

I. CALL TO ORDER

II. MINUTES

- a. Consider approving minutes of the June 6, 2023 Economic Development Advisory Board meeting.

III. ACTION ITEMS

- a. Consider a request from Main Street to change the licensing requirements for Food Trucks.
- b. Consider creating a sub-committee to review and report on the Extension of Services Policies.

IV. DISCUSSION

- a. Broadband Update
- b. EV Charging Update
- c. Downtown Building Grant Update
- d. Neighborhood Exterior Grant Program Update
- e. Montgomery County Action Council Updates
- f. Main Street Updates
- g. Chamber Updates
- h. Other Items for Discussion

V. ADJOURNMENT



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
AUGUST 8, 2023**

Department Admin

Prepared By

AGENDA ITEM Consider approving minutes of the June 6, 2023 Economic Development Advisory Board meeting.

SUMMARY RECOMMENDATION

BACKGROUND

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. June 6, 2023 EDAB Minutes-Draft

Minutes of the Economic Development Advisory Board's June 6, 2023 Meeting

I. Call to Order

Present: Keith Stone, Lori Kelley, Chuck Goad, Jason Curtis

Absent: Rod Zinn, Jim Kelly, Wayne Stephany

Ex Officio: Tabatha Snodgrass, April Nutt, Lisa Wilson

Chuck Goad, Chairperson, called the meeting to order.

a. Reminder of Upcoming Meeting Dates

The board was reminded that the July 4, 2023 meeting is moved to July 11, 2023, the August 1, 2023 meeting date is moved to August 8, 2023 and the November 7, 2023 meeting is moved to November 14, 2023.

II. Minutes

a. May 5, 2023 Economic Development Advisory Board Minutes - Draft

Motion:

On the motion of Keith Stone, seconded by Jason Curtis the Commission accepted the May 2, 2023 Economic Development Advisory Board minutes.

Aye: Jason Curtis, Chuck Goad, Lori Kelley, Keith Stone

Nay: None

III. Action Items

a. Request for EV Charging Stations

Lori Kelly explained how much incentive there is for EV charging stations. Downtown businesses have not yet considered putting in their own EV charging stations. There is funding from Evergy for two, 2-level plugs as a rebate. Evergy will not charge the City to get the power to the charging station. The annual cost is \$2,800 for a 5-year plan. There is a plan to redo the municipal parking lot north of the 1916 City Hall which will be presented to the City Commission within the next two meeting dates and this would be the best time to include this concept into the plan, to place the EV charging station at 5th & Myrtle.

Motion:

On the motion of Lori Kelley, seconded by Jason Curtis the Commission accepted to recommend to the City Commission, support of the EV charging stations and the 5-year annual cost plan and up to \$50,000 in matching funds for installation.

Minutes of the Economic Development Advisory Board's June 6, 2023 Meeting

Aye: Jason Curtis, Chuck Goad, Lori Kelley, Keith Stone

Nay: None

IV. Discussion

a. Downtown Historic District & Building Codes

David Cowan gave an update of considerations as it relates to building codes.

Anyone working on a downtown building, a building permit is mandatory. It has to be up to the Fire code and the City has to know what is going on in each building. Even for minor refurbishments you need a Certificate of Appropriateness. The Historic Board must approve of all building and signs.

b. Extension of Services Policies

John Garris discussed the City's policy on providing service to a new subdivision in the case of annexation.

Chuck Goad said that the policy needs to be updated and that is why we are having this discussion. Members should take the information and it will be discussed at future meetings.

Lacey Lies asked if the new comprehensive plan would address this and whether we should wait to develop this policy after it is completed.

Kelly Passauer said that zoning will take care of land use and zoning issues. When the policy was changed in 1986 a company was required to build a home inside the city limits before they could build outside the city limits. However, it should be noted that the house built inside the city limits was very small so the board may want to put restrictions in the policy.

c. Common Consumption Area

Tabatha Snodgrass said the Kansas governor signed into law a bill allowing cities to have a common consumption district. It can be marked with signage and it means that you can buy a drink in a cup with the retail name on it and you could carry the drink to any place that allows it in the specified district, other than another alcohol retail store, from 4 pm-11pm weekdays and 10 am to midnight on weekends. Tabatha went in to 31 businesses to see if they would be in favor with 25 saying yes and the rest being neutral. She asked the board if they would consider supporting this as she prepares to put it in place.

The four board members present said they would support this.

V. Adjournment

Minutes of the Economic Development Advisory Board's June 6, 2023 Meeting

Motion:

On the motion of Lori Kelley, seconded by Jason Curtis the Commission adjourned the meeting..

Aye: Jason Curtis, Chuck Goad, Lori Kelley, Keith Stone

Nay: None

Chuck Goad, Chairperson

Jason Curtis, Secretary



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
AUGUST 8, 2023**

Department Finance

Prepared By Lacey Lies

AGENDA ITEM Consider a request from Main Street to change the licensing requirements for Food Trucks.

SUMMARY RECOMMENDATION

BACKGROUND

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. Food Truck Application
2. Independence, KS Code of Ordinances-Food Truck
3. Vendors Research

FOOD TRUCK VENDOR LICENSE

GUIDELINES ● PROCESS



Permits & Licenses:

- Food Vendor Application
- Fire Safety Permit
- KDHE Health Permit

Restrictions:

- No street or alley shall be blocked
- Maintain a three foot passageway for pedestrians

Regulations:

- License and permit must be visible at all times
- Provide a minimum of one trash receptacle
- Keep a clean area around the food truck, rid of any food or trash deposits

Steps to Getting Your License:

1. Submit your application for your Food Truck Vending License
2. Get inspected by the Kansas Department of Health and Environment and Fire/EMS Department
3. Once approved, you will receive your license



City of Independence
811 West Laurel Street
Phone: (620) 332-2500

FOOD TRUCK VENDOR APPLICATION

This application qualifies you, the applicant, for approval of your food truck business. You should receive word from the City Clerk's office on whether you have been approved or denied to carry on with the process. Please fill out the following information to the best of your abilities.

APPLICANT INFORMATION

Name _____ Date of birth _____ Phone number _____

Permanent address _____

Business mailing address _____

Name of business _____

Name of business owner _____

Driver's license number _____

VEHICLE INFORMATION

Owner of vehicle _____

Type of vehicle _____ Model _____

Insurance ID _____ Insurance company _____

***Please provide a copy of your insurance card**

SALES DESCRIPTION

Kansas sales tax number _____

Please give a brief description of the nature of the business to be conducted and the goods to be sold:

How long do you plan to be operating on this property?

2 weeks 30 days 6 months 1 year

***Please provide a copy of written consent from the property owner allowing this food truck to utilize their property to sell food and/ or beverages**

PRICING:

2 weeks: \$25
30 days: \$50
6 months: \$250
1 year: \$400

CHECKLIST:

- \$10 application fee
- Payment for operation
- Copy of driver's license
- Copy and proof of insurance
- Statement of approval for occupancy of property
- Copy of approval from Kansas Department of Health & Environment
- Copy of Fire Safety Permit

PLEASE RETURN YOUR APPLICATION TO THE CITY CLERK'S OFFICE

811 WEST LAUREL STREET INDEPENDENCE, KS 67301

ARTICLE XI. - TRANSIENT VENDOR AND FOOD TRUCK VENDOR LICENSES

Footnotes:

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Cross reference— *Parks and recreation, Ch. 74; Secondhand goods, Ch. 86; Streets, sidewalks and other certain other public property, Ch. 94.*

Sec. 62-330. - License required.

No person, firm or business who is either a transient vendor or a food truck vendor, as defined in section 62-331, shall do business within the city without first applying for and being issued a license to conduct, pursue or operate such business within the city as provided herein. A transient vendor license or a food truck vendor license shall be in lieu of a the business license otherwise required under section 62-27.

(Ord. No. 3776, § 1, 5-28-98; Ord. No. 4272, § 2, 7-26-18)

Sec. 62-331. - Definitions.

For the purposes of this ordinance the following words shall mean:

Carnivals, farmers' markets, public events and activities.

- (1) A carnival is any activity which includes amusement rides, and games of skill.
- (2) A farmer's market is any activity or a producer or grower who sells farm or garden products or fruits.
- (3) A public event or activity which the city commission approves the use of public property or rights-of-way to a non-profit group to conduct their event or activity.

Enclosed trailer. An enclosed trailer is any trailer with an outer shell protecting it from environmental elements that can be hitched to a truck or other vehicle but capable of being a freestanding structure while selling the business's food and/or beverages.

Established place of business. An established place of business is any business operated from a permanent building or structure within the city and which has been connected to electric, water and sewer services.

Food truck vendor. A food truck vendor is any person, firm or business who does not have an established place of business within the corporate limits of the city, who sells or offers to sell food and/or beverages from any vehicular truck, enclosed trailer, or other mobile unit approved by the governing body which is parked, and not moving, within the city limits along a street, parking lot, or on private property but with the written consent of the owner of the property where situated. In the case of a street or other publicly owned property, such written consent must be obtained from the governing body.

Ice cream and other vendors operating from a motorized vehicle. Any vendor who does not have an established place of business within the corporate limits of the city and does not establish a stand table or sets up its business at a specific location, but instead uses a motorized vehicle that when not making sales is driven on the streets of the city, a vehicle being defined as a vehicle possessing two or more wheels operating on the streets.

Transient vendor. A transient vendor is any person, firm or business, other than a food truck vendor, who does not have an established place of business within the corporate limits of the city, who sells or offers to sell to the general public, goods, wares, merchandise or personal property of any nature whatsoever from any conveyance, stand, table or other means set up or located on the streets and sidewalks within the city or on the property within the city owned by another.

Vehicular truck. A vehicular truck is any motor vehicle equipped to sell food and/or beverages from its interior.

(Ord. No. 3776, § 2, 5-28-98; Ord. No. 4272, §§ 3, 4, 7-26-18)

Sec. 62-332. - Transient vendor license application.

Applications for transient vendor licenses shall be submitted to the city clerk in writing on forms provided by the city clerk and signed by the applicant. The application will contain the following information:

- (1) Name, date of birth, social security number and applicant's permanent address.
- (2) Address for location where applicant intends to offer goods, wares, merchandise or property for sale.
- (3) A brief description of the nature of the business to be conducted and the goods to be sold.
- (4) If applicant is employed, name and address of the employer together with credentials establishing applicant's relationship to such employer.
- (5) Length of time for which the right to do business is desired, which will not exceed three days.
- (6) If a vehicle is to be used, a description of the vehicle, state license number carried on such vehicle and proof of liability insurance covering such vehicle.
- (7) Applicant sales tax certificate designating the city and as applicable the county as recipients of local sales tax collected.
- (8) Written permission of the owner or tenant in possession of the location desired by the applicant in which the applicant intends to offer goods, merchandise or personal property for sale.
- (9) Statement from the county clerk's office stating that the applicant is in compliance with county or state transient vendor requirements.

