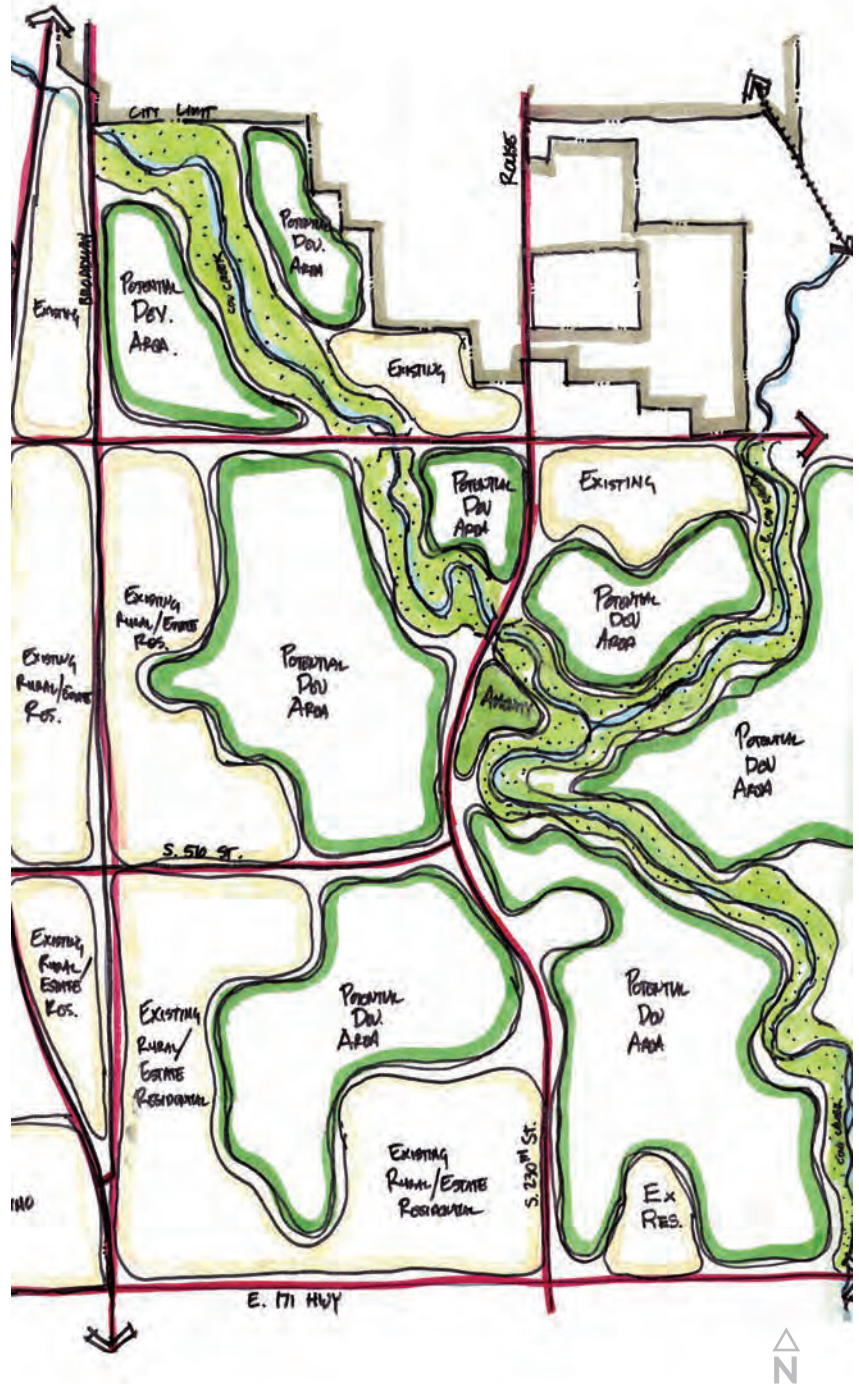
Figure 5.3

Conceptual Design: South US 69 Corridor

It is important to note that this concept is not part of the recommended plans, but rather intends to illustrate what could be a part of the City of Pittsburgh's future. This concept, as well as *Figure 5.4* and *Figure 5.5*, are meant to provide examples and inspiration of what future development and redevelopment could occur both within and beyond city limits as opportunities become available and/or there is public support.

As shown on *Figure 5.2*, the US 69 corridor that runs south to the Kansas Crossing Casino + Hotel is a key corridor primed for future multi-faceted opportunities, including: preservation of existing rural/estate residential; enhancement of and flood storage for Cow Creek; extension of roads to increase transportation connectivity; expansion of greenways and trails to enhance multimodal connectivity; and identification of potential future development areas.

As a heavily traveled transportation route, US 69 offers excellent connectivity for identified potential development areas while paving the way for the road network to expand east and west. With the diminishing availability of developable land within current city limits, the opportunity to expand along the US 69 corridor reduces strain on developable in the city. Further, the presence of Cow Creek offers additional means to integrate future development with a citywide greenway and trail network. This concept also illustrates the preservation of existing rural estate residential uses (low density housing) that community members desire but have limited access to within current city limits.



DRR GOAL 3. CREATE DISTINCTIVE PLACES AND NODES ALONG CORRIDORS.

STRATEGIES

- 3.1** Establish high quality, modern building, site, and sign standards for the proposed mixed use redevelopment areas. The standards should establish a sense of place and cultivate an identity through pedestrian connectivity, public space, innovative employment centers, mixed use development, and open space for recreation and public gathering.
- 3.2** Study the feasibility of acquiring the Mission Clay property in phases as the site is remediated and incorporate the land into the city's land bank program.
- 3.3** Provide an incentive package for potential developers of the mixed use redevelopment areas.
- 3.4** Design, invest in, and construct a citywide entryway gateway program to install branded structural and landscaping enhancements.
- 3.5** Prioritize infrastructure projects annually that connect high activity centers to the parks and trail system.
- 3.6** Facilitate and complete a PSU master plan that includes the surrounding University Residential (UR) district.

DRR GOAL 4. PROMOTE DOWNTOWN PITTSBURG AS THE SOCIAL AND SMALL BUSINESS HEART OF THE CITY.

STRATEGIES

- 4.1** Incorporate green space and public gathering spaces in future development/redevelopment of downtown and the surrounding neighborhoods.
- 4.2** Invest in amenities and infrastructure that attract and retain diverse, creative, and innovative businesses and entrepreneurs.
- 4.3** Develop a downtown specific plan to guide public and private improvement, development, redevelopment, and revitalization projects.
- 4.4** Institute new economic development incentives such as a community improvement district or business improvement district to provide a consistent funding source for downtown reinvestment and private property improvement incentive programs.
- 4.5** Enhance the current downtown business environment through recruitment, retention, and expansion efforts, such as creating a unique and identifiable brand for downtown.
- 4.6** Promote the development of office space downtown.
- 4.7** Preserve historically significant downtown structures through appropriate rehabilitation practices.
- 4.8** Weave infill housing into the fabric of the downtown and surrounding downtown neighborhoods.

Figure 5.4 Conceptual Design: Mission Clay Property



Figure 5.4 is shown for illustrative purposes only to express what could occur in an area primed for redevelopment. The proposed future mixed use development of the Mission Clay property offers approximately 200 acres of land to reimagine and transform into a multi-use destination. What currently is an unavailable and hidden part of the city could become a key part of the continued growth, expansion, and revitalization of downtown as it is located along the 4th Street corridor.

Figure 5.4 is, perhaps, the epitome of mixed use development as it combines nearly every proposed future land use into one single development. With a combination of green space and sport courts; preservation of existing wooded areas on the northeast side; business park complex; mixed use development; and community learning centers, the Mission Clay property is truly a one-stop-shop for mixed use commerce, recreation, and residential living.

DRR GOAL 5. STRIKE A BALANCE BETWEEN HIGH-GROWTH INDUSTRIES AND SMALL BUSINESSES TO BOLSTER ECONOMIC GROWTH AND EMPLOYMENT OPPORTUNITIES.