(Ord. No. 3776, § 3, 5-28-98)

Sec. 62-333. - Food truck vendor license application.

Applications for food truck vendor licenses shall be submitted to the city clerk in writing on forms provided by the city clerk and signed by the applicant. The application shall contain the following information:

- (1) Name, date of birth, social security number and applicant's permanent address.
- (2) Address for location where applicant intends to offer food and/or beverages for sale along with the written consent of the owner of the location.
- (3) Full legal of business, name of business owner, and driver's license number of the owner/operator.
- (4) Vehicle information including: type of vehicle, model, VIN number, insurance policy name and number, name of owner of vehicle.
- (5) Sales tax certificate designating the city and as applicable the county as recipients of local sales tax collected.
- (6) Description of the nature of the business to be conducted and goods to be sold.
- (7) Length of stay at the designated location.
- (8) Copy of health permit from the Kansas Department of Health and Environment.
- (9) Copy of fire safety permit from the Independence Fire Department.

(Ord. No. 4272, § 6, 7-26-18)

Sec. 62-334. - Licensing procedure.

All applications for licenses hereunder shall be first approved by the city clerk. The city clerk shall be given 24 hours to investigate the qualifications of the licensed applicant and approve or disapprove the issuance of the license.

(Ord. No. 3776, § 4, 5-28-98; Ord. No. 4272, § 7, 7-26-18)

Sec. 62-335. - Fees.

The fees for a transient vendor license and a food truck vendor license shall be as set forth in Appendix D to the City Code.

(Ord. No. 3776, § 5, 5-28-98; Ord. No. 4272, § 8, 7-26-18)

Sec. 62-336. - Exemptions.

All carnivals, farmers' markets, public events or activities as defined in section 62-331 in which the activity is on public property and the use of the public property has been approved by the governing body are exempt from the transient vendor licensing requirement under this ordinance. Sales conducted by motorized vehicles as defined in section 62-331 are exempt from the transient vendor licensing requirement under this ordinance, however, the requirement for a business license set forth in section 62-27 shall be applicable to vendors selling from motorized vehicles. Any person, firm or business who is required to pay rent for the use of a public building or facility for conducting business activities is not exempt from the requirement of this ordinance or any other applicable sections of the City Code requiring a business or occupation license. Food truck vendors who participate in public festivals or events such as Neewollah which have been approved by the Governing Body shall be exempt from the food truck vendor licensing requirement under this or ordinance.

(Ord. No. 3776, § 6, 5-28-98; Ord. No. 4272, § 9, 7-26-18)

Sec. 62-337. - Penalty.

Any violations in the terms of this article and any person convicted of such violation is punishable by a fine of not to exceed \$500 or imprisonment for 10 days or by both such fine and imprisonment.

(Ord. No. 3776, § 7, 5-28-98; Ord. No. 4272, § 9, 7-26-18)

Sec. 62-338. - Revocation.

Any license issued under the terms and provisions of this article may be revoked by the board of commissioners for any of the following reasons:

- (1) Giving of false information in the application for a license.
- (2) Violation of or failure to comply with any of the provisions of this article.
- (3) Nonpayment of any license fees payable under this article.
- (4) Violation of any of the laws of this state or ordinances of this city regulating any business, trade, occupation, profession or calling.
- (5) Violation of any of the laws of this state or ordinances of this city regulating the storage, accumulation, or disposal of solid waste, trash, or refuse.

(Ord. No. 3776, § 8, 5-28-98; Ord. No. 4272, § 10, 7-26-18)

Secs. 62-339—62-500. - Reserved.

City of Independence		City of Coffeyville		City of Parsons		City of Chanute	
	Population		Population		Population		Population
General Licenses:	8,526	No General Business Licenses	8,906	No General Business Licenses	9,590	No General Business Licenses	8,714
Application fee	\$10.00						
Annual license fee:					\$50.00		
Resident business, per year	\$20.00						
Nonresident business, per year	\$40.00						
Semiannual license fee:							
Resident business, per year	\$10.00						
Nonresident business, per year	\$20.00						
Amusement and musical devices:							
Each automatic amusement device, per year	\$15.00			Coin operated, per year	\$10.00	Kansas Private Club License Required	\$200.00
Each automatic musical device, per year	\$10.00			Billiard or pool tables license tax, first table, \$12.50 each additional	\$30.00		
Billiard, pool table, each, per year	\$10.00						
Domino table, each, per year	\$10.00						
Pawnbrokers, precious metals dealer, per year	\$25.00	Pawnbroker, precious metal dealer	\$25.00			Pawnbrokers/Precious Metal	\$25.00
Taxicabs, each six-month period	\$12.50	Taxi Cab, per year	\$50.00	Taxicabs, per cab, per year	\$50.00	For-hire passenger vehicles	\$5.00
Adult entertainment businesses:							
Business application fee	\$2,500.00			Adult Business application fee	\$200.00		
Business annual renewal fee	\$2,500.00			Employee permit	\$20.00		
Annual employee permit fee	\$25.00						
Scrap metal dealers:							
Initial registration fee for scrap metal dealers	\$400.00					Scrap Metal Dealers	\$250.00
Renewal registration fee for scrap metal dealers	\$50.00						
Transient vendor license fees:				Transient shows, per day or \$25.00 per week	\$5.00	Transient Vendor - 60 days (considered to be nonresident)	\$125.00
3 consecutive days	\$25.00	Transient Vendor - 3 days	\$50.00	Transient Vendor, 2 weeks - application fee \$10.00, 30 days \$50.00, 6 months \$250.00	\$25.00		
Food truck vendor license:		They use the transient vendor fee for food trucks					
Application fee	\$10.00			Mobile Food Truck, per year, local	\$25.00	Treated the same as a transient vendor	
Food truck vendor license fees:				All other Vendors, one week (7 consecutive days) \$300.00 per year	\$100.00		
2 weeks	\$25.00			Temporary vending permit, then \$2.00 per day for length of special event	\$15.00		
30 days	\$50.00						
6 months	\$250.00						
1 year	\$400.00						
Message Services							

City of Independence	Population	8,526	City of McPherson	Population	14,036	City of Pittsburg	Population	20,646	City of Neodesha	Population	2,220
General Licenses:			No General Business Licenses			General Licenses:			No General Business License Fee		
Application fee		\$10.00				Annual license fee:					
Annual license fee:						Per License, per year		\$35.00			
Resident business, per year		\$20.00									
Nonresident business, per year		\$40.00									
Semiannual license fee:											
Resident business, per year		\$10.00									
Nonresident business, per year		\$20.00									
Amusement and musical devices:											
Each automatic amusement device, per year		\$15.00									
Each automatic musical device, per year		\$10.00									
Billiard, pool table, each, per year		\$10.00									
Domino table, each, per year		\$10.00									
Pawnbrokers, precious metals dealer, per year		\$25.00	Pawnbrokers/Precious Metal		\$25.00	Pawnbrokers/Precious Metal		\$35.00			
Taxicabs, each six-month period		\$12.50	Application fee then \$2.00 per vehicle		\$20.00	Application fee		\$25.00			
Adult entertainment businesses:			and \$2.00 per driver			Adult Entertainment		\$35.00			
Business application fee		\$2,500.00				Annual Renewal		\$24.00			
Business annual renewal fee		\$2,500.00									
Annual employee permit fee		\$25.00									
Scrap metal dealers:											
Initial registration fee for scrap metal dealers		\$400.00	Scrap Metal Registration - 10 years		\$400.00						
Renewal registration fee for scrap metal dealers		\$50.00	Renewal		\$50.00						
Transient vendor license fees:			Itinerant Merchant Application; per		\$35.00						
			week \$10.00; per year \$100.00								
3 consecutive days		\$25.00	Peddlers, Solicitors, Canvassers -then		\$35.00	Peddler/Solicitor, any kind, per year,		\$150.00	Peddler or solicitor, per day or		\$10.00
			\$10.00 per week.			or \$30.00/week or \$10.00/day			\$300.00/year plus investigative fee of		
Food truck vendor license:									\$40.00		
Application fee		\$10.00	They treat food trucks as itinerant						They treat food trucks as peddlers or		
Food truck vendor license fees:			merchants			Full-time, then 6% of sales/min \$5.00		\$200.00	solicitors.		
2 weeks		\$25.00				for part time			1 week or 1 month		\$25.00
30 days		\$50.00							6 months		\$200.00
6 months		\$250.00							1 year		\$400.00
1 year		\$400.00									
Message Services											

City of Independence	Population	8,526	City of Ark City	Population	11,974	City of Winfield	Population	11,700	City of Salina	Population	47,707
General Licenses:			No General Business License Fee			No General Business License Fee			No General Business License Fee		
Application fee		\$10.00									
Annual license fee:											
Resident business, per year		\$20.00									
Nonresident business, per year		\$40.00									
Semiannual license fee:											
Resident business, per year		\$10.00									
Nonresident business, per year		\$20.00									
Amusement and musical devices:											
Each automatic amusement device, per year		\$15.00									
Each automatic musical device, per year		\$10.00									
Billiard, pool table, each, per year		\$10.00									
Domino table, each, per year		\$10.00									
Pawnbrokers, precious metals dealer, per year		\$25.00	Pawnbrokers/Precious Metal/year		\$25.00	Annual Fee then \$20.00/year/operator		\$50.00	Pawnbrokers/Precious Metal Company then per cab \$23.00; driver license \$23.00; ID card replacement \$10.00		\$25.00 \$48.00
Taxicabs, each six-month period		\$12.50	Annual		\$40.00	Annual Fee		\$40.00			
Adult entertainment businesses:											
Business application fee		\$2,500.00							First Year		\$865.00
Business annual renewal fee		\$2,500.00							Annual Renewal		\$490.00
Annual employee permit fee		\$25.00							Annual Individual License Fee		\$22.00
Scrap metal dealers:											
Initial registration fee for scrap metal dealers		\$400.00	Application		\$400.00						\$400.00
Renewal registration fee for scrap metal dealers		\$50.00	Renewal Application		\$50.00						\$50.00
Transient vendor license fees:											
3 consecutive days		\$25.00	Daily \$30, then \$50.00 monthly; \$125.00 bi-annually; \$250.00 annually			Peddler's License		\$50.00	Adult Peddler then Juvenile Peddler \$52.00; Ice Cream Vendor \$66.00 (all include ID card, replacement card \$10.00)		\$76.00
Food truck vendor license:											
Application fee		\$10.00	Daily \$30, then \$50.00 monthly; \$125.00 bi-annually; \$250.00 annually						Downtown Activity Permit		\$50.00
2 weeks		\$25.00				One week		\$25.00			
30 days		\$50.00				One month		\$50.00			
6 months		\$250.00				6 months		\$200.00			
1 year		\$400.00				Annual		\$400.00			
Message Services											

City of Independence	Population	8,526	City of Abilene	Population	6,510	City of Great Bend	Population	15,224	City of Ottawa	Population	12,625
General Licenses:			No General Business License Fee			No General Business License Fee			Business Registration Fee (excluding charitable and other not-for-profit organizations)		\$100.00
Application fee		\$10.00							Operator's license - annually 5 or more coin-in-the-slot amusement devices is an arcade and is \$500.00 annually		\$50.00
Annual license fee:									Per automatic musical device		\$30.00
Resident business, per year		\$20.00				Amusement Hall		\$75.00	Per table - annually		\$3.00
Nonresident business, per year		\$40.00							Pawnbrokers/Precious Metal		
Semiannual license fee:						Pawnbrokers/Precious Metal		\$25.00	Application fee		
Resident business, per year		\$10.00				Annual/vehicle		\$25.00	Adult Entertainment Annual Renewal		
Nonresident business, per year		\$20.00							One-week, then one-month \$50.00; annual license \$400.00		\$20.00
Amusement and musical devices:						Junkyard		\$35.00	Transient - per day		\$100.00
Each automatic amusement device, per year		\$15.00							Peddlers/Solicitors - 1 week, then 1 month \$50.00 then 1 year \$400.00		\$20.00
Each automatic musical device, per year		\$10.00				Adult Entertainment Annual Renewal			Street Vendors: (plus \$100 for each additional vehicle used)		
Billiard, pool table, each, per year		\$10.00							1 week		\$20.00
Domino table, each, per year		\$10.00							Single Event		\$50.00
Pawnbrokers, precious metals dealer, per year		\$25.00							Annual License		\$200.00
Taxicabs, each six-month period		\$12.50							Application		\$50.00
Adult entertainment businesses:											
Business application fee		\$2,500.00	Adult Entertainment Annual Renewal		\$250.00						
Business annual renewal fee		\$2,500.00									
Annual employee permit fee		\$25.00									
Scrap metal dealers:											
Initial registration fee for scrap metal dealers		\$400.00									
Renewal registration fee for scrap metal dealers		\$50.00									
Transient vendor license fees:			Transient Merchant - 90 days		\$50.00						
3 consecutive days		\$25.00	Solicitor's License - 6 months		\$25.00	Door-to-door advertising		\$50.00			
Food truck vendor license:											
Application fee		\$10.00									
Food truck vendor license fees:											
2 weeks		\$25.00	Mobile Food Vendor License		\$200.00						
30 days		\$50.00									
6 months		\$250.00									
1 year		\$400.00									
Message Services											

City of Independence	Population	8,526	City of Shawnee	Population	65,807	City of Wichita	Population	389,938	City of Clearwater	Population	2,653
General Licenses:			No General Business License Fee			No General Business License Fee			No General Business License Fee		
Application fee		\$10.00									
Annual license fee:											
Resident business, per year		\$20.00									
Nonresident business, per year		\$40.00									
Semiannual license fee:											
Resident business, per year		\$10.00									
Nonresident business, per year		\$20.00									
Amusement and musical devices:											
			Per device, Distributor Permit								
Each automatic amusement device, per year		\$15.00	\$200.00		\$20.00	Annually		\$600.00			
Each automatic musical device, per year		\$10.00									
Billiard, pool table, each, per year		\$10.00	License plus \$10.00 per table over one		\$50.00						
Domino table, each, per year		\$10.00									
Pawnbrokers, precious metals dealer, per year		\$25.00	Pawnbrokers/Precious Metal		\$25.00	Pawnbrokers/Precious Metal					
Taxicabs, each six-month period		\$12.50				Annual license fee, plus annual permit					
Adult entertainment businesses:						fee of \$100.00/vehicle		200			
Business application fee		\$2,500.00				Adult Entertainment		\$100.00			
Business annual renewal fee		\$2,500.00				Annual Renewal					
Annual employee permit fee		\$25.00									
Scrap metal dealers:											
Initial registration fee for scrap metal dealers		\$400.00									
Renewal registration fee for scrap metal dealers		\$50.00									
Transient vendor license fees:			Solicitor's - per day		\$100.00	Itinerant Merchants:			Occupational/Solicitor's License:		
3 consecutive days		\$25.00				Per day, then \$35.00/week, then			Application fee, then \$100.00 Permit		
Food truck vendor license:						\$50.00/month, then \$100.00/ 6		\$10.00	fee		\$25.00
						months					
Application fee		\$10.00									
Food truck vendor license fees:											
2 weeks		\$25.00	Annual license		\$100.00	30 days		\$50.00	One week		\$25.00
30 days		\$50.00				6 months		\$250.00	One month		\$60.00
6 months		\$250.00				1 year		\$400.00	6 months		\$200.00
1 year		\$400.00							Annual		\$400.00
Message Services			New, then annual renewal \$150.00		\$300.00	Two-year license fee/business		\$200.00			
						Two-year license fee/therapist		\$75.00			
						Replacement of ID		\$5.00			

City of Independence	Population	8,526	City of Cheney	Population	2,208	City of Louisburg	Population	4,969	City of Lawrence	Population	95,905
General Licenses:						No General Business License Fee			No General Business License Fee		
Application fee		\$10.00	Business License - over \$2,000/year		\$30.00						
Annual license fee:			Business License Late Fee		\$15.00						
Resident business, per year		\$20.00									
Nonresident business, per year		\$40.00									
Semiannual license fee:											
Resident business, per year		\$10.00									
Nonresident business, per year		\$20.00									
Amusement and musical devices:											
Each automatic amusement device, per year		\$15.00	Per device/year		\$20.00						
Each automatic musical device, per year		\$10.00									
Billiard, pool table, each, per year		\$10.00									
Domino table, each, per year		\$10.00									
Pawnbrokers, precious metals dealer, per year		\$25.00	Pawnbrokers/Precious Metal		No charge				Pawnbrokers/Precious Metal		\$25.00
Taxicabs, each six-month period		\$12.50							Per year, then \$50.00 per vehicle		\$100.00
Adult entertainment businesses:									Sex shop, annually		\$250.00
Business application fee		\$2,500.00				Adult Entertainment license fee		\$250.00	Sexually Oriented Entertainment		\$500.00
Business annual renewal fee		\$2,500.00				Mager license fee		\$100.00	business license, annually		\$500.00
Annual employee permit fee		\$25.00				Adult entertainer's license fee		\$100.00	SOE manager's license, annually		\$50.00
Scrap metal dealers:						Server's license fee		\$50.00	SOE entertainer's license, annually		\$50.00
Initial registration fee for scrap metal dealers		\$400.00									
Renewal registration fee for scrap metal dealers		\$50.00									
Transient vendor license fees:			Peddlers License - Solicitor		\$75.00	Solicitors, Canvassers, Peddlers:			Solicitors and Peddlers		\$250.00
3 consecutive days		\$25.00				Per day (not in excess of \$100.00, or \$250.00 annual)		\$10.00	Transient Merchants - 5 days		\$50.00
Food truck vendor license:											
Application fee		\$10.00	Peddler's License - Street Vendor/Vending Unit		\$50.00				Street Vendors:		
Food truck vendor license fees:									Each stand/each vehicle, per day		\$25.00
2 weeks		\$25.00							Each stand/each vehicle, per year or \$50.00 per month		\$300.00
30 days		\$50.00							Each subsequent/consequent year or \$50.00 per month		\$200.00
6 months		\$250.00							Mobile Food Vendors, per year		\$300.00
1 year		\$400.00									
Message Services											

City of Independence	Population	8,526	City of Eudora	Population	6,410	City of Topeka	Population	125,310	City of Leavenworth	Population	82,892
General Licenses:			No General Business License Fee			No General Business License Fee			No General Business License Fee		
Application fee		\$10.00									
Annual license fee:											
Resident business, per year		\$20.00									
Nonresident business, per year		\$40.00									
Semiannual license fee:											
Resident business, per year		\$10.00									
Nonresident business, per year		\$20.00									
Amusement and musical devices:											
Each automatic amusement device, per year		\$15.00									
Each automatic musical device, per year		\$10.00									
Billiard, pool table, each, per year		\$10.00									
Domino table, each, per year		\$10.00									
Pawnbrokers, precious metals dealer, per year		\$25.00				Pawnbrokers \$140.00, precious metal:	\$35.00		Pawnbrokers/Precious Metal	\$25.00	
Taxicabs, each six-month period		\$12.50				Per taxicab, then per driver \$10.00	\$20.00		Service License	\$26.00	
Adult entertainment businesses:									Business License	\$650.00	
Business application fee	\$2,500.00								Manager's License	\$65.00	
Business annual renewal fee	\$2,500.00								Entertainer's License - annually	\$26.00	
Annual employee permit fee	\$25.00										
Scrap metal dealers:											
Initial registration fee for scrap metal dealers	\$400.00		Registration	\$100.00							
Renewal registration fee for scrap metal dealers	\$50.00		Renewal	\$100.00							
Transient vendor license fees:			Solicitor's License:			Per day	\$10.00		Transient or itinerant merchant/vendor, daily/each	\$50.00	
3 consecutive days	\$25.00		Company, annually (one employee), then \$50.00 for each additional individual	\$250.00		Peddler's/Solicitor's	\$250.00		Peddlers daily/each, then weekly \$250.00 each	\$50.00	
Food truck vendor license:						Sidewalk Vendor, per day	\$10.00				
Application fee	\$10.00										
Food truck vendor license fees:											
2 weeks	\$25.00		3 Day	\$50.00		Annual	\$300.00				
30 days	\$50.00		1 Year	\$100.00							
6 months	\$250.00										
1 year	\$400.00										
Message Services			Message Establishment License, new	\$75.00					Initial issuance--annual	\$300.00	
			Message Therapist License, new	\$75.00					On-time renewal--each, annually	\$150.00	
			Establishment License - Renewal	\$35.00					Expired or lapsed license renewal-annual	\$300.00	
			Therapist License - Renewal	\$35.00					Message therapist License annually	\$50.00	

City of Independence	Population	8,526	City of Paola	Population	5,630	City of Hiawatha	Population	3,280	City of Mulvane	Population	6,286
General Licenses:			No General Business License Fee			No General Business License Fee			No General Business License Fee		
Application fee		\$10.00									
Annual license fee:											
Resident business, per year		\$20.00									
Nonresident business, per year		\$40.00									
Semiannual license fee:											
Resident business, per year		\$10.00									
Nonresident business, per year		\$20.00									
Amusement and musical devices:											
Each automatic amusement device, per year		\$15.00							Gaming License		\$15.00
Each automatic musical device, per year		\$10.00									
Billiard, pool table, each, per year		\$10.00							Billiards		\$15.00
Domino table, each, per year		\$10.00									
Pawnbrokers, precious metals dealer, per year		\$25.00	Pawnbrokers/Precious Metal		\$25.00	Pawnbrokers/Precious Metal		\$25.00	Pawnbrokers		\$50.00
Taxicabs, each six-month period		\$12.50									
Adult entertainment businesses:											
Business application fee		\$2,500.00									
Business annual renewal fee		\$2,500.00									
Annual employee permit fee		\$25.00									
Scrap metal dealers:											
Initial registration fee for scrap metal dealers		\$400.00									
Renewal registration fee for scrap metal dealers		\$50.00									
Transient vendor license fees:			Solicitors/Canvassers/Peddlers			Solicitors/Canvassers/Peddlers per day not to exceed \$50.00, business with wholesale business \$25.00 annual		\$10.00	Solicitor - per day or \$500.00 annual		\$100.00
3 consecutive days		\$25.00				Investigation Fee		\$25.00			
Food truck vendor license:			Investigation Fee		\$150.00						
Application fee		\$10.00									
Food truck vendor license fees:											
2 weeks		\$25.00	Daily		\$25.00	3 days		\$25.00	Per day		\$25.00
30 days		\$50.00	Annual		\$250.00	Annual		\$100.00	Annual		\$250.00
6 months		\$250.00									
1 year		\$400.00									
Message Services											



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
AUGUST 8, 2023**

Department Finance

Prepared By

AGENDA ITEM Consider creating a sub-committee to review and report on the Extension of Services Policies.