STRATEGIES

- 5.1 Expand the city's industrial base in line with the future land use plan.
- 5.2 Focus economic development efforts on high-growth sectors of the city's economy, including advanced and light manufacturing, imaging technology, plastic materials manufacturing, food processing, prototyping, polymer manufacturing, creative and technical services, healthcare, and tourism.
- 5.3 Ensure a balanced and diversified business sector to achieve sustained and improved economic prosperity, and to retain and attract high-skilled labor.
- 5.4 Invest in small-scale or incubator spaces for new and/or small, local businesses.
- 5.5 Develop a location assistance strategy that links allied business or complimentary resource needs.

DRR GOAL 6. PROMOTE DEVELOPMENT THAT REINFORCES THE IMPORTANCE OF THE PUBLIC REALM AND ENVIRONMENTAL SUSTAINABILITY.

STRATEGIES

- 6.1 Explore the creation of development incentives awarded to developers incorporating green building and site design principles, public gathering places, and/or trails to enhance walkability into their properties.
- 6.2 Consider environmental, parks, and/or public space enhancement impact fees to create a funding source for park developments, maintenance, trail connections, and more.
- 6.3 Promote clustered development in new residential areas to preserve green space and wildlife habitat.
- 6.4 Incorporate green infrastructure into capital improvement projects citywide.

What is green infrastructure? *Green infrastructure is an alternative way to manage stormwater when compared to traditional methods, which are designed to move stormwater away from the built environment. Instead, green infrastructure reduces and treats stormwater runoff near the source to reduce downstream impacts.*

When rain or other water runoff falls in open space or natural areas, it is absorbed into the earth and filtered by soil and plant matter before reentering the water cycle. When rain or other water runoff falls on impervious surfaces, like roofs, streets, and parking lots, the water is not absorbed, and is directed into storm drains. Green infrastructure could be incorporated into the stormwater management system of developments within the City of Pittsburg to help restore the natural flow of water to allow for groundwater recharge.

DRR GOAL 7. STRATEGICALLY INVEST PUBLIC RESOURCES TO EMPHASIZE PLACES IN THE COMMUNITY AND EXPEDITE PLAN IMPLEMENTATION BY PRIVATE SECTOR.

STRATEGIES

- 7.1** Complete and adopt area plans for corridors, neighborhoods, or other priority areas within the city.
- 7.2** Identify transformative public improvements that will leverage private investment in the five-year capital improvement plan.
- 7.3** Explore opportunities for public/private partnerships that can increase development potential in compliance with the recommendations of this plan.
- 7.4** Locate civic uses and invest in civic spaces where the largest potential to impact spin-off private development exists.

DRR GOAL 8. ESTABLISH AND MAINTAIN HIGH-QUALITY HOUSING CHOICES IN NEIGHBORHOODS AND CORRIDORS.

STRATEGIES

- 8.1** Undertake a neighborhood revitalization planning process to address substandard conditions within the older residential areas surrounding downtown.
- 8.2** Encourage the development of higher density residential rental developments in line with the future land use plan.
- 8.3** Implement a business licensing program that requires property owners to register their properties and grants the city the ability to conduct interior inspections prior to issuing a certificate of occupancy to address code violations.
- 8.4** Update the City of Pittsburgh's overlay zoning districts to reflect an additional overlay district for residential revitalization areas (see *Figure 5.2*) that, in part, allow for the construction of infill single family housing and small-scale multi-family housing.
- 8.5** Prioritize high quality, rehabilitated housing along corridors.

DRR GOAL 9. STRENGTHEN NEIGHBORHOOD HEALTH AND INDIVIDUAL IDENTITIES.

STRATEGIES

- 9.1** Create individual neighborhood improvement plans that are parcel-specific and include branding elements to signify each neighborhood's identity.
- 9.2** Continue to support, administer, and advertise Section 8 rental assistance, the city's land bank, and the Low Income Loan Program.
- 9.3** Establish financial incentive programs to spur property owner investment that include eligibility and improvement review requirements.
- 9.4** Initiate beneficial partnerships between the city and established and/or new neighborhood associations to support neighborhood maintenance, watch groups, events, and more.
- 9.5** Continually monitor residential market health by neighborhood; pair mortgage data with demographic data to measure investor confidence.



Figure 5.5 represents another idea for how residential development could occur should the city grow beyond current boundaries. The potential future residential development illustrated is located along key corridors and their intersections as US 69 provides key north-south connectivity to the major east-west transportation routes of 4th Street, Quincy Street, and Centennial Drive.

This potential future residential development is located on the west side of First Cow Creek.

This design showcases a style of construction that, when done properly, can coexist with proximal natural resources by adhering to appropriate development standards. These residences connect to the proposed greenway and trail system to integrate them with the future recreation-oriented fabric of the city while providing a desirable amenity at the fingertips of these properties.

STORMWATER

While developing the future land use plan, consideration was given to the impact certain land uses would have on stormwater runoff and water quality in the receiving waters. Development can be achieved in a way that protects natural resources and avoids increased flooding. Municipalities can proactively protect water quality and prevent increased runoff by implementing development requirements for water quality treatment and stormwater detention. Water quality treatment typically captures the first one (1) to one-and-a-half (1.5) inches of rainfall and treats it on-site through a variety of methods that can involve infiltration, evapotranspiration, sedimentation, or chemical/hydrodynamic processes. Stormwater detention requirements mandate that developers limit peak runoff rates to mitigate flooding impacts caused by developments. Developing and implementing water quality and detention requirements as Pittsburg grows will help mitigate the negative effects of future development.

As shown on *Figure 5.6*, the stormwater plan primarily addresses water quality and stormwater runoff by protecting riparian corridors with stream buffers, identifying locations for regional detention, and assigning appropriate land uses for areas within the floodplain. As discussed in *Section 2 – Current Conditions*, healthy riparian corridors are present on Taylor Branch and First Cow Creek within city limits. Establishing stream buffers for these areas will protect future water quality as riparian corridors provide pollutant interception, sediment reduction, reduced water temperatures, and increased habitat. Several locations for regional detention basins were identified in the Taylor Branch watershed. Regional detention can reduce existing flooding issues while reduce the cost of future downstream storm sewer and bridge improvements.

Areas within floodplains are likely to flood and an appropriate land use should be assigned to limit future flooding liabilities and to plan with environmental sustainability principles in mind, while making efficient and economically beneficial use of the land.

Parks and recreational facilities, such as athletic fields, are common in floodplains as flood damage to such facilities is often minimal. If residential housing is constructed within the floodplain, which is shown in some places on the future land use plan (*Figure 5.1*), it must be elevated above the base flood elevation and meet all the city's floodplain management ordinances. These ordinances help prevent structure flooding and excessive increases in flood elevations.

RUNOFF POTENTIAL

First Cow Creek

First Cow Creek flows along the western city limits and collects stormwater runoff from the western part of the city in addition to its large drainage area outside of city limits. Watershed boundaries are shown in *Figure 5.6*. The portion of the First Cow Creek watershed that is within the city limits is nearly fully developed and has a moderate to high potential for runoff. This watershed includes approximately half of the drainage from the downtown district. The remainder of the area consists primarily of small lot (1/8 acre) residential along with some commercial uses at the north end of Broadway Street. There is no existing regional detention in the First Cow Creek watershed and few private detention areas that could aid in offsetting runoff.

As the First Cow Creek watershed is almost entirely developed, it is challenging to implement regional detention. Additionally, there are very few tributary streams or channels where water collects prior to reaching the floodplain to accommodate detention. Redevelopment requirements could be used to require detention and water quality as sites redevelop, however much of the watershed is residential, which is typically not impacted by these requirements. The recommended approach to address stormwater issues in this area is to develop a capital improvements plan that incorporates improvements to stormwater collection and conveyance systems. Infrastructure improvements can reduce existing flooding issues while stormwater detention regulations will help prevent future increases to runoff.

Figure 5.6 Stormwater Plan



What are...?