SUMMARY RECOMMENDATION

BACKGROUND

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. 1979 EXT OF SERVICE POLICY
2. 1996 EXT OF SERVICE POLICY

CITY OF INDEPENDENCE, KANSAS

POLICY FOR EXTENSION OF SERVICES

Adopted

August 21, 1979

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PLATTING REQUIREMENTS AS CONDITION
FOR EXTENSION OF PUBLIC SERVICES

SECTION 1. GENERAL CONDITIONS: Any development of three or more houses or an area greater than one-half acre shall be platted before any public services are extended.

SECTION 2. PLATTING REQUIREMENT: The platting requirements and procedures will be as specified in the city's subdivision regulations.

SECTION 3. PLAT REVIEW: All development sketch plans or preliminary plat shall be submitted to the City Engineer's office for review and comment at least twenty (20) days prior to the date it will be placed on the agenda of the Planning and Zoning Commission.

POLICY FOR THE EXTENSION OF WATER SERVICES
CITY OF INDEPENDENCE, KANSAS

- SECTION 1. GENERAL: The City of Independence may extend water distribution lines to residential, commercial and industrial customers subject to the conditions contained in the following sections. It is the policy of the Governing Body to limit water service extensions to only those tracts of land lying within the corporate boundaries of the City of Independence, except Rural Water Districts, organized under the laws of the State of Kansas may be served by contractual agreements approved by the Governing Body.
- SECTION 2. CITY-AT-LARGE IMPROVEMENTS AND RESPONSIBILITIES: The city-at-large may finance the construction of all water supply facilities, treatment facilities, pumping stations, storage reservoirs, elevated storage facilities, fire hydrants on public land and appurtenances thereto, and all water distribution lines, and will maintain and operate such facilities and distribution lines.
- SECTION 3. RIGHT OF THE CITY TO REFUSE WATER SERVICE EXTENSIONS: The City reserves the right to refuse water service extensions, or to limit water service, where such extension jeopardizes water service to existing users or is financially impractical for the City to maintain or construct the new water lines with available City resources. However, the

City Commission may authorize a developer to construct or contract for the construction of water lines if the following conditions are met:

- (1) All plans and specifications are approved by the City Engineer;
- (2) The developer agrees to pay for construction and engineering costs of the project; and
- (3) Developer agrees to comply with Sections 8, 9 and 12.

Inspection of all water line installations shall be performed by the City Engineer or his duly authorized representative.

SECTION 4. FIRE HYDRANTS LOCATED ON PRIVATE PROPERTY: Fire hydrants located on private property and all line extensions to serve said hydrants shall be paid for by the user or developer and shall be installed and maintained by the user or developer in accordance with City standards.

SECTION 5. COMPLIANCE WITH SUB-DIVISION REGULATIONS: Water distribution lines will be extended into areas in which lines are requested only if there is an approved plat or if said areas are in compliance with the sub-division regulations.

SECTION 6. SEWAGE DISPOSAL REQUIREMENTS: Water service shall not be extended to any user until provisions have been made to meet the sewage disposal requirements specified in the sub-division regulations and sewer use ordinance (Ord. #3325) and any amendments thereto. All central sanitary sewer improvements shall be designed and approved by the City to

connect into the City sewerage system when that system is available. Prior to commencement of any construction on proposed lot or tracts, the method of financing such sewerage improvements shall be assured and approved in writing by the City as provided in the sub-division regulations. The City Engineer's office and the Kansas Department of Health and Environment shall review and approve all plans for construction of sewerage facilities.

SECTION 7. COMPLIANCE WITH CITY CONSTRUCTION STANDARDS: All water distribution lines, mains, valves, private fire hydrants, and appurtenances thereto shall be constructed in accordance with plans and specifications prepared and/or approved by the City Engineer or his designated representative. The City may elect to construct or contract for the construction of all water lines.

SECTION 8. COMPLIANCE WITH CITY CODES: Water service may be refused to any user whose construction is not in accordance with the applicable codes of the City.

SECTION 9. OWNERSHIP OF LINES: Upon completion of the installation of any lines required herein, said lines shall be dedicated to the City and the City shall retain complete ownership and control of said lines. The City shall have the right to add users to extensions and to add new extensions without the consent of any party contributing to the cost of the original construction.

SECTION 10. INDUSTRIAL DEVELOPMENT: The City may, at its option, make or permit water line extensions to special institutional,

commercial, or industrial users inside or outside the city limits where contractual or estimated revenues will justify the cost of such extensions and where said users will not overburden the water supply with excessive future demands.

SECTION 11. UNUSUAL PRESSURE AND FLOW CONDITIONS: The City will provide water service at the pressures existing in the water system. Any user requiring pressures higher or lower than normally maintained in the system or requiring abnormal quantities of water shall provide the additional equipment required such as pressure reduction devices, pumps, and storage facilities on the project site and may be required to pay for any additional expense to the City in providing additional transmission lines or other facilities required to meet the abnormal needs. Said additional lines or facilities shall be paid for either through contractual agreement or the payment for the additional construction. Service of a special nature will be rendered by contractual agreement, only at the option of the City, and under conditions which will not interfere with normal service to other users.

SECTION 12. SERVICE CONNECTIONS: When users are initially connected to a water main, the City shall make the tap and provide the meter, meter box and lid, and the meter setting equipment. The charge for the initial water connections shall be as established by the City Commission. The service line shall

have its point of beginning at the tap in the main and the City may be responsible for the installation and maintenance of the service line to 1' behind the curb line and the Water Department shall install a curb stop and meter box of suitable size.

SECTION 13. REPAIR OR REPLACEMENT OF SERVICE LINES: The City shall provide for the repair or replacement of existing service lines from 1' behind the curb stop to the main at no cost to the property owner. Only licensed plumbers may work on the City water system on public property; however, the City Water Department may do plumbing work on public property when deemed necessary.

SECTION 14. BASIS OF DETERMINING CONSTRUCTION COSTS: Construction costs shall include the cost of preparing engineering plans and specifications, acquisition of easements and right-of-way, supervision and inspection of the project, actual construction costs, cost of litigation, interest on temporary financing, and any other administrative costs the City shall incur as a result of the project.

SECTION 15. AMENDMENTS: This policy may be amended by action of the Governing Body.

POLICY FOR THE EXTENSION OF SANITARY SEWER LINES

CITY OF INDEPENDENCE, KANSAS

- SECTION 1. GENERAL: The City may extend sanitary sewer lines to residential, commercial and industrial users subject to the conditions contained in the following sections. It is the policy of the Governing Body to limit sewer extensions to only those tracts of land lying within the corporate boundaries of the City of Independence.
- SECTION 2. CITY-AT-LARGE IMPROVEMENTS: The city-at-large may finance the construction of interceptor mains, trunk mains and sewage treatment facilities, may finance that portion of the construction of a line in excess of eight inches (8"), may finance that portion of a force main or lift station that will service a greater area than the service area requested, and will maintain and operate all treatment facilities, pump stations and collection lines.
- SECTION 3. RIGHT OF CITY TO REFUSE LINE EXTENSIONS: The City reserves the right to refuse sanitary sewer line extensions where such extensions are financially impractical from a construction, maintenance or operational perspective.
- SECTION 4. DEVELOPER OR USER IMPROVEMENT: The developer or user shall pay for the installation of all gravity sanitary sewer lines eight inches (8") or less in size. If lift stations and force mains are required in order to serve said user, a benefit district may be established for the purpose of assessing the cost of such improvements. The City may

accept petitions for special assessment to finance the cost of such improvements unless otherwise excepted in this policy.

SECTION 5. SUB-DIVISION REQUIREMENTS: Sanitary sewer lines will be extended into areas in which lines are requested only if said areas are in compliance with the sub-division regulations.

SECTION 6. COMPLIANCE WITH CITY CONSTRUCTION STANDARDS: All sanitary sewer lines, force mains, lift stations and appurtenances thereto shall be constructed in accordance with plans and specifications prepared by or approved by the City Engineer. Plans and specifications shall be prepared based on design standards approved by the Governing Body. No contracts for construction shall be awarded and no construction shall be commenced until said plans and specifications shall have been approved by the City Engineer and the Kansas Department of Health and Environment. Inspection of all sanitary sewer line installations shall be performed by the City Engineer or his duly authorized representative.

SECTION 7. COMPLIANCE WITH CITY CODES: Sewer service may be refused to any user whose construction is not in accordance with the building and construction codes and regulations of the City.

SECTION 8. LINE EXTENSIONS TO ISOLATED SUBDIVISIONS AND USERS: The City may, at its option, serve isolated sub-divisions and users in which case the developer or user shall pay for all collection lines serving the sub-division or user from the

nearest existing line which the City deems adequate in size to serve such sub-division or user. Said connecting lines shall not be financed by special assessments. The City may assume the additional cost of the installation of lines in excess of eight inches (8").

SECTION 9. OWNERSHIP OF LINES: Upon completion of the installation of any lines required herein, said lines shall be dedicated to the City and the City shall retain complete ownership and control of said lines. The City shall have the right to add users to the extension and to add new extensions without the consent of any party contributing to the cost of the original construction.

SECTION 10. INDUSTRIAL DEVELOPMENT: The City may, at its option, make or permit sewer line extensions to special institutional, commercial, or industrial users where contractual or estimated revenue will justify the cost of such extensions and where said users will not overburden the collection or treatment facilities with excessive future demands.

SECTION 11. BASIS OF DETERMINING CONSTRUCTION COSTS: Construction costs shall include the cost of preparing engineering plans and specifications, acquisition of easements and right-of-way, supervision and inspection of the project, actual construction costs, cost of litigation, interest on temporary financing, and any other administrative costs the City shall incur as a result of the project.

SECTION 12. AMENDMENTS: This policy may be amended by action of the Governing Body.

POLICY FOR STORM DRAINAGE IMPROVEMENTS

CITY OF INDEPENDENCE

- SECTION 1. GENERAL: The City encourages the use of open storm drainage throughout the community.
- SECTION 2. CITY-AT-LARGE IMPROVEMENTS: The city-at-large may finance the construction of bridges, boxes, box culverts, culverts, inlets and manholes within the street right-of-way and may finance that portion of an open ditch, swale, concrete channel or pipe in excess of a ten year design storm.
- SECTION 3. DEVELOPER IMPROVEMENTS: The developer shall finance all drainage improvements required by a ten year design storm or less whether such improvements are open channel, concrete channel or pipe. The developer may use benefit district financing for storm drainage improvements if this method is approved by the City.
- SECTION 4. SUB-DIVISION REQUIREMENTS: A storm drainage plan including all calculations shall be prepared for all new subdivisions by a licensed professional engineer and submitted with all preliminary plats.
- SECTION 5. MAINTENANCE OF STORM DRAINAGE IMPROVEMENTS: All enclosed storm drainage improvements shall be maintained by the City. Open drainageways shall be protected by drainage

easements and said drainageways shall be mowed and maintained by the adjacent property owners. No buildings, non-drainage structures, fences or other similar obstructions shall be built or installed in drainage easements.

SECTION 6. COMPLIANCE WITH CITY CONSTRUCTION STANDARDS: All open and enclosed storm drainage improvements shall be constructed in accordance with plans and specifications prepared by or approved by the Engineering Department. Plans and specifications shall be prepared based on design standards approved by the Governing Body. No contracts for construction shall be awarded and no construction shall be commenced until said plans have been approved by the Engineering Department.

SECTION 7. BASIS OF DETERMINING CONSTRUCTION COSTS: Construction costs shall include the cost of preparing engineering plans and specifications, acquisition of easements and right-of-way, supervision and inspection of the project, actual construction costs, cost of litigation, interest on temporary financing, and any administrative costs the City shall incur as a result of the project.

SECTION 8. AMENDMENTS: This policy may be amended by action of the Governing Body.

POLICY FOR THE CONSTRUCTION OF STREET IMPROVEMENTS
CITY OF INDEPENDENCE, KANSAS

- SECTION 1. GENERAL: The City requires, as provided for in the subdivision regulations, the paving, signing, and street lighting of all streets within the City.
- SECTION 2. COMPLIANCE WITH CITY CONSTRUCTION STANDARDS: All streets, alleys, street signs, street lighting, and sidewalks shall be constructed or installed in accordance with plans and specifications prepared by or approved by the Engineering Department. No contracts for construction shall be awarded and no construction shall be commenced until said plans and specifications shall have been approved by the Engineering Department. Inspection of all street, alley, street sign, street lighting or sidewalk installation or construction shall be performed by the Engineering Department or its duly authorized representative.
- SECTION 3. BASIS OF DETERMINING CONSTRUCTION COSTS: Construction costs shall include the cost of preparing engineering plans and specifications, supervision and inspection of the project, actual construction costs, costs of easements, costs of litigation, interest on temporary financing, and any other administrative costs the City shall incur as a result of the project.
- SECTION 4. ARTERIAL STREETS: The developer or adjacent property owner shall pay for the construction of that portion of an arterial street that is equivalent to the local street standards as to curb and gutter, pavement width and pave-

ment thickness. Additional width of pavement, thickness of pavement and other construction in excess of the local street standards shall be paid for by the city-at-large. If, however, the lots adjacent to an arterial street have granted complete access control to the public and do not have direct driveway access to the arterial street, the city-at-large may assume the entire cost of the construction of the arterial street.

SECTION 5. COLLECTOR STREETS: The developer or adjacent property owner shall pay for the construction of that portion of a collector street that is equivalent to the local street standards as to curb and gutter, pavement width and pavement thickness. Additional pavement width, pavement thickness and other construction in excess of the local street standards may be paid for by the city-at-large.

SECTION 6. LOCAL STREETS AND ALLEYS: The developer or adjacent property owner shall pay for the construction of all local streets and alleys. The local streets and alleys shall be designed and constructed in accordance with standards approved by the Governing Body.

SECTION 7. INTERSECTIONS: The city-at-large may pay for the construction of street and alley intersections.

SECTION 8. METHOD OF FINANCING: The developer or adjacent property owner may contract with the City or a private contractor to build said streets, alleys, and sidewalks or may submit petitions to the City for the City to construct such

improvements and assess the costs against the property, as provided by law.

SECTION 9. STREET SIGNS: All traffic signals and street signs may be financed by the city-at-large.

SECTION 10. STREET LIGHTING: Street lighting may be financed by the city-at-large except decorative fixtures which will be financed by the developer or property owners.

SECTION 11. SIDEWALKS: Sidewalks, as required in the sub-division regulations, shall be installed by the developer in accordance with standards and specifications approved by the Governing Body. The developer may submit petitions for the City to construct such improvements and assess the costs against the property, as provided by law.

SECTION 12. BUILDING PERMITS: No building permit shall be issued on a lot on an unimproved street until such time as the street and utilities are installed or the installation of all required improvements has been guaranteed by a bond, petitions or other similar surety and until street grades have been established.

SECTION 13. AMENDMENTS: This policy may be amended by action of the Governing Body.

POLICY FOR THE ISSUANCE OF BUILDING PERMITS
IN RESIDENTIAL DEVELOPMENTS

SECTION 1. GENERAL: No building permit shall be issued until the provisions of the sub-division regulations have been met.

SECTION 2. ISSUE RESTRICTIONS: No building permits will be issued in the City of Independence until the construction or installation of water and sewer mains are complete and contracts have been awarded for street paving with the number of days established for completion of the project.

SECTION 3. EXCEPTIONS: Persons authorized building permits before all essential utility services and streets are completed must comply with the following conditions:

- (a) Access to the building site is possible without interfering with a city improvement project.
- (b) Applicant understands and agrees that access to the building site will not be available at all times.
- (c) Access to the building site will not damage previously installed services.
- (d) Employee parking must be provided which will not hinder the work on city improvement projects.
- (e) Temporary electrical service will be provided without crossing any existing or proposed street improvement.

(f) Applicant agrees that violation of any of the above conditions will be cause to suspend the building permit until all necessary installations of streets and utility services are complete.

SECTION 4. AMENDMENTS: This policy may be amended by action of the Governing Body.

Resolution No. 96-21

WHEREAS; the City of Independence wishes to encourage growth and development within its corporate boundaries and environs.

WHEREAS; the City of Independence has additional capacity within a portion of its utility systems which it desires to make available to encourage growth and development in certain locations outside the City limits, to ultimately enhance the growth of the City.

WHEREAS; this resolution requires improvements to the housing stock and revitalization of certain neighborhoods within the City, as a condition of receiving City utility services outside the City limits.

NOW, THEREFORE BE IT RESOLVED by the governing body of the City of Independence that certain portions of the City of Independence, Kansas policy for extension of services which was adopted August 21, 1979 is modified as it relates to extension or allowing of taps to City utilities outside the City limits. This policy is modified to allow for the extension or taps to the City utility system when a finding is made by the City Commission that it is in the best interest of the City of Independence to allow such taps and the following conditions are met:

1. The City has adequate capacity to provide service from its existing utility system without placing a financial burden on residents of the City, enlarge such collection or distribution lines, construct water tower(s) or other facilities to serve any new subdivision development.
2. The City will allow such taps or extension of its utility system outside the City limits for single family residential and industrial developments.
3. Single family residential units receiving utility service shall be built in planned and developed subdivisions located within one half mile from the City's then existing utility system, unless there is a finding by the governing body that it is in the best interest of the City to extend utilities beyond the one-half mile limitation.
4. Residential subdivisions shall be a minimum of twenty acres, with a maximum density of one acre per lot.
5. All water line extensions to serve such subdivisions shall be adequate in size to provide for both domestic use and fire protection.
6. Sanitary sewer service connections will only be provided after a complete engineering review of the ability of the collection system to receive such waste water and that the City's treatment plant can adequately treat the additional waste water.

7. The developer shall pay all of the cost for extension of all lines and appurtenances to service the proposed subdivision. Fire hydrants shall be provided and installed by the developer at the time of the extension of all water lines, placed at intervals specified by the City's Fire Chief.
8. For taps made directly to the existing City's sanitary sewer lines the City will follow existing policy by charging a connection fee based upon the square footage of the area to be served as provided for in Resolution 7-78. If the developer is required to extend the City's system there will be no such charge. For connection or extensions on existing County sanitary sewer district lines, even if such connection or extension will require approval by the City, there may be no charge as provided for above by the City.
9. All distribution or collection system lines or other appurtenances constructed or extended by the developer will be constructed to standards established by the City and after construction and inspection may be dedicated to the City as determined by the City. The point of connection to the City's utilities and routing of the extended utility lines shall be approved by the City. All line extensions shall be located only on land which has a dedicated easement or is an existing right-of-way and approval has been received by the appropriate governing body for its use.
10. The City may request any improvement that is not constructed to City standards that the developer shall take corrective action acceptable to the City or the City may require such lines be disconnected from the City utility lines and any agreement(s) shall be null and void. The developer shall pay to the City the cost incurred to review plans, specifications and inspection at an hourly rate established by the City.
11. Any additional taps to any lines constructed by the developer whether or not such line is dedicated to the City shall be at the sole discretion of the City and follow existing City policy as established at that time. The number of taps provided to the developer for a specific subdivision development shall be shown in the plat approved by the City.
12. All lines within the subdivision shall comply to City standards and may be dedicated to the City following the same procedures for construction as provided in section 9.
13. The developer shall sign a preannexation agreement indicating that they will petition for annexation into the City when requested by the governing body, or not to contest any City annexation as may otherwise be initiated by the governing body. This agreement shall be applicable to the developer, any assigns or for any future owners of lots or tracts sold by the developer within the platted subdivision.