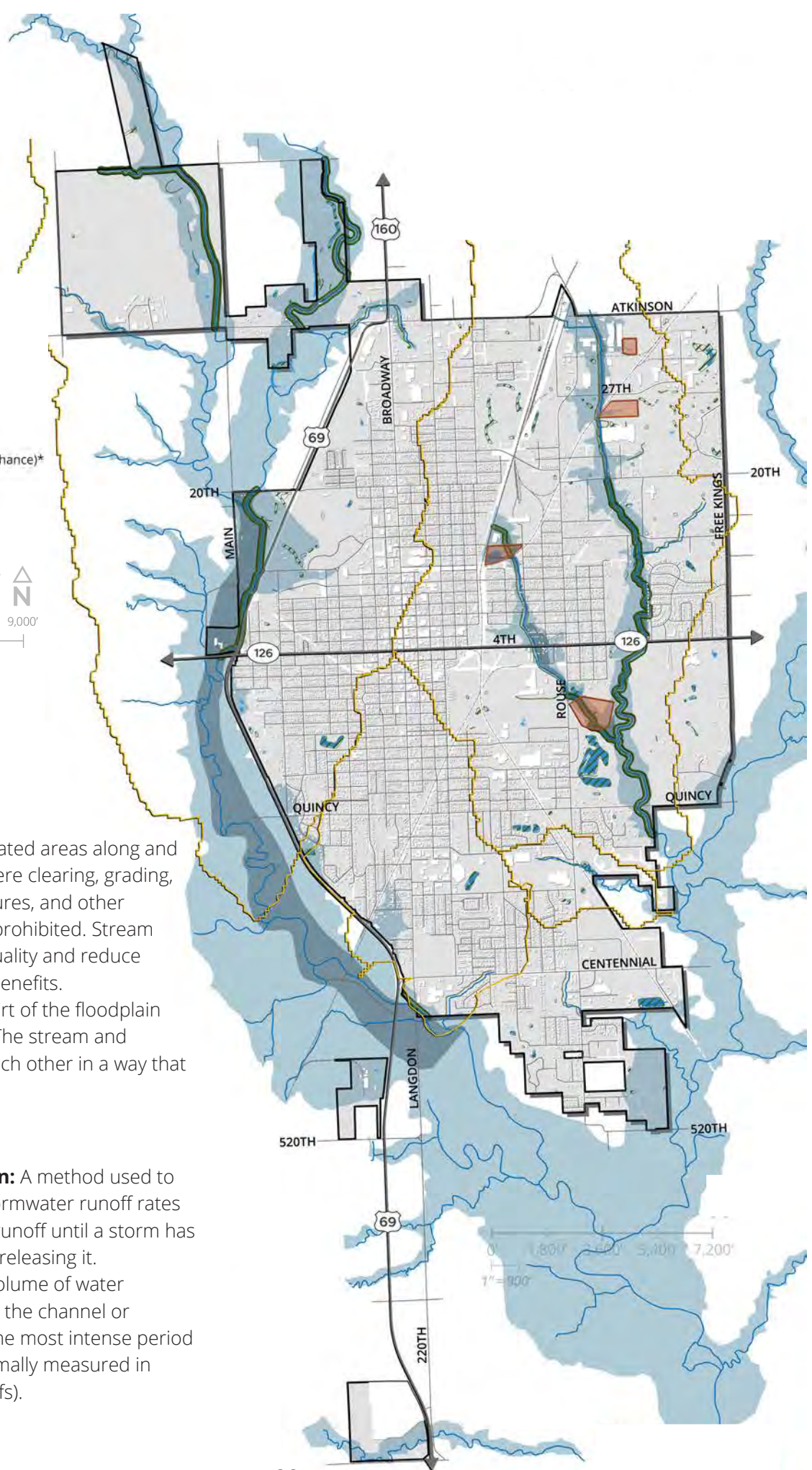
Stream Buffers: Vegetated areas along and adjacent to streams where clearing, grading, filling, building of structures, and other activities are limited or prohibited. Stream buffers protect water quality and reduce flooding, among other benefits.

Riparian Corridors: Part of the floodplain closest to the channel. The stream and corridor interact with each other in a way that is mutually beneficial.

What is...?

Stormwater Detention: A method used to mitigate increases in stormwater runoff rates by holding a volume of runoff until a storm has passed and then slowly releasing it.

Peak Flow Rate: The volume of water per second that flows in the channel or conveyance system at the most intense period of the runoff event, normally measured in cubic feet per second (cfs).



Taylor Branch/East Cow Creek

The Taylor Branch watershed encompasses the eastern half of the city. Taylor Branch drains into East Cow Creek which flows north to south along the city's eastern boundary. The Taylor Branch/East Cow Creek watershed has a moderate potential for stormwater runoff, with future development potentially increasing runoff. In its existing condition, there is a fair amount of open land allowing for stormwater infiltration. The remainder of the watershed consists mostly of small lot residential, although it also includes the eastern half of the downtown district, PSU, and industrial areas with high runoff potential.

Future development opportunities are mostly located near the floodplain along Taylor Branch. If the open spaces shown in this watershed are developed without proper detention control, a significant increase in the watershed's runoff potential will occur. Specifically, the sizable undeveloped residential area between 4th Street and Quincy Street would have a significant impact on runoff volume if this proposed development area does not include stormwater detention. Potential regional detention locations were identified in this watershed that could help reduce existing flooding issues or offset future impacts of development, as seen on *Figure 5.6*.

Three potential detention locations were identified in the Northeast Industrial Park as part of a previous stormwater study. These detention locations would focus on mitigating for future impacts of development within the industrial park. Two additional detention areas were identified in this study, located at:

- The open space area near 14th Street and Taylor Street; and,
- East of Rouse Avenue approximately one-quarter mile south of 4th Street.

Detention at 14th Street and Taylor Street would focus on alleviating flooding between 11th Street and 4th Street. Several houses are in the floodplain and floodway throughout this area and currently experience impacts from flooding. Regional detention could reduce flooding throughout this area and potentially narrow the floodplain limits.

Houses remaining in the floodplain and floodway, despite regional detention improvements, could be purchased by the city to eliminate flooding structures in this area.

Detention east of Rouse Street may reduce peak flow rates through the future residential area shown on the future land use plan that are downstream. Reduced peak flows to this area would provide more buildable land and reduce the cost of fill and infrastructure required to develop the land. The downstream development could also be allowed to buy into this regional detention to meet part of the detention requirement for their development; however, private detention may still be required to avoid increased flooding.

STORMWATER GOALS AND STRATEGIES

Stormwater goals and strategies are outlined on the following page. These recommendations are based on how to find harmony between future land use and development patterns and stormwater management. To differentiate from land use, and development, redevelopment, and revitalization, goals in this section are labeled SW.

SW GOAL 1. MINIMIZE FLOODING AND STORMWATER INFRASTRUCTURE COSTS.

STRATEGIES

- 1.1 Perform a detailed hydrologic study to evaluate the potential benefits of regional detention.
- 1.2 Implement private stormwater detention requirements on new development and redevelopment projects.
- 1.3 Incorporate improvements to stormwater collection and conveyance systems in the capital improvements plan.
- 1.4 Assign appropriate land uses within floodplains and enforce existing floodplain management ordinances.
- 1.5 Consider buyouts of existing flooding structures located within the floodplain and floodway.

SW GOAL 2. CONSERVE AND IMPROVE WATER QUALITY IN STREAMS AND LAKES.

STRATEGIES

- 2.1 Implement stream buffer restrictions.
- 2.2 Implement private storm water quality treatment requirements on new development and redevelopment projects.
- 2.3 Incorporate bioretention and water quality treatment features into greenway projects and educate the public on their purpose and function.



Stream buffers intercept sediment, nutrients, pesticides, and other materials in stormwater runoff.



Native plants, shrubs, and trees reduce non-permeable surfaces and provide more opportunities for groundwater infiltration to lessen stormwater runoff.



Curb cuts help capture and beneficially use stormwater runoff from the streets and sidewalks.



Rain gardens are ideal for smaller or residential systems to slow the movement of stormwater while collecting water to naturally water plants and vegetation.



Bioswales work by slowing and filtering stormwater, especially from large, impervious areas, like parking lots or roadways.



Green roofs can improve stormwater management by reducing runoff and improving water quality.