14. Prior to receiving authority to extend or tap City utility lines the proposed subdivision shall be platted and meet development standards established by the City's subdivision regulations. The developer shall agree to construct all improvements requested by the City's subdivision regulations. These standards shall apply not only to the developer, but to all assigns and future lot owners. If City subdivision standards are less restrictive than the County adopted standards then the more restrictive standards shall be complied with by the developer.
15. Prior to permitting an extension or allowing taps on the water distribution system of the City the developer shall comply with appropriate requirements to insure that sanitary sewer service either through individual septic tanks or other approved method is in compliance with the Montgomery County Health Department, Kansas Department of Health & Environment and City regulations.
16. All rates for both water and sewer service shall be established by the City at an outside rate until such area is annexed into the City.
17. All utility services provided by the City shall be billed at rates established by the governing body for all other outside users, unless unusual circumstances would provide for modifications of such outside rates. The billing for such services will be by the City, unless the City chooses to modify that procedure or if such connection is provided to a special district whose agreement with the City provides for an alternate method of billing to the district and its customers.
18. In exchange for extending utility service to an area outside the City limits, the residential subdivision developer shall construct one new residential structure to comply with the City's zoning regulations and construction standards for every ten new residential structures planned for construction in the outside subdivision. For the purpose of defining a structure; a duplex, triplex or multi-family housing development will only count as one structure.
19. In lieu of the requirement to construct a new residential structure provided for in section 18, the developer may substitute an existing residential structure requiring rehabilitation. If an existing structure requiring rehabilitation is substituted for a new structure, at the completion of the rehabilitation the market value of the rehabilitated structure must increase by a minimum of \$15,000. The increase in market value shall be determined to be the difference between the market value of the residential structure at the time of acquisition and the market value of the structure should certain improvements specified by the developer be done to the property. The

change in market value shall be determined by an appraisal to be done at the time of acquisition by a licensed real estate appraiser to be selected by mutual agreement by both the City and the developer. The cost of the appraisal shall be borne by the developer.

After completion of the rehabilitation of the residential structure the developer shall have a local financial institution inspect or cause to be inspected such property to determine that there are no deficiencies pertaining to the structure utilizing RECD (Rural Economic and Community Development) inspection standards. Those standards are attached. Any deficiencies based upon that inspection will be corrected.

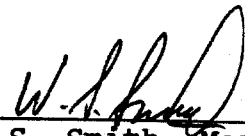
Prior to accepting the rehabilitated structure to meet the criteria established in this resolution the City will be provided a copy of the appraisal report indicating the increase in the market value as provided for in this section and a letter with the attached inspection report from the local financial institution demonstrating that the structure is in compliance with RECD inspection standards.

20. The location for the construction of these additional new residential structures or existing residential structures within the City shall be in an area designated for revitalization which boundary shall be Main Street to the north, City limits to the south, Cement Street to the east and the Union Pacific tracks to the west. The developer should construct residential units in neighborhoods in transition or currently being effected by blight.
21. Prior to any taps being provided to the developer to serve any residential structures outside the City limits, the developer will have completed construction of at least one new single family residential structure or an existing structure that has been rehabilitated in compliance with this agreement in the designated geographic area. An additional residential structure will also be constructed for each additional ten structures or fraction thereof planned for construction before additional taps will be approved by the City. If the developer does not comply with this requirement no new additional taps will be provided until the developer has come into compliance with this section. In lieu of completion of the structure(s) to be constructed within the City, the developer may start construction of a structure(s) outside the City if he has started construction of a home within the City and provides a bond or other security acceptable to the governing body to insure completion of the structure located in the City.
22. For all lines that are an extension of the City lines or any lines which may be dedicated to the City, the City shall require that the developer provide proof that there are no

outstanding liens or encumbrances on such improvements and easements have been provided.


23. The City may require the developer to provide adequate financial statements to indicate the developer's capability to finance the proposed improvements and to develop the subdivision as provided for under any agreements.
24. The developer shall agree to hold the City harmless from any liabilities as provided for in this agreement by their action or by action of the City.
25. The developer, assigns or future lot owners shall agree to comply with all City ordinances pertaining to the City's utility system now in effect or which may be enacted in the future, even though such subdivision or lots may be outside the corporate boundaries of the City.
26. Providing utility services to a subdivision outside the City limits is not to be construed as an obligation to provide police, fire protection or other municipal services.
27. All provisions of this policy shall be incorporated into a signed agreement between the City and the developer subject to the approval of the City Commission.
28. Resolution 95-33 is hereby repealed.

Adopted by the governing body of Independence, Kansas, this 30th day of May, 1996.

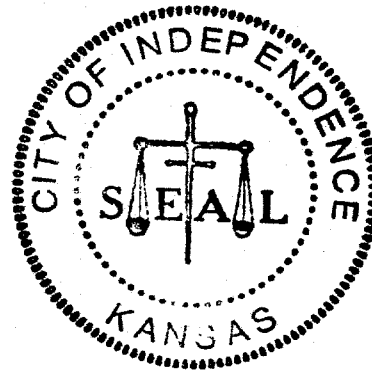


W.S. Smith, Mayor
City of Independence, KS

ATTEST:



Anthony D. Royse, City Clerk





**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
AUGUST 8, 2023**

Department Finance

Prepared By

AGENDA ITEM Broadband Update

SUMMARY RECOMMENDATION

BACKGROUND

SUGGESTED MOTION

SUPPORTING DOCUMENTS



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
AUGUST 8, 2023**

Department Finance

Prepared By

AGENDA ITEM EV Charging Update

SUMMARY RECOMMENDATION

BACKGROUND

SUGGESTED MOTION

SUPPORTING DOCUMENTS



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
AUGUST 8, 2023**

Department Finance

Prepared By

AGENDA ITEM Downtown Building Grant Update

SUMMARY RECOMMENDATION

BACKGROUND

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. Downtown Building Grant Program Update_8.7.23
2. Downtown Independence Building Grant

**CENTRAL BUSINESS DISTRICT COMMERCIAL BUILDING GRANT
2023 SUMMARY**

TOTAL FUNDING	\$	137,360.00
EST. ALLOCATED	\$	50,000.00
EST. REMAINING	\$	87,360.00
TOTAL COST OF PROJECTS	\$	2,464,915.00
RETURN ON INVESTMENT		49.30

ADDRESS	OWNER	APPROVAL DATE	PAID DATE	ESTIMATED TOTAL EXPENDITURES	ESTIMATED ELIGIBLE EXPENDITURES	ESTIMATED REIMBURSEMENT	IMPROVEMENT TYPE
113 E Main	Trident Partnerships	5/15/2023		\$ 886,614.00	\$ 134,477.00	\$ 25,000.00	Masonry, Thermal and Moisture Protection, Doors & Windows
113 W Laurel	Trident Partnerships	5/15/2023		\$ 1,578,301.00	\$ 237,610.00	\$ 25,000.00	Thermal and Moisture Protection, Doors & Windows
						\$ -	
						\$ -	
						\$ -	
						\$ -	

**CENTRAL BUSINESS DISTRICT COMMERCIAL BUILDING GRANT
2022 SUMMARY**

TOTAL FUNDING	\$	110,613.65
EST. ALLOCATED	\$	110,613.65
EST. REMAINING	\$	0.01
TOTAL COST OF PROJECTS	\$	5,157,436.58
RETURN ON INVESTMENT		46.63

ADDRESS	OWNER	APPROVAL DATE	PAID DATE	ESTIMATED TOTAL EXPENDITURES	ESTIMATED ELIGIBLE EXPENDITURES	ESTIMATED REIMBURSEMENT	IMPROVEMENT TYPE
111 E Main	Jeanna Smith	6/9/2022	8/12/2022	\$ 30,150.00	\$ 30,150.00	\$ 7,537.50	New Roof & substrate
123 N 8th	Independence Historical Museum	6/10/2022		\$ 169,326.00	\$ 169,326.00	\$ 25,000.00	Exterior windor, door, rails, and grating repair and paint; storm window installation
101 N. Penn	George Nicely	8/25/2022	11/18/2022	\$ 12,304.58	\$ 12,304.58	\$ 3,076.15	Sewer improvements
120 N. 8th	Trident Partnerships	12/22/2022		\$ 1,521,593.00	\$ 156,945.00	\$ 25,000.00	doors & windows; other eligible expenditures if necessary
208 N. 8th	Trident Partnerships	12/22/2022		\$ 1,698,919.00	\$ 120,240.00	\$ 25,000.00	doors & windows; other eligible expenditures if necessary
221 W. Main	Trident Partnerships	12/22/2022		\$ 1,725,144.00	\$ 159,141.00	\$ 25,000.00	thermal and moisture protection; other eligible expenditures if necessary



DOWNTOWN INDEPENDENCE BUILDING GRANT

The Downtown Independence Building Grant Program is established for the sole purpose of aiding in the preservation of the structural integrity of existing commercial buildings located within the Central Business District of the City of Independence to maintain the economic stability of the Central Business District. This grant provides a 25% reimbursement for eligible expenses with a maximum funding of \$25,000 per building.

Neighborhood Revitalization District

To take part in the Downtown Independence Building Grant Reimbursement Program, a property must be located in a Neighborhood Revitalization District.

Eligibility

To qualify to participate in the Downtown Independence Building Grant Program, applicants must meet the following:

- The property must be located within the designated Central Business District
- Applicant must provide proof of ownership
- The property's real estate taxes must be paid and current.
- City utility bills must be current on all properties in the applicants name or ownership.
- Applicant must provide proof of adequate property insurance on the property
- Applicant may only have one open application at a time
- The improvements must meet Independence city code and applicable building codes.
- The improvement must not be paid for using an insurance settlement or other governmental funding.
- Minimum exterior inspection requirements must be met. If an applicant fails an item at inspection, said item must be corrected prior to application approval or must be addressed within proposed improvements (see Inspection document for details).

Eligible Improvements/costs include:

- Electrical upgrade to include breaker box, wiring and receptacles.
- Electrical Meter Service and disconnect upgrades
- Plumbing service line replacement and interior plumbing
- Fire Sprinkler installation (does not cover design and plan development)
- Façade restoration (tuckpointing)
- Masonry
- Window and exterior door repair or replacement (condition warrants need, cosmetic improvements are not reimbursable)
- Gutters
- Exterior electrical work related to service entrance code compliance or safety
- Roofs (condition warrants need, cosmetic improvements are not reimbursable)
- Footings and foundation
- Flooring structural systems (not floor coverings or underlayment)
- Load bearing or structurally necessary walls, partitions, or other vertical support
- Ceiling structure support, roof and/or ceiling – roof supports or other horizontal structures
- Actual material and installation costs



Ineligible Improvements/costs include:

- Cosmetic improvements where condition does not directly contribute to the need of the improvement
- Restructuring or remodeling
- Exterior painting
- Contractor profit and overhead, bond and insurance costs
- Sweat equity
- Design and inspection costs
- Any work completed prior to final application approval

Note, the City reserves the right to determine if a proposed improvement meets program requirements.