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SECTION 6

NEXT STEPS AND IMPLEMENTATION



INTRODUCTION

The vision for the City of Pittsburg has been cast. To realize this vision, policies, projects, and people must align and work in concert. Complete implementation of the Plan requires a high level of trust, cooperation, and focused attention between residents, elected officials, city staff members, local businesses, the private sector, and community organizations - all whom must advance the Plan together.

Integral to each implementation step are the following overarching strategies:

- **Day-to-Day Use:** The Plan should be used daily, as the official policy guide for land use, development, redevelopment, revitalization, and stormwater citywide.
- **Cooperation and Coordination:** Current connections between involved organizations, businesses, and individuals must be maintained throughout the implementation process. Communication with those invested persons is necessary for the proactive execution of the Plan.
- **Start with Policy:** Establishing policy creates the essential framework for future implementation of the Plan. Oftentimes, policy changes can be made quickly and for a minimal cost.
- **Be Bold and Visible:** Early “wins” and visible projects help garner the endorsement of the public. Market the early successes to gain support and momentum for long-term ventures.
- **Identify Plan Champions:** Those persons involved in the planning process must continue to champion the Plan over time to maximize success.

NEXT STEPS

Three general steps should be taken, and started immediately, to achieve visible gains and create a strong, progressive atmosphere of improvements, redevelopment, and development as opportunities and funding arise. The steps are listed below.



Align Policies, Regulations, and Administrative Processes



Advance the Plan Proactively



Prepare Additional Documents

This section utilizes a series of implementation matrices to clearly lay out the next steps that will move the Plan forward. One implementation matrix is provided for each of the three steps listed above. Each implementation topic builds on the goals and strategies outlined in *Section 5 - Future Land Use Plan* providing more specifics to achieve the vision. Responsible parties, a general time frame, and estimated cost impact is provided for each task.



Priority Projects and Actions

Alongside responsible party, time frame, and cost impact, an asterisk is shown to symbolize projects or actions that should be prioritized. A priority project or action signifies a policy, process, or document that is critical to the future development potential of the city and/or is highly visible. As such, the identified projects do not necessarily have funding sources allocated, but rather should be prioritized due to their ability to influence positive trends more so than other recommendations.

Responsible Party

Although the entire public should feel an investment in the Plan's advancement, elected officials, city staff members, and certain organizations have a vested responsibility when it comes to Plan implementation. Responsible parties are identified for each item listed in the below matrices so it is clear who should be doing what to ensure the Plan does not sit idle. It should be the responsibility of the identified departments, individuals, or elected body to appoint additional persons to aid in the task at hand.

Time Frame

Generally, low-cost strategies with simple implementation steps are planned for the immediate future.

- **Continuous:** (Ongoing over Plan lifetime) Varying costs, but necessary tasks to sustain the Plan.
- **Immediately:** (0-1 year) Low cost, ease of implementation, directly advances other strategies, or addresses critical issues.
- **Short-Term:** (1-5 years) Fairly significant cost, but with planning can be implemented within this time frame.
- **Long-Term:** (5+ years) Significant cost, requires implementation of other strategies first.

Cost Impact

Cost impact designations only refer to implementation costs incurred by the city and do not account for private investment costs.

- **Low:** Strategies that require policy changes or partnerships with limited outside funding requirements
- **Medium:** Strategies that require relatively affordable consulting services and/or infrastructure improvements
- **High:** Strategies that require high levels of planning, engineering, and/or design and infrastructure improvements

Concept Sketches

ADVANCING THE PLAN

This section of the Plan sets forth an action plan to move the Plan's recommendations forward. Minute implementation details are not provided; rather, a brief look at short- and long-term implementation tasks are explored.

Next steps - in the form of policies, programs, and projects - are discussed alongside who is responsible for overseeing and taking charge of implementation.

The following summarized policy, regulatory, and administrative implementation strategies should be considered by city staff members, within the proposed time frames. Generally, policy, regulatory, and administrative changes can be completed in a short time frame and require little to no funding. Policies, regulations, and administrative processes are outlined in *Table 6.1*.



TABLE 6.1 Align Policies, Regulations, and Administrative Processes Implementation Matrix

<i>Task Description</i>	<i>Responsible Party</i>	<i>Time Frame</i>	<i>Cost Impact</i>
<i>Adopt the Future Land Use Plan</i> 			
The Plan should be adopted by the Pittsburg City Commission as the official policy guide for land use, development, and stormwater improvements in the City of Pittsburg. It is essential that the Plan be used when reviewing and evaluating all proposals for improvement within and adjacent to city limits.	City Commission	Immediately	Low
<i>Amend relevant ordinances and plans</i>			
Once the Plan has been adopted, the city should amend affected ordinances and plans so that they may be aligned with the vision and recommendations of this Plan.	City Commission	Immediately	Low
<i>Communicate the Plan</i>			
As implementation of the Plan will rely on public and private reinvestment and partnerships, the Plan's recommendations must be communicated to those persons with a current (or future) stake in the city's vitality. City staff members should meet with property owners and potential redevelopers, such as major businesses capable of large redevelopment or enhancement projects. Additionally, other public agencies, utility companies, and various neighborhood groups should be provided a copy of the Plan. The Plan should be posted on the city's website and sent to the city's media contact list.	- City planning staff - City Communications and Media Relations staff - Private developers	Immediately	Low
<i>Review the Plan periodically</i>			
This Plan contains recommendations based upon current conditions, market analysis, and public input at the time of its creation. While there are strong recommendations in the Plan for achieving the vision, the needs and desires of the city may shift over time. The Plan should be nimble and react to those shifts and be revised to fit the community's needs over time. However, significant changes should only be made after careful consideration.	City planning staff	Continuous	Low
On an annual basis, a progress report should be created by city staff members for review. Additionally, the Plan should be reviewed in its entirety every three to five years for progress and relevance. Should that review indicate that conditions, needs, or new opportunities warrant further study, that study should be conducted and the Plan document revised.			

Complete realization of the vision will be a lengthy process, constrained by available funding, resources, and staff availability. Either a reactive or proactive approach may be taken following adoption of the Plan. The reactive approach sits ready for and reviews development projects as they arise. Comparatively, the proactive approach goes out, explores the market, and actively communicates the Plan to the development community. The proactive approach is an aggressive tactic for advancing the Plan. It manages, directs, and guides change.

While the reactive position is a realistic approach to moving the Plan forward, it is not proactive in seeking change. Therefore, it is recommended that a proactive approach to implementation is taken by the city. Proactive implementation strategies are detailed in *Table 6.2*.



TABLE 6.2 Advance the Plan Proactively Implementation Matrix

<i>Task Description</i>	<i>Responsible Party</i>	<i>Time Frame</i>	<i>Cost Impact</i>
Educate elected officials and the public			
This planning process has facilitated a considerable amount of public and stakeholder outreach through in-person events and an online presence, keeping community members involved and informed of the Plan's development. Building on these efforts and to ensure that community members understand and further champion the Plan's recommendations, major milestones should be covered in the media and other means to update residents. Equally important is the education of newly elected officials. A full review and explanation of the Plan and its current stage of implementation should be provided to each newly elected official.	- City planning staff - City Communications and Media Relations	Continuous	Low
Continue citywide branding efforts and promotional campaign 			
As described in <i>Section 5 - Future Land Use Plan</i> , branding and design guidelines assure consistency in quality of service, natural and built environment aesthetics, and overall appearance, especially along revitalization corridors and commercial nodes. Continuing current citywide branding and promotional efforts is a must; however, efforts should be expanded upon in identified revitalization corridors and at commercial nodes, as illustrated on <i>Figure 5.2</i> . All existing and future branding and promotion efforts should be coordinated among existing tenants, property owners, and city leaders, combining physical improvements with promotional strategies. The promotional campaign and its associated marketing strategies should aim to attract both local and out-of-town visitors, but should also improve business and property owner confidence in the long-term viability of investments in Pittsburgh.	- City planning staff - City Communications and Media Relations	Immediately/ Continuous	Low
Develop and implement a strategic business recruitment plan			
To effectively attract the desired mix of businesses targeted at post-graduate student retention and high-skilled labor attraction, it is critical to first develop a Strategic Business Recruitment Plan. The plan should identify the wants and needs of the city from a business market perspective, and then develop strategies for recruitment. Strategies should leverage promotional campaign efforts, as well as any financial incentives permitted by the city.	City planning staff	Short-Term	Low

The following plans, studies, and guidelines listed in *Table 6.3* should be developed to further the recommendations of the Plan. The listed plans, studies, and guidelines directly reference the goals and strategies outlined in *Section 5 - Future Land Use Plan* that relate to the creation of additional documents.