How to Apply and Program Process/Compliance

- The City will start accepting applications on an ongoing basis
- Grant money will be distributed on a first come, first served basis until all funding is appropriated.
- Applications can be emailed to davidc@independenceks.gov or received at City Hall, 811 W. Laurel St., Independence, KS, 67301. Attn: Downtown Independence Building Grant Application
- Upon receipt of application, City Staff will contact the applicant for review of the application and proposed work.
- Buildings will require a minimum exterior inspection; all building codes, ordinance and other applicable regulations for Central Business District must be met. A written report will be provided to the review committees.
- After a complete application is received, a 45-day review period will commence for review by the following committees. Each committee shall provide a written recommendation after review.
 - o CBDBC Grant Program Committee
 - City Manager
 - Assistant City Manager – Chair
 - Director of Finance
 - Housing Authority Director (non-voting)
 - Economic Development Advisory Board Representative (non-voting)
 - Building Inspector (non-voting)
 - Main Street Director (non-voting)
 - o Independence Historic Preservation & Resource Commission
- Following approval from abovementioned review committees, applications will go before the Commission for final approval at the next regular commission meeting
- A scope and timeline of work must be submitted to the Building Department within 90 days of notification of approval
- Projects must be completed within 6 months after a building permit is issued. One 6-month extension may be granted with written approval prior to the initial 6-month deadline.
- Contractor(s) utilized to perform improvements must have a current Independence Occupational license, and if appropriate professional license.
- City staff will perform a monthly review of the project and provide written/photographic documentation.
- City staff shall have the right of entry with 24-hour notice, or immediately if imminent danger is present
- All building codes and ordinances will be adhered to during the duration of the project.
- Applicant will provide documentation from a structural engineer that certifies any work relating to the



structural integrity of the building was properly completed.

- Applicant shall be responsible for all safety conditions and compliance with all federal, state, and local laws.
- Any design/scope changes after initial approval must be submitted to the Building Inspector and go through the committee review and commission approval process.
- Failure to obtain approval for the change order could make changes ineligible for funding.



DOWNTOWN INDEPENDENCE BUILDING GRANT

To be completed by the applicant:

Owner of Record (must be applicant): _____

Phone: _____ Email: _____

Mailing Address: _____ Property Address: _____

Description of Proposed Improvements:

Estimated Total Cost of Improvements: \$ _____

Estimated Cost of Eligible Improvements: \$ _____ Grant Funding Requested: \$ _____

Anticipated Project Start Date: ___/___/___ Anticipated Project Completion Date: ___/___/___

Required supplemental documentation:

- ___ Detailed breakdown of estimated project expenses, including non-eligible work
- ___ Bids/Quotes/Estimates to support estimated project cost.
- ___ Architectural/Engineer stamped drawings and Contractor drawings and description of work
- ___ Contact Information for lending institution, if financed by a loan
- ___ Copy of current insurance policy
- ___ Property Tax Statement

Architect / Engineer / Contractor Information:

Contact: _____ Phone: _____ Email: _____

Business Name: _____ City License: # _____ Services: _____

Contact: _____ Phone: _____ Email: _____

Business Name: _____ City License: # _____ Services: _____



Contact: _____ Phone: _____ Email: _____

Business Name: _____ City License: # _____ Services: _____

By agreeing to participate in this program, the applicant or their architects, engineers, contractors, or others will not seek to hold the City or their agents, employee, officers, and/or Commissioners liable for any property damage, personal injury, or other loss related in any way to the Downtown Independence Building Grant Program.

By signing below, I agree to the participate in the program as outlined, to provide all required information and verifications of work, and to maintain the property and improvements, including, but not limited to promptly removing graffiti, sweeping, and shoveling in front of the property. I certify that to the best of my knowledge all the information provided is truthful and factual. I understand that by participating in this Program, I give my consent for City staff to enter my property to make inspections related to the program and that photos taken of my property can be used in City promotional materials. Monies granted through this program will be reported on IRS Form 1099-G.

Signature of applicant (owner): _____ Date: ___/___/___

Applications may be emailed to: davidc@independenceks.gov or sent to:
City Hall, 811 W. Laurel St., Independence, KS, 67301. Attn: CBDCB Grant Application

FOR CITY OFFICE USE BELOW

___ Improvements are Eligible for Grant

___ Real Estate Taxes Current ___ City Bills Current

___ Required Supplemental Documentation Received

___ Before Pictures Taken

___ Funding Available

___ Building Permit Required (Yes/No) ___ Building Permit Issued Permit No. _____

Initial Inspection of Property/Project: ___/___/___ See Attached Inspection Sheet

Application Approval Date: ___/___/___ Approved By: _____

Project Completion Date: ___/___/___ Reviewed By: _____

Program Close-Out Documentation

___ After Pictures Taken

___ Improvements Meet City Code and Building Requirements

___ Receipts Received (50% Completion) Date: ___/___/___

Amount: \$ _____ Payment (25%): \$ _____ By: _____

___ Receipts Received (100% Completion) Date: ___/___/___

Amount: \$ _____ Payment (25%): \$ _____ By: _____

Information contained in this document will be confidential and only used for the purpose of granting the application.



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
AUGUST 8, 2023**

Department Finance

Prepared By

AGENDA ITEM Neighborhood Exterior Grant Program Update

SUMMARY RECOMMENDATION

BACKGROUND

SUGGESTED MOTION

SUPPORTING DOCUMENTS

1. Neighborhood Exterior Grant Program Update_8.7.23
2. Neighborhood Exterior Grant Program and Application

NEIGHBORHOOD EXTERIOR GRANT PROGRAM

NEIGHBORHOOD EXTERIOR GRANT PROGRAM		PROGRAM FUNDING \$	175,000.00	(2021+IHA+2022+2023)
		EST. ALLOCATED \$	174,999.59	
Paid out in 2021	\$ 50,212.53	EST. REMAINING \$	0.42	
Paid out in 2022	\$ 67,394.38	TOTAL COST OF PROJECTS \$	431,683.04	
Outstanding	\$ 9,025.00	RETURN ON INVESTMENT	2.47	
	\$ 126,631.91			

	ADDRESS	APPROVAL		PROGRAM YEAR	ESTIMATED		IMPROVEMENT TYPE
		DATE	PAID DATE		ELIGIBLE EXPENDITURES	REIMBURSEMENT	
1	317 S. 5TH ST	4/8/2021	4/15/2021	2021	\$ 3,359.00	\$ 1,679.50	GUTTERING
2	218 S. 5TH ST	4/8/2021	5/28/2021	2021	\$ 4,727.35	\$ 2,363.68	SIDING
3	218 S. 5TH ST	5/21/2021	6/25/2021	2021	\$ 5,845.75	\$ 2,636.32	FAÇADE RESTORATION; EXTERIOR PAINTING; PAINT
4	614 N. 9TH ST	4/29/2021	7/9/2021	2021	\$ 6,210.89	\$ 3,105.45	ROOF REPLACEMENT
5	619 N. 9TH ST	4/19/2021	7/9/2021	2021	\$ 17,355.00	\$ 5,000.00	FRONT PORCH REPAIR/REBUILD
6	219 N. 5TH ST	4/29/2021	9/10/2021	2021	\$ 5,894.07	\$ 2,947.04	WINDOW REPLACEMENT
7	216 S. 15TH ST	7/27/2021	9/10/2021	2021	\$ 5,000.00	\$ 2,500.00	DRIVEWAY REPLACEMENT
8	217 S. 4TH ST	4/8/2021	10/15/2021	2021	\$ 26,000.00	\$ 5,000.00	FAÇADE RESTORATION; EXTERIOR PAINTING; CARPENTRY REPAIR; AWNING REPAIR
9	711 N. 9TH ST	4/19/2021	10/15/2021	2021	\$ 10,767.77	\$ 5,000.00	WINDOW & SIDING REPLACEMENT; GUTTERING; DRIVEWAY & FOUNDATION REPAIR
10	209 S. 4TH ST	8/13/2021	10/28/2021	2021	\$ 18,796.48	\$ 5,000.00	PORCH AND CARPORT ROOF REPAIR; RECONSTRUCTION OF COLUMNS
11	1217 N. 4TH	8/24/2021	10/28/2021	2021	\$ 4,020.67	\$ 2,010.34	SIDING & GUTTERING
12	216 S. 5TH ST	4/8/2021	11/11/2021	2021	\$ 9,826.25	\$ 4,913.13	FRONT PORCH REPAIR/REBUILD
13	605 N. 9TH ST	7/8/2021	11/11/2021	2021	\$ 5,255.00	\$ 2,627.50	WINDOW AND DRIVEWAY REPLACEMENT
14	505 E. MAIN	8/31/2021	12/10/2021	2021	\$ 1,359.20	\$ 679.60	SIDEWALK AND PORCH REPAIR
15	216 E. MYRTLE	4/29/2021	12/31/2021	2021	\$ 9,500.00	\$ 4,750.00	CHIMNEY REPAIR, FOUNDATION REPAIR, STEP REPAIR
16	1231 N. 4TH ST	8/24/2021	2/18/2022	2022	\$ 3,660.00	\$ 1,830.00	GUTTERING
17	916 E. EDISON	9/7/2021	2/18/2022	2022	\$ 8,785.52	\$ 4,392.76	SIDING & WINDOW REPLACEMENT
18	207 N. 5TH ST	4/29/2021	7/14/2022	2022	\$ 4,400.00	\$ 2,200.00	EXTERIOR PAINTING
19	308 E MAPLE ST	8/23/2021	7/14/2022	2022	\$ 5,280.67	\$ 2,640.34	DOORS, WINDOW, SIDING REPAIR, CHIMNEY CAPS, GARAGE DOOR, PORCH
20	500 E. MAPLE ST	6/1/2021	8/24/2022	2022	\$ 18,000.00	\$ 5,000.00	FAÇADE RESTORATION; EXTERIOR PAINTING
21	709 S. PARK	5/13/2022	8/24/2022	2022	\$ 5,575.00	\$ 2,787.50	EXTERIOR PAINTING; BACK DOOR AND STORM DOOR; ATTIC SCREENS
22	713 S. PARK	5/13/2022	8/24/2022	2022	\$ 10,804.00	\$ 5,000.00	WINDOW, DOOR, AND RAILING REPLACEMENT
23	317 S. 5TH ST	4/1/2022	8/26/2022	2022	\$ 6,325.00	\$ 3,162.50	FAÇADE RESTORATION; EXTERIOR PAINTING
24	505 E. MYRTLE	5/13/2022	9/9/2022	2022	\$ 5,244.89	\$ 2,622.45	EXTERIOR PAINTING
25	408 S. 6TH	4/1/2022	9/9/2022	2022	\$ 9,804.25	\$ 4,902.13	REMOVE & REPLACE DRIVEWAY
26	128 HACKBERRY	7/26/2022	10/14/2022	2022	\$ 9,854.24	\$ 4,927.12	ROOF REPAIR, VINYL SIDING, SOFFET & FACIA, WINDOW TRIM
27	308 S. 6TH ST	6/8/2022	10/28/2022	2022	\$ 10,087.34	\$ 5,000.00	FAÇADE RESTORATION; EXTERIOR PAINTING; WINDOW REPAIR
28	600 Hickory	7/26/2022	10/28/2022	2022	\$ 13,545.70	\$ 5,000.00	SIDING, WINDOW, DOOR REPLACEMENT
29	308 W OAK ST	7/26/2022	10/28/2022	2022	\$ 11,608.95	\$ 5,000.00	WINDOW REPLACEMENT, SIDING, REPLACE & PAINT TRIM, & TREE REMOVAL
30	304 E Maple	5/2/2022	11/11/2022	2022	\$ 5,859.19	\$ 2,929.60	FAÇADE AND GUTTER REPAIR
31	601 Hickory	7/26/2022	11/11/2022	2022	\$ 10,156.00	\$ 5,000.00	WINDOW REPLACEMENT + 1 NEW, TRIM & REAR SIDING, EXTERIOR PAINTING
32	1320 N 10th ST	7/26/2022	12/5/2022	2022	\$ 10,140.00	\$ 5,000.00	SIDING, TRIM, PAINT, HANDRAIL
33	309/313 CEMENT	9/7/2021	N/A	2022	\$ 12,000.00	\$ -	ROOF REPLACEMENT
34	503 E. MAIN	6/1/2021		2022	\$ 16,000.00	\$ 5,000.00	FAÇADE RESTORATION; EXTERIOR PAINTING
35	224 S 15TH ST	7/27/2021		2022	\$ 2,220.00	\$ 1,110.00	EXTERIOR PAINTING; SIDEWALK REPLACEMENT
36	1735 IRVING ST	7/26/2022		2022	\$ 5,830.00	\$ 2,915.00	FACIA, SOFFITS, WINDOWS, SLIDING DOOR, WINDOW TRIM, PAINT
37	200 E WALNUT	3/7/2023		2023	\$ 21,000.00	\$ 5,000.00	DRIVEWAY REPLACEMENT; SMART SIDING AND PAINT
38	301 S 6TH	3/7/2023		2023	\$ 12,000.00	\$ 5,000.00	CONCRETE PORCH, STEPS, PRIVATE SIDEWALK TO STREET
39	309 S 6TH	3/7/2023		2023	\$ 10,000.00	\$ 5,000.00	SMART SIDING AND PAINT
40	401 S 4TH ST	pending building permit pmt		2023	\$ 28,000.00	\$ 5,000.00	FRONT PORCH REPAIR/REBUILD
41	400 S 5TH ST	pending partner app BP		2023	\$ 2,393.00	\$ 1,196.50	FRONT PORCH REPAIR; BACK STEPS REPAIR
42	312 S 11TH	5/10/2023		2023	\$ 2,000.00	\$ 1,000.00	FRONT PORCH REPAIR
43	418 W Walnut	5/11/2023		2023	\$ 1,089.35	\$ 544.68	GABLE REPLACEMENT, HANDRAIL
44	716 W MAPLE	in review		2023	\$ 12,788.09	\$ 5,000.00	Roof
45	712 W MAPLE	in review		2023	\$ 11,314.42	\$ 5,000.00	Roof
46	1013 N 10th	7/12/2023		2023	\$ 12,000.00	\$ 5,000.00	PARKING IMPROVEMENTS
47	1017 N 10th	7/12/2023		2023	\$ 3,674.00	\$ 1,837.00	SIDEWALK REPAIR AND DRIVEWAY EXTENSION/PORCH REPAIR
48				2023	\$ 7,579.00	\$ 3,789.50	
49	700 N 9th			2023	\$ 15,017.00	\$ 5,000.00	Replace Roof on House and Garage