TABLE 6.3 Prepare Additional Documents Implementation Matrix

<i>Task Description</i>	<i>Responsible Party</i>	<i>Time Frame</i>	<i>Cost Impact</i>
<i>Incorporate Plan recommendations into the 2021-2026 Capital Improvement Plan (CIP)</i> 			
Implementation of the Plan requires cost estimates, phasing plans, and set funding sources. Those persons charged with implementing the Plan should have both short-term and long-term decision-making abilities, an understanding of the potential value of such decisions, and the ability and willingness to capitalize on opportunities as they make themselves available. A report should be compiled for Plan recommendations that ties each recommendation and/or strategy to a funding source and planned expenditures for each year from 2021 to 2026 to align with the city's upcoming CIP. Such items to include should consider infrastructure improvements; streetscape enhancements; and future studies.	City planning staff	Immediately	Low
<i>Prepare an Existing Land Use Map</i>			
To ensure current land use conditions are accurately depicted is an important tool for the city to possess. As the future land use plan requires updates or modifications, it's crucial that the city knows what they are working as the base condition. An existing land use map is just as much of a road map as a future land use map because it outlines where the city is at in the current point in time, which informs what steps must be taken to achieve where the city wants to go. As a cost saving measure, the city could hire an intern or part-time contractor to help complete this effort.	City planning staff	Short-Term	Low
<i>Develop a Streetscape Enhancement Plan for Broadway Street</i> 			
To fully capitalize on the potential for the downtown district development, redevelopment, and revitalization, streetscape enhancements should be prioritized. A streetscape enhancement and maintenance plan should be created for Broadway Street from 14th Street to Euclid Street. The plan should prioritize phases of enhancement by block with a phased investment schedule.	City planning staff	Short-Term	Medium
Items to address should include: gateway enhancement at identified locations (see <i>Figure 5.2</i>); wayfinding (pedestrian and vehicular); branding elements; public art; landscaped medians; street trees; and so on (see page 71 for examples). Where possible, integrate green infrastructure (see page 81 for examples) into the public right-of-way, likely as part of landscaped median enhancements.			

**TABLE 6.3** Prepare Additional Documents Implementation Matrix (continued)

<i>Task Description</i>	<i>Responsible Party</i>	<i>Time Frame</i>	<i>Cost Impact</i>
Create a Downtown Plan			
As the heart and soul of the city, the downtown district merits a dedicated planning study. A downtown plan should outline ways to establish and promote the district as a regional draw that includes retail, housing, arts and entertainment, civic, office, cultural, residential, hospitality, and recreational uses. There should be a focus on rehabilitation of existing buildings and infill development. The plan should also incorporate branding and aesthetics. Ultimately, the downtown plan should guide public and private improvement, development, redevelopment, and revitalization projects.	• City planning staff • City Community Development and Housing staff • City of Pittsburgh Chamber of Commerce	Short-Term	Medium
Develop a Citywide Corridors Plan (including streetscape enhancement and design guidelines)			
To continue the momentum of development, redevelopment, and revitalization of the downtown district, the corridors which lead to it must be focused on. A parcel-specific citywide corridors plan should be created quickly following the adoption of this Plan. The study should focus on the corridors that surround and lead to the downtown district boundary (see <i>Figure 5.2</i>), including: • 20th Street to 14th Street; • US 69 interchange to North Walnut Street; • Quincy Street to Euclid Street; and, • North Water Street to Joplin Street. The corridors study should incorporate inclusive public engagement and a market study to provide a vision for private properties within the corridor, as well as public right-of-way. The study should have a robust scope, including a streetscape enhancement plan that considers improvements to the bicycle and pedestrian network; elevation of the aesthetics that considers landscaping; and, traffic flow improvements to ensure harmony between trucks, cars, and non-motorized vehicles. The streetscape enhancement plan should detail a phasing schedule to ensure implementation of recommendations are not financially burdensome or inconvenient to businesses during construction phases. The study should also include design guidelines that directs improvements to the public streetscape and private property buildings, site, and signage to create a consistent aesthetic along the corridors that lead to the heart of the city.	• City planning staff	Immediately	Medium



**TABLE 6.3** Prepare Additional Documents Implementation Matrix (continued)

<i>Task Description</i>	<i>Responsible Party</i>	<i>Time Frame</i>	<i>Cost Impact</i>
Expand upon existing PSU Master Plan			
PSU currently has a Master Plan in place that addresses facilities within existing campus boundaries. However, an expansion of this existing Master Plan should be created that extends beyond the boundaries of campus to put a plan in place for the University Residential (UR) district shown on the Future Land Use Plan (see <i>Figure 5.1</i>). The housing that surrounds PSU should consist of high-density rental options that appeal to the student body. The Master Plan update should aim to address not only housing options, but also look at PSU from a district-wide perspective. Strategies should be developed on the formation of a mixed use area around the campus that incorporates restaurants; retail; open space and trails; and academic support facilities. The creation of a robust university housing district around PSU would enhance student life while potentially loosening the local rental housing market by lowering competition for housing among students and residents.	• City planning staff • City Community Development and Housing staff • PSU administration	Immediately	Medium
Create Neighborhood Improvement Plans ✱			
Dedicated studies and planning efforts should be placed on neighborhoods citywide, with particular emphasis on houses and housing groups within the identified residential revitalization areas on <i>Figure 5.2</i> . With a need for new and rehabilitated homes and neighborhoods, a study should first be done that identifies the parcels or groups of parcels with the greatest need for revitalization and rehabilitation to create a prioritized and phased neighborhood improvement program. This effort should also involve funding sources to aid in the revitalization and rehabilitation process. Generating neighborhood pride should be a component of this process to instill a sense of ownership and commitment to the long-term betterment of housing and neighborhoods citywide that is sustainable for years to come.	• City planning staff • City Community Development and Housing staff	Long-term	High
Perform a hydrologic study			
A detailed hydrologic study should be prepared to evaluate the potential benefits of regional detention citywide to complement recommendations of the stormwater study performed as part of this planning process. With the abundant water resources throughout the city and floodplains, as growth happens, a hydrologic study will inform how to ensure harmony between the built environment and natural resources.	• City planning staff • City Public Works staff	Long-Term	Medium



TABLE 6.3 Prepare Additional Documents Implementation Matrix (continued)

<i>Task Description</i>	<i>Responsible Party</i>	<i>Time Frame</i>	<i>Cost Impact</i>
<i>Prepare a report on future growth</i>			
Although not an official recommendation of this plan, a potential strategy for the city to consider as growth and development pressures increase is the annexation of adjacent land. Growing current city boundaries is a complex decision involving many factors, such as utility expansion, adequate service provision, and infrastructure capacity (including roads, sidewalks, and trails). If the thought of annexation develops further, a detailed report should be prepared that includes a fiscal impact analysis, an analysis of the current utilities, infrastructure, and services available in the potential annexation area, and appropriate phasing to make for an easier transition. Additionally, the purpose, need, and justification for growth must be made.	• City planning staff • City Community Development and Housing staff • County planning staff	Long-term	Medium

MAINTAINING MOMENTUM

With goals and strategies defined, priority projects and actions identified, and public support in place, now is the time to maintain the momentum of this planning process and resulting Plan. It is a much simpler task to keep subsequent planning processes rolling than it is to start and stop projects with long gaps in between. With the dedicated and committed City of Pittsburg staff members, engaged citizens, and Plan champions from the Steering Committee, this Plan is just the beginning.

Land use lays the foundations of how, where, and why a city desires to grow. Now is the time to get into the details of identified projects that will develop, redevelop, and revitalize the city over time. Studying priority corridors and neighborhoods, and addressing critical issues, such as housing, will expand the scope of this Plan to ultimately form a comprehensive plan for the City of Pittsburg. As studies are completed and projects are seen through, a comprehensive plan will be formed that has taken a deep dive into everything that is most pressing and matters to the community. The Future Land Use Plan provides the foundation for the city to take off.

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APPENDIX A

ECONOMIC AND MARKET ANALYSIS

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APPENDIX B

PUBLIC ENGAGEMENT FULL SUMMARY



**CITY OF PITTSBURG, KANSAS
PURCHASING POLICY
[Revised February 11, 2020]**

INTRODUCTION

Centralized purchasing provides an opportunity by which the City of Pittsburg may maximize financial resources through the use of sound procurement practices. The City of Pittsburg's Finance Division shall embody the following principles:

- ✓ The enhancement of managerial capabilities through centralized authority over purchases.
- ✓ The philosophy of purchasing goods and services at the appropriate time, at the proper quantity and quality, at the best value.
- ✓ The stimulation of competition for City purchases, minimizing the number of emergency purchases, proper planning, and the gathering of price quotations or bids.
- ✓ The establishment and maintenance of cordial relationships with vendors.
- ✓ The elimination of all avenues for potential abuse in public purchasing.
- ✓ The efficient and effective use of the City of Pittsburg's financial resources.

PURPOSE

The purpose of this policy is to serve as a guide to all City personnel, establishing authority and limits relating to the purchase of materials, supplies, equipment or services by the City.

SCOPE

The City's purchasing policy is based upon State Statutes and City Ordinances. This policy shall apply to any expenditure of City funds. However, this policy shall not prevent the City from complying with the terms and conditions of any grant, gift, bequest or cooperative agreement.

ROUTINE PURCHASES

For non-emergency purchases exceeding \$250, but not over \$5,000, the Department Director shall make every effort to secure at least three price quotations. For non-emergency purchases exceeding \$5,000 but not over \$20,000, the Department Director shall secure quotations in writing from three qualified suppliers. When the goods are received, the Department Director shall submit the detailed invoice or receipt to the Finance Department. Department Directors shall not split purchases into two or more parts to avoid the \$5,000 threshold.

For non-emergency purchases exceeding \$5,000, the Department Director shall fill out a requisition form. Certain items bid, purchased, or contracted for on a yearly basis (i.e. airport fuel), items approved for purchase by the City Commission (i.e. capital outlay purchases such as a street sweeper), and recurring expenditures (i.e. utility bills, monthly lease payments, etc.) need not be requisitioned. The requisition form shall include the following:

- ✓ Date
- ✓ Vendor Information
- ✓ The quantity, detailed description, and total cost (including freight charges, applicable taxes, and discounts) of each item requested
- ✓ Justification for purchase
- ✓ The budgeted expenditure account(s) to which the purchase shall be charged

In those situations where it is difficult to obtain a firm price, indicate a fair estimate of the cost. Also, for items which require at least three price quotations (explained above), such information is required on the requisition form.

The Finance Director shall review the requisition request to determine whether the item or service is included in the budget, or whether the purchase shall be delayed until a later date. The Finance Director shall approve the requisition, reject it, or consult with the Department Director as to alternatives. Once approved, the requisition shall be forwarded to the City Manager for final authorization. Once approved and authorized the Department Director may proceed with the purchase. A copy of the requisition form shall be attached to the invoice or purchase order and retained in the Finance Department for purchase authorization and audit purposes.

The City Manager has authority to purchase items and services up to \$20,000 without a requisition.

FORMAL SEALED BIDS

All purchases exceeding \$20,000 are subject to formal bidding procedures. Upon receipt of a requisition and specifications, the Purchasing Agent shall assist the City Clerk's office in preparing the legal advertisement for publication in the official City newspaper. The advertisement includes the time, date, and place of the bid opening and a summary of the items or services to be purchased.

Electronic formal bids will be accepted, if permitted by the bid documents, through a previously approved third party bidding service. Non-electronic formal bids must be sealed and marked in accordance with the bid documents and received in the City Clerk's office prior to the time and date set for the opening of bids. The City will not accept faxed or emailed bids.

WEIGHTED LOCAL PREFERENCE POLICY FOR FORMAL SEALED BIDS

Recognizing that our citizens financially support this community, providing local vendors with a weighted bid process in order to keep our tax dollars in Pittsburg is desired.

Local Pittsburg vendors shall receive preference in the amount of 5%. The local preference applies to businesses in an area within a mile of the City of Pittsburg corporate limits; however, in a case where a bidder within the corporate City limits and a bidder outside the City limits are the lowest bidders (including the preference), then the bidder within the City limits would be awarded the contract.

Local Pittsburg vendors shall receive preference in the amount of 5%.

The weighted bidding process is subject to the following requirements:

- ✓ There must be at least two bids submitted. The local Pittsburg vendor must comply with the bidding procedures.
- ✓ The weighted bidding process shall not apply to construction projects, or to combined construction and equipment projects where construction costs exceed 50% of the total project.
- ✓ The bid selected must still constitute the lowest and best bid submitted.
- ✓ The weighted local bidders' policy is not applicable to purchases involving grant funds.

COOPERATIVE PURCHASING

Cooperative purchasing is a process by which two or more jurisdictions cooperate to purchase items from the same vendor. This form of purchasing has the benefit of reducing administrative costs, eliminating duplication of effort, lowering prices, sharing information, and taking advantage of expertise and information that may be available in only one of the jurisdictions.

The Purchasing Agent is authorized to participate in, sponsor, conduct or administer a cooperative purchasing agreement with one or more public bodies in order to combine requirements, increase efficiency or reduce administrative expenses. Participation in cooperative purchasing as described in this section is exempted from the competitive bidding and advertising requirements.

The Purchasing Agent is authorized to use the Kansas Division of Procurement or political subdivisions of the State, other governmental agencies, and/or public procurement cooperatives (i.e. Western States Contracting Alliance, US Commodities, Kansas City Regional Purchasing Cooperative, HGAC, etc.) in the purchase of supplies, materials, or equipment when such actions serve the best interest of the City.

If the Purchasing Agent determines that another jurisdiction or co-op has entered into a competitive contract that allows participation by the City (piggy-backing), the City may make purchases from such contracts.

LEASE AGREEMENTS AND LEASE PURCHASE AGREEMENTS

Lease agreements and lease purchase agreements must contain a non-appropriation clause pursuant to Kansas cash-basis law in accordance to K.S.A. 10-1116b and K.S.A. 10-1116c. All litigation and arbitration venues must be in Crawford County Kansas. Lease agreements shall not be in conflict with Kansas Statutes and City Policies. All lease agreements shall be reviewed by the Department Director, Purchasing Agent and City Attorney for approval.

The City Commission appropriates annual lease payments and/or lease purchase payments unless it chooses not to appropriate under the Kansas cash basis law. If lease payments and/or lease purchase payments are not appropriated, ownership of the property remains in the leasing party. At the conclusion of the lease term, the City either receives unencumbered ownership of the asset or receives an option to purchase the asset at a predetermined price.

SOLE SOURCE PURCHASES

In some instances, only one supplier is available for the required supply, service, or construction item due to uniqueness of the product, quality or performance of the item, or need to maintain uniformity with past purchases. The Department Director shall note on the requisition form when a purchase is made from a sole source vendor.

EMERGENCY PURCHASES

An emergency exists when a delay in purchasing would halt a City activity, put City personnel or the public at risk, or endanger City or private facilities. Department Directors shall attempt to avoid emergency purchases. In the event of an emergency purchase, a requisition after the fact shall be sufficient to inform the City Manager of the purchase.

DEPARTMENT RESPONSIBILITIES

It shall be the responsibility of the Department Director or designee to submit bid requests to the Purchasing Agent. After the bid opening, a formal summary sheet shall be prepared by the City Clerk's Office that identifies the bids received, and given to the Department making the purchase. A City Commission agenda item shall be prepared by the Department to include a brief memo that identifies why the item is needed, a departmental recommendation, a funding source, and the formal bid summary sheet. This agenda item shall be forwarded to the City Clerk and the City Manager and placed on an upcoming City Commission agenda for consideration by the Governing Body.