Independence Neighborhood Exterior Grant Program

This program administered by the City of Independence in conjunction with the Independence Housing Authority helps homeowners living in the Neighborhood Revitalization Districts reinvest in their properties and improve neighborhoods. 2 or more neighboring homeowners must submit co-applications to participate. The City of Independence will reimburse each co-applicant a portion of the actual costs of improvements to their homes.

Homeowner Investment	Reimbursement (50%)
\$1,000 (minimum per co-applicant)	\$500
\$5,000	\$2,500
\$10,000+	\$5,000 (maximum per co-applicant)

Eligibility

To take part in the Neighborhood Exterior Grant Reimbursement Program a property cannot be located in a flood plain and must meet one of three requirements: 1) be located in a [Neighborhood Revitalization District](#); or 2) your property must be valued at \$100,000 or less by Montgomery County records, or 3) your property must be rated as an Average Minus or below by Montgomery County records.

To learn more about the [Neighborhood Revitalization Tax Rebate and to fill out an application](#), please visit our website.

Eligibility - Continued

To qualify to participate in the Neighborhood Exterior Grant Program, applicants must meet the following:

- Non-apartment residential properties (multi-family and duplexes are eligible).
- Applicant must have a partnering neighbor within **line of sight of as a co-applicant. No single property applications will be accepted.**
- The property's real estate taxes must be paid and current.
- City utility bills must be current on all properties in the applicants name or ownership.
- You must provide proof of adequate property insurance on the property.
- The improvements must meet Independence city code and applicable building codes.
- The improvement must not be paid for using an insurance settlement or other governmental funding.
- A minimum of \$1,000 in eligible improvements is required per co-applicant.
- Previous improvements may not be considered for reimbursement.
- Minimum exterior inspection requirements must be met. If an applicant fails an item at inspection, said item must be corrected prior to application approval or must be addressed within proposed improvements (see Inspection document for details).

Eligible Improvements include:

- Façade restoration
- Exterior painting or siding
- Masonry
- Window and door repair or replacement
- Awnings
- Gutters

- Exterior lighting or electrical work
- Building additions
- Front porch repair
- Roofs
- Driveway repair or installation
- Landscaping (limited to 20% of the total project if not related to integral components of the structural integrity)
- Tree removal (limited to 20% of the total project if not related to integral components of the structural integrity)

Ineligible Improvements include:

- Work completed prior to grant approval
- Fences
- Decks
- Patios
- Play equipment
- Lawn care or maintenance
- Swimming pools or spas

Note, the City reserves the right to determine if a proposed improvement meets program requirements.

How to Apply and Program Process

- The City will start accepting applications on April 1st at 8 a.m.
- Grant money will be distributed on a first come, first served basis until all funding is appropriated.
- Applications can be emailed to davidc@independenceks.gov or received at City Hall, 811 W. Laurel St., Independence, KS, 67301. Attn: Neighborhood Exterior Grant Program
- Applicants will be notified within **30** business days of application. An application is not considered complete until both co-applicant applications are received.
- **Work may not begin until the grant approval date. Any prior work will not be considered in the project cost.**
- Projects must start within 120 days of approval. Extensions may be granted with written approval prior to the 120-day deadline.
- Projects must be completed within 120 days of the start date. Extensions may be granted with written approval prior to the 120-day deadline.
- Contractor(s) utilized to perform improvements must have a current Independence Occupational license, and if appropriate professional license.
- All participating rentals must have a landlord license.
- Must pass a minimum exterior inspection.
- This program will only reimburse the labor costs of the labor provided by a third-party contractor.
- All receipts (labor and material) must be submitted at the same time.
- City staff will perform a post-project inspection to verify project completion and compliance.
- Limited to \$5,000 in Neighborhood Exterior Grant monies per property with the same owner, per 5 years.



Independence Neighborhood Exterior Grant Program Application

To be completed by the applicant:

Owner of Record (must be applicant): _____

Phone: _____ Email: _____

Mailing Address: _____ Property Address: _____

Property Type: ___ Single-Family Residential ___ Multi-Family Residential

 ___ Owner-Occupied ___ Rental Property

Description of Proposed Improvements:

Anticipated Project Start Date: ___/___/___ Estimated Total Cost of Improvements: \$_____

Anticipated Project Completion Date: ___/___/___

Co-Applicant: _____ Property Address: _____

Co-Applicant: _____ Property Address: _____

Co-Applicant: _____ Property Address: _____

Required supplemental documentation:

___ Copy of current homeowner’s insurance policy

___ Property Tax Statement ___ Bids/Quotes/Estimates to support estimated project cost

By signing below, I understand the project must begin after an approval letter has been received and within 120 days of the application approval date. If outside of the applicable timeframe, reimbursement may not occur. I certify that to the best of my knowledge all the information that I provide is truthful and factual. I understand that this is a City program, and all application and project information may be subject to Kansas open records laws. I understand that by participating in the Neighborhood Exterior Grant Program, I give my consent for City staff to enter my property to make inspections related to the program and that photos taken of my property can be used in City promotional materials. Monies granted through this program will be reported on IRS Form 1099-G.

Signature of applicant (owner): _____

Date: ___/___/___

SSN: _____

Applications may be emailed to: davidc@independenceks.gov or sent to:
City Hall, 811 W. Laurel St., Independence, KS, 67301. Attn: Neighborhood Exterior Grant Program

FOR CITY OFFICE USE BELOW

- Located in Neighborhood Revitalization District
- Appropriate Property Type
- Property Valued at less \$100,000 or less per County records
- Property is not located in the flood plain
- Rental License Current (if applicable)
- Eligible Co-Applicant Co-Applicant Name: _____ Address: _____
- Improvements are Eligible for Grant
- Estimated Improvements over \$1,000 (supporting documents substantiating cost also received)
- Real Estate Taxes Current
- City Bills Current
- Copy of Homeowner's Insurance Received
- Before Pictures Taken
- Funding Available
- Building Permit Required (Yes/No)
- Building Permit Issued Permit No. _____
- Initial Inspection of Property/Project: ___/___/___ See Attached Inspection Sheet
- Application Approval Date: ___/___/___ Approved By: _____
- Project Check – 120 Days: ___/___/___ Checked By: _____ Date: ___/___/___
- Project Check – Ext. Date: ___/___/___ Checked By: _____ Date: ___/___/___
- Project Completion Date: ___/___/___ Reviewed By: _____

Program Close-Out Documentation

- After Pictures Taken
- Improvements Meet City Code and Building Requirements
- Payment Submitted to Accounts Payable (50% of eligible receipts, up to \$5,000)
 - Date: _____ Amount: \$ _____ By: _____
 - Account 25-501-8697 Property Address: _____
 - Payee: _____ SSN/TIN: _____



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
AUGUST 8, 2023**

Department Finance

Prepared By

AGENDA ITEM Montgomery County Action Council Updates

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SUPPORTING DOCUMENTS



**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
AUGUST 8, 2023**

Department Finance

Prepared By

AGENDA ITEM Main Street Updates

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**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
AUGUST 8, 2023**

Department Finance

Prepared By

AGENDA ITEM Chamber Updates

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**REQUEST FOR ECONOMIC DEVELOPMENT
ADVISORY BOARD ACTION
CITY OF INDEPENDENCE
AUGUST 8, 2023**

Department Finance

Prepared By

AGENDA ITEM Other Items for Discussion

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