BID OPENINGS

Bid openings shall be conducted in a public setting in the City Hall Conference room, or other venue as designated in bid documents; at a time and date published in the official bid documents. Department Directors are expected to attend the bid openings if an item from their department is included. If the Department Director cannot attend, a designee from the department shall attend.

BID EVALUATION

The City evaluates the lowest responsive bid received from a responsible vendor to determine if it meets the minimum specifications. Factors that may be used to determine total cost may include unit price, installation, maintenance, training and cost of operation (as defined in the bid documents). In case of a discrepancy between a unit price and its extension, the lowest price shall be considered correct. The evaluation and selection shall be based on the criteria set forth in the bid documents.

REBID

A rebid event may become necessary for the following reasons:

- ✓ All acceptable bids exceed the requesting department's cost estimates.
- ✓ None of the bids meet the required minimum specifications.
- ✓ None of the bidders comply with the Request for Formal Bid, Request for Proposal or Request for Quotation's terms and conditions.
- ✓ No bids were received.
- ✓ The requesting department needs to change specifications or quantity, which would have a significant impact on, bid solicitation but, because of timing; such change cannot be handled by an addendum. The City reserves the right to accept, reject, or rebid any of or all parts of a proposal or quotation at any time.

AWARD

All bids shall be presented to the Governing Body for approval. Following Governing Body approval, the City Clerk's Office shall provide written notification to the lowest responsive and responsible bidder who meets the requirements and criteria in the bid documents. Conformity with the specifications and the delivery terms shall be considered in the award process. The bid results shall include a summary of vendor responses. All contracts, leases and lease purchases shall be awarded pending final approval of the Department Director and the City Attorney. Upon award, vendor must obtain a City business license pursuant to City code unless exempted by Federal or State law.

CHALLENGES

A challenge is defined as a written objection by a participating bidder regarding a bid, proposal or quote. The Department Director or designee shall investigate the written challenge and any evidence or documentation submitted with the challenge and issue a written decision. The decision rendered by the City is final.

The written challenge of the bid specifications must be filed with the City Clerk, at least five (5) business days before the bid opening due date and time as listed on the bid documents. Any challenge to bid specifications received after the five (5) business day's deadline shall not be considered by the City. The written challenge is to include the name, address, email address and telephone number of the challenging party, identification of the bid and project title, a detailed statement of the reasons for the challenge, supporting evidence or documentation to substantiate any challenges, and the form of relief requested, (e.g. the proposed addition, substitution or modification to the specifications.)

PROTESTS

A valid protest can only be filed by a bidder which can show that it would be awarded the contract if the protest were successful. Suppliers or subcontractors to a bidder or proposer cannot file a valid protest. The written protest must be filed with the City Clerk prior to 5:00 p.m. on the fifth (5th) business day following the day of issuing a written notification of award. A written protest related to the award of a contract after the five (5) business days deadline shall invalidate that protest and shall not be considered.

The written protest is to include the name, address, email address and telephone number of the bidder, identification of the bid and project title, a detailed statement of the reasons for the protest, supporting evidence or documentation to substantiate any arguments, and a concise statement of the form of relief requested (e.g. reconsideration of the bid award.) All the above required information must be included in the protest when submitted. Incomplete protests shall be rejected without consideration.

The decision of the City, based on review of the written protest and information available from City sources, shall be rendered within ten (10) business days after receipt of protest, recite the reasons for the decision, and be provided to the bidder by mail.

BID BONDS

There are three types of bonds which may be required in the purchasing process: the Bid Bond, Performance Bond and the Labor and Material Payment Bond. If required, the type(s) of bonds shall be specified in the bid packet. Construction projects, services, and major repairs to building equipment may require all three bonds. Vehicle and major equipment purchases exceeding \$100,000 may require a Bid Bond.

NON-COLLUSION BID AFFIDAVIT

In some instances, the City may require bidders to provide a non-collusion affidavit in the bid response. The bidders must complete the affidavit in accordance with the instructions included in the bid packet.

CERTIFICATE OF NON-DISCRIMINATION

In some instances, the City may require bidders to provide a completed certificate of non-discrimination in the bid response. The bidders must complete the certificate of non-discrimination in accordance with the instructions included in the bid packet.

CERTIFICATE OF INSURANCE

The bidder awarded the contract shall furnish a Certificate of Insurance certifying insurance coverage as specified in the bid specifications. The insurance company must state that the contractual liability includes the liability of the City of Pittsburgh assumed by the contractor in the contract documents. The certificate must also state that the City of Pittsburgh shall be given written notice if the policy is cancelled or changed within ten days prior to the effective date. The "Certificate of Insurance" shall be furnished to the City. Updated Certificates are required for contract renewals.

PURCHASING CARD PROGRAM

The Purchasing Card Program establishes a more convenient, efficient, and cost-effective method of purchasing and paying for small dollar transactions. The program is intended to consolidate many small purchases and make one monthly payment to our sponsoring financial institution. The program is intended to complement the existing purchasing or payment methods.

This policy provides the guidelines which employees must follow when using a city purchasing card. The employee's signature on the Purchasing Card Agreement form indicates that the employee understands the intent of the program and agrees to adhere to the established policies.

The purchasing card is the property of the City of Pittsburgh and is only to be used for City purchases as defined in this policy. Misuse of the card will subject the Cardholder to disciplinary action, up to and including termination.

A Cardholder who terminates employment with the City of Pittsburgh must return the purchasing card to the Finance Director. Failure to comply will result in the withholding of the final payroll check from the employee until the card is returned. Likewise, a Cardholder who transfers to a position within the City that does not require a purchasing card must return the card to the Finance Director. Failure to comply will result in disciplinary action against the employee.

Cards are limited to \$5,000.00 in total transactions each billing cycle. Cards and card numbers must be safeguarded against use by unauthorized individuals. A renewal card will be automatically mailed to the City prior to the expiration date of the old card. Renewal cards will be distributed after expiring cards are returned.

CARDHOLDER RESPONSIBILITIES

The cardholder must sign the agreement form and the back of the card immediately upon receipt of the card.

If a purchasing card is lost or stolen, immediately notify the Finance Division at 231-4100.

The cardholder is responsible for the following:

- ✓ Security of the card and the transactions made
- ✓ Retaining invoices, sales slips, cash register receipts, and other documentation (documentation should be clearly marked that it is a purchasing card transaction)
- ✓ Ensuring the card is used only for City Business purchases
- ✓ Submitting their documentation to their Department Director or Supervisor within five days from the date of purchase for approval and coding
- ✓ Contacting the vendor to obtain copies of lost receipts
- ✓ In the event a receipt cannot be obtained, an email describing the purchase will be required from the Cardholder

In addition, the Cardholder is responsible for contacting and following up with the vendor on any erroneous charges, disputed items or returns as soon as possible. If the Cardholder is unable to reach agreement with the vendor, the Cardholder shall contact the Purchasing Agent at 231-4100. The Cardholder shall provide the Purchasing Agent with all of the information regarding the dispute.

PURCHASING WITH THE CARD

The purchasing card may be used to purchase goods or services in person (at the point of sale), over the telephone (or fax), by mail or on the internet.

When placing an order in person:

- ✓ Identify yourself as a City employee and show City ID if necessary
- ✓ State that it is a tax-exempt purchase and provide the tax-exempt number
- ✓ Obtain an itemized receipt

When placing an order by telephone (or fax):

- ✓ State that you are making a purchase using a Visa card
- ✓ State that it is a tax-exempt purchase and provide the tax-exempt number
- ✓ Provide the card number and the expiration date
- ✓ Provide information such as delivery address, description of items, etc.
- ✓ Verify the total cost of the purchase with the vendor. Request that the packing slip or receipt comes with the order, save it.

When placing an order on the Internet:

- ✓ Be sure to place orders on a secure Internet site
- ✓ Follow the instructions carefully
- ✓ Ensure the purchase is tax-exempt. If the online form depicts a charge for sales tax, do not complete the transaction. Instead, place the order by telephone.
- ✓ Print an online receipt of the completed transaction

PROHIBITED PURCHASES

The following types of charges are strictly prohibited:

- ✓ Cash advances, cash refunds
- ✓ Personal items
- ✓ Computer hardware or software without the approval of the Information Technology Division

This is not an all-inclusive list. Please check with your Department Director or the Finance Division if you have a question about whether a purchase is allowable. NOTE: Travel expenses charged to purchasing cards must follow the City's travel policy.

DEPARTMENT DIRECTOR RESPONSIBILITIES

The Department Directors are responsible for the following:

- ✓ Requesting a purchasing card for their employees from the Finance Division
- ✓ Approving, coding, and submitting receipts to the Finance Division within five working days from the date of the purchase
- ✓ Ensuring the charges on receipts are for City purchases and no sales tax (if applicable) was added to the transaction
- ✓ Coding the receipt with the appropriate account code
- ✓ Retrieving the card if an employee leaves the department, takes a leave of absence, or assumes different duties that does not require the use of the purchasing card

****To cancel a card or account, the Cardholder's Department Director should contact the Finance Director.**

FINANCE DIVISION RESPONSIBILITIES/PAYMENT PROCESS

The Finance Director is responsible for the following:

- ✓ Requesting new cards and updating information with the issuing financial institution
- ✓ Notifying the employee when the card is available for pickup
- ✓ Providing the cardholder with a copy of the City's purchasing card policy upon delivery of the card
- ✓ Ensuring the cardholder signs the agreement form and the back of the card immediately (Signed forms will be retained in City records)
- ✓ Destroying cancelled cards

The Purchasing Agent is responsible for the following:

- ✓ Reconciling the monthly statement with the receipts turned in by all of the Department Directors
- ✓ Checking the receipts for verification of legitimate purchases and no tax (if applicable) has been added to purchases

If any receipts are missing the Purchasing Agent will make a copy of the statement, highlight the missing receipts, and send it to the Cardholder, the Supervisor and the Department Director in order to obtain the missing receipts. Once all receipts are received, the Finance Division will issue one payment to the issuing financial institution for the monthly statement.

****The Finance Director reserves the right to cancel card privileges at any time for failure to comply with Cardholder policies and procedures.**

CARDHOLDER VIOLATIONS

Cardholder violations (which could lead to disciplinary action) include:

- ✓ Using the card for non-city related transactions
- ✓ Failing to return the card when you are reassigned, or by request
- ✓ Failing to submit receipts within five working days from the date of the purchase
- ✓ Failing to report a lost or stolen card
- ✓ Using card for unauthorized City purchases

GLOSSARY

Addendum – An addition or supplement to a document.

Best Value – A selection process in which proposals contain both price and qualitative components, and award is based upon a combination of price and qualitative considerations. Qualitative considerations may include technical design, technical approach, quality of proposed personnel, and/or management plan. The award selection is based upon consideration of a combination of technical and price factors to determine the offer deemed most advantageous and of the greatest value to City.

Bid – A written offer to perform a contract to provide goods or services to the City in response to a bid opportunity.

Collusion – When two or more parties act together secretly to achieve a fraudulent or unlawful act. May manifest itself in the form of bid collusion when bidders secretly agree to unlawful practices regarding competitive bidding. May inhibit free and open competition in violation of antitrust laws.

Contract – Any written instrument or electronic document containing the elements of offer, acceptance, and consideration to which the City is a party.

Contractor – An individual, company, corporation, firm or combination thereof in which the City enters into a contract for the procurement of goods or services.

Cooperative Purchasing- Cooperative purchasing is a process by which two or more jurisdictions cooperate to purchase items from the same vendor.

Design-Build – A project delivery method in which the City contracts with a single entity for both the design and construction/implementation of a project.

Designee – A duly authorized representative of a Department Director.

Emergency Purchases – Purchases necessary for preservation of life or property or to avoid serious disruption of City operations.

Invitation for Bids (IFB) – All documents used to solicit competitive or multi-step bids.

Lease Agreements – A contract by which one party (lessee) enters into a contract with a second party (lessor) for possession and use of property (equipment) for a specified period of time at a predetermined cost.

Lease Purchase Agreements – A lease in which the lease payments are applied, in whole or in part, as installment payments for equity or ownership upon receipt of full payment.

May – Denotes the permissive.

Protest - A written objection to a proposed award, or the award of a contract, with the intention of receiving a remedial result.

GLOSSARY continued

Request for Proposal (RFP) – The document used to solicit proposals from potential providers for goods and services. Price is usually not a primary evaluation factor. Provides for the negotiation of all terms, including price prior to contract award. May include a provision for the negotiation of best and final offers. May be a single step or multi-step process.

Requests for Quotation (RFQ) – A small order amount purchasing method. Generally used for small orders under a certain dollar threshold. A request is sent to suppliers along with a description of the commodity or services needed and the supplier is asked to respond with price and other information by a pre-determined date. Evaluation and recommendation for award should be based on the quotation that best meets price, quality, delivery, service, past performance and reliability.

Requisition – An internal purchasing document sent by a Department Director to the Finance Division; a detailed request to purchase goods or services, replenish stocks, or obtain materials for specific jobs or contracts.

Responsible Bidder – A contractor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.

Responsive Bidder – A contractor, business entity or individual who has submitted a bid or proposal that fully conforms in all material respects to the IFB/RFP and all of its requirements, including all form and substance.

Shall/Must – Denotes the imperative.

Specification – A precise description of the physical or functional characteristics of a product, good or construction item. A description of goods and/or services. A description of what the purchaser seeks to buy and what a bidder must be responsive to in order to be considered for award of a contract. Specifications generally fall under the following categories: design, performance, combination (design and performance), brand name or approved equal, qualified products list and samples. May also be known as a purchasing description.

Vendor – A supplier/seller of goods and services. A reference to a provider of product or service.

City of Pittsburg, Kansas
2019 Budget Recap
As of December 31, 2019
100.00% of Fiscal Year has passed

Budgeted Funds	Un-Encumbered Cash Balance 1/1/2019	Revenues (1)			Expenditures			Y-T-D Net	Un-Encumbered Cash Balance 12/31/2019
		Estimated Budget 2019	Y-T-D Revenues 12/31/2019	Percent Received	Estimated Budget 2019	Y-T-D Expenses 12/31/2019	Percent Used		
General Fund	\$ 5,023,327	\$ 24,070,857	\$ 24,147,670	100.32%	\$ 24,163,463	\$ 23,153,645	95.82%	\$ 994,025	\$ 6,017,352
Public Library	254,400	870,129	889,055	102.18%	894,984	861,044	96.21%	28,011	282,411
Public Library Annuity	169,708	3,000	3,404	113.48%	-	6,215	0.00%	(2,811)	166,897
Special Alcohol & Drug	64,481	110,000	107,153	97.41%	143,500	140,880	98.17%	(33,727)	30,754
Special Parks & Recreation	-	110,000	107,153	97.41%	110,000	107,153	97.41%	-	-
Street & Highway	193,472	1,029,000	997,792	96.97%	1,092,584	1,015,771	92.97%	(17,979)	175,493
Street & Highway Sales Tax	1,179,131	2,133,657	2,187,012	102.50%	2,845,800	2,272,685	79.86%	(85,673)	1,093,458
Section 8 Housing	4,364	1,563,335	1,488,047	95.18%	1,564,869	1,483,443	94.80%	4,604	8,968
Revolving Loan Fund	2,333,077	1,288,905	855,146	66.35%	1,247,397	683,186	54.77%	171,960	2,505,037
Debt Service	683,818	3,709,137	3,948,573	106.46%	3,583,352	3,730,849	104.12%	217,724	901,542
Public Utilities	2,930,924	8,283,347	8,496,897	102.58%	8,919,475	7,865,815	88.19%	631,082	3,562,006
Stormwater	625,919	858,111	873,606	101.81%	1,011,400	535,071	52.90%	338,535	964,454
Totals	\$ 13,462,621	\$ 44,029,478	\$ 44,101,508	100.16%	\$ 45,576,824	\$ 41,855,757	91.84%	\$ 2,245,751	\$ 15,708,372

*Sales Tax collections are up 3.35% compared to same period in 2